



MASSACHUSETTS CONSERVATION & MANAGEMENT PERMIT APPLICATION

Massachusetts Endangered Species Act M.G.L. c.131A and Regulations (321 CMR 10.00)

Project Details

*Project or Site Name: _____

*Street Address/Location: _____

*Town(s): _____

*Total Site Acreage: _____

*Acreage of Disturbance¹: _____

Parcel/lot number: _____

Assessors map/plat number: _____

Project Description (If necessary, a project/site description can also be provided as an attachment): _____

Registry of deeds information²

Registry: _____

Certificate # (if registered land): _____

Book: _____

Page Number: _____

Do you have a previous NHESP File number?³ (Yes / No) If yes, please provide: _____

Does this project require a MA Environmental Policy Act (MEPA) review? (Yes / No) If yes, EEA No. _____

Date Certificate issued: _____ or check here if review is ongoing: ☐

Map

*Required: Enclose a map with the site location clearly marked and centered on the page.

Landowner Info

*Are you the Record Owner⁴ of the property? (Yes / No) *If No, are you a representative of the Record Owner or do you have permission from the Record Owner to submit this request or filing? (Yes / No)

*Landowner Name _____

Organization (if applicable) _____

*Street Address/Location _____

*City/Town _____

*State _____

*Zip Code _____

Email (if available) _____

Telephone _____

¹ Please disclose the full acreage of disturbance associated with the project, including areas outside of Priority Habitat.

² If your project contains more than one registered property, please attach a document listing the Registry information for each.

³ If your project hasn't undergone a MESA Project Review, please contact us at MESAREview@mass.gov.

⁴ Record Owner means any person or entity holding a legal or equitable interest, right or title to real property, as reflected in a written instrument or recorded deed, or any person authorized in writing by such person.

Applicant Info

Applicant Name (if different from Landowner)

Organization (if applicable)

Street Address/Location

City/Town

State

Zip Code

Email (if available)

Telephone

Representative Info

Representative Name

Organization (if applicable)

Street Address/Location

City/Town

State

Zip Code

Email (if available)

Telephone

Documents

Permit applications shall specifically address each of the following areas (relative to state-listed species). Please reference the Application Guidelines below for additional details:

***Narrative(s):**

- Existing & Proposed Conditions
- Habitat Impact Analysis
- Alternatives Assessment
- Proposed Conservation & Management Plan

***Site Plans/Figures:**

- Existing Conditions
- Proposed Conditions
- Open Space (as applicable)

Supporting Documents, as applicable:

- MEPA Certificate
- Land Protection Documents
- Species Protection Plan
- Habitat Management Plan
- Escrow Documents
- Shapefile

***Filing Fee**

Fee schedule is available at <https://www.mass.gov/how-to/apply-for-a-conservation-management-permit>

***Total CMP Fee Enclosed:** _____ Payable via check to **Comm. of MA – NHESP**

***Required Signatures**

I hereby certify under the pains and penalties of perjury that the information contained is true and complete to the best of my knowledge.

Signature of Property Owner/Record Owner of Property

Date

Signature of Applicant (if different from Owner)

Date

Please mail this completed form, with the required documents and fee to:

NHESP Regulatory Review | MassWildlife Field Headquarters | 1 Rabbit Hill Road | Westborough, MA 01581

Guidelines for a MESA Conservation & Management Permit

Permit applications shall specifically address each of the following areas (relative to state-listed species):

A. Existing Conditions

- Describe current land uses on and adjacent to the project site.
- 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.
- Aerial photograph with overlay of vegetation cover types.
- Aerial photograph with overlay of rare species habitat mapped by habitat function.

B. Proposed Conditions

- Describe proposed project.
- Project plans for all future proposed uses of the site.
- 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

- Assess alternatives; describe how project design avoids and minimizes impacts.
- Quantify all temporary and permanent impacts (e.g., provide table comparing acreage of available feeding, breeding, nesting, etc. habitat under existing and proposed conditions)
- 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 & Management Plan

- Submit a plan that provides a “long-term Net Benefit to the conservation of the impacted species.” This plan may include:
 - on and/or off-site permanent habitat protection
 - on and/or off-site habitat restoration or management
 - research to enhance conservation efforts and rare species recovery
 - 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:

- Required permit application and fee (see: <https://www.mass.gov/how-to/apply-for-a-conservation-management-permit>)
- Report addressing the 4 elements listed above
- If applicable, please submit the following for each Conservation Restriction or deed restriction parcel:
 - An electronic GIS file (preferably shapefile or geodatabase format), and include projection and coordinate information (NHESP uses: NAD83, Massachusetts Stateplane, Mainland Zone, Units: Meters) OR
 - If a GIS file is not available, applicant may submit a spreadsheet of coordinates downloaded from 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
 - Applicant may also submit a CAD file. We can accept AutoCAD drawing files (.dwg), partial drawing interchange files (.dxf), and MicroStation design files (.dgn). Please include projection and

coordinate information. If the CAD file is large and contains many layers, please indicate which ones contain the applicable information.

- If none of these are available, please let us know and we will discuss other formats.
- Drainage easements, managed areas, and other “special use areas” should be surveyed as additional polygons and noted as such in electronic data.

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