



**MassWildlife**

# APPLICATION GUIDELINES FOR MESA CONSERVATION & MANAGEMENT PERMIT

321 CMR 10.23 (dated 11/13/2009)

## PERMIT APPLICATIONS MUST INCLUDE:

Required fee. Please see:

[http://www.mass.gov/dfwele/dfw/nhosp/regulatory\\_review/mesa/mesa\\_fee\\_schedule.htm](http://www.mass.gov/dfwele/dfw/nhosp/regulatory_review/mesa/mesa_fee_schedule.htm) to determine the fee that will be due before the Permit can be issued. Required items below are relative to state-listed species.

Permit applications shall specifically address each of the following areas:

- |                        |                                   |
|------------------------|-----------------------------------|
| A. Existing Conditions | C. Impact Analysis                |
| B. Proposed Conditions | D. Conservation & Management Plan |

### **A. EXISTING CONDITIONS**

1. Describe current land uses on and adjacent to the project site.
2. Describe and quantify the extent of rare species habitat on the site by habitat function (e.g., how much feeding, breeding, migration, etc. habitat is on site). Note variations in habitat quality.
3. Aerial photograph with overlay of vegetation cover types.
4. Aerial photograph with overlay of rare species habitat mapped by habitat function.

### **B. PROPOSED CONDITIONS**

1. Describe proposed project.
2. Project plans for all future proposed uses of the site.
3. Aerial photograph showing extent of rare species habitat with overlay of proposed development (include all grading and disturbance of vegetation or soils).

### **C. IMPACT ANALYSIS**

1. Assess alternatives; describe how project design avoids and minimizes impacts.
2. Quantify all temporary and permanent impacts (e.g., provide table comparing acreage of available feeding, breeding, nesting, etc. habitat under existing and proposed conditions)
3. Assess project-related direct and indirect impacts to rare species habitat - How does the project meet the "insignificant impact" standard (321 CMR 10.23(2)(b))?

## **D. CONSERVATION AND MANAGEMENT PLAN**

Submit a plan that provides a “long-term Net Benefit to the conservation of the impacted species.” This plan may include:

- a. on and/or off-site permanent habitat protection
- b. on and/or off-site habitat restoration or management
- c. research to enhance conservation efforts and rare species recovery
- d. contributions toward development or implementation of an off-site conservation recovery and protection plan for the impacted species

If the “net-benefit” mitigation plan includes a Conservation Restriction, the application must include a draft Conservation Restriction text (NHESP can provide a template), a letter from a qualified “Grantee” indicating a willingness to enforce the restriction and monitor the site at least once annually, and recordable plans showing boundaries, monumentation and signage.

## **REPORTING REQUIREMENTS**

- 1) Required permit application fee
- 2) Report addressing all four elements: existing site conditions, proposed conditions, impact analysis, Conservation & Management Plan.
- 3) All required photographic and mapping requirements.
- 4) Copies of the permit application: 2 paper + 1 copy on CD
- 5) Copies of full project plans: 2 paper
- 6) If applicable, please submit the following on CD (NOT by email) for each Conservation Restriction or deed restriction parcel:
  - a) An electronic GIS file (preferably ArcView shapefile format), and include projection and coordinate information (NHESP uses: NAD83, Massachusetts Stateplane, Mainland Zone, Units: Meters) OR
  - b) If a GIS file is not available, applicant may submit a GPS file denoting the boundary -- please note the type of GPS used, whether differentially corrected, and the projection and coordinate information used by the GPS. OR
  - c) Applicant may also submit a CAD file. We can accept AutoCAD drawing files (.dwg) and partial drawing interchange files (.dxf) up to AutoCAD 2004, and MicroStation design files (.dgn) up to version 8. Please include projection and coordinate information. If the CAD file is large and contains many layers, please indicate which ones contain the applicable information.
  - d) If none of these are available, please let us know and we will discuss other formats.
  - e) Drainage easements, managed areas, and other “special use areas” should be surveyed as additional polygons so we can attach acceptable uses to those areas.

**Mail To:**  
Regulatory Review  
Natural Heritage & Endangered  
Species Program  
1 Rabbit Hill Road  
Westborough, MA 01581

*We strongly recommend that applicants discuss site-specific details with the NHESP prior to submission of a final Conservation and Management Permit Application.*

For additional information, please see: [www.nhesp.org](http://www.nhesp.org) or contact us at 508-389-6380.