

DCR CR Stewardship Program *[Link to main DCR Stewardship Page]*

Requests for Approval

Some Conservation Restrictions (CRs) require Department of Conservation and Recreation (DCR) approval for specific “improvements” or projects before they can occur on a CR property. The following guidelines provide information on how to submit a Request for Approval to DCR. This process also applies to other types of Restrictions held by DCR State Parks.

1. Find the language in your specific CR regarding the requirements for submitting a request for approval (ask Stewardship staff if you have any questions). Generally, the language can be found in Section IV, V or VI, *Notice and Approval* of a CR. The language will typically specify how much advance notice is required, to whom the request should be sent, and what information should be included in a request.
2. Before submitting a request, it is recommended that you reach out to the Stewardship staff person in your region to discuss the project you are planning and whether the project would be in compliance with the terms and purposes of the CR. Please visit Regional Contacts *[Link]* to determine who to contact.
3. The terms of the CR generally require that a request include the “nature, scope, design, location, timetable and any other material aspect of the proposed activity.” Details should include the following (as applicable):
 - a. Describe the nature, scope, design, location, and timetable of the proposed activity.
 - A paragraph that describes the design, nature of and reasons for the new improvement
 - Dimensions (width, length and height)
 - Materials that will be used
 - Any ground disturbance that will occur
 - Photos and/or maps that help explain the project
 - References to any Best Management Practices that will be followed

- Any stormwater reports, engineering plans, etc. obtained or that will be obtained for the work
- b. State how the proposed activity complies with the terms of the CR and is consistent with the Purposes of the CR. Identify which, if any, Conservation Values will be enhanced by the proposed activity; which, if any, Conservation Values may be negatively impacted; and how those impacts will be minimized to ensure that any impairment thereto is not material.
- c. Identify all permits, licenses, or approvals required for the proposed activity, and the status of any such permits, licenses, or approvals.
- d. Describe any other material aspect of the proposed activity in sufficient detail to permit the Grantee to make an informed judgment.

Projects that require additional project-specific information:

Trails: For trail proposals it is especially helpful to include a map of the trail location, details on any ecologically sensitive or hydrological features near or at the trail location, trail grade and class, tread width, and information on pre-existing ways such as an old cart path that the new trail will follow.

Signs and kiosks: Include the language that will be on signs and information that will be in kiosks.

4. Mail a paper copy of the request with the information above to the person and address listed in the Notice and Approvals section of your CR. Note that in 2023, the DCR Boston office moved and **mail should be sent to 10 Park Plaza, Suite 6620, Boston MA 02116**. To expedite the approval process, please also send a copy to Stewardship staff (email is preferable). In addition to the information describing the project detailed above, include a note or letter stating your name and contact information, the CR property address, and that you are requesting approval for a project on a CR property.

Proposal Review

After receiving the request, Stewardship staff may have additional questions about your proposal and will contact you. For some proposals, Stewardship staff will want to first conduct a site visit with you to discuss the project and view the proposed project area. Some projects will require submission of a [Project Notification Form](#) to the [Massachusetts Historical Commission](#) and/or consultation with the [Massachusetts Natural Heritage and Endangered Species Program](#) prior to beginning any work, and Stewardship staff can assess this with you.

Subsequently, you will be notified by the agency if the request is approved or denied and notified of any accompanying conditions of approval if the project is approved. Do not begin work until you receive approval.