



# Haverhill

Economic Development and Planning

Conservation Department

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## **Policy Number P2000-02: Occupancy Permit Checklist Endorsement**

Public Hearing: September 28, 2000

Approved by Commission: September 28, 2000

Approved by Mayor: NA - Procedural

Approved by City Council: NA - Procedural

The City of Haverhill Conservation Commission has found numerous violations of the Wetlands Protection Act and Haverhill Municipal Ordinance Chapter 253 to occur following the occupancy of new homes. The explanations offered for these violations centralize around miscommunications between the home-buyers and home-sellers. In many cases the Commission has found these miscommunications to stem from a general lack of understanding of the locations and protective regulations of wetlands.

To obtain a Certificate of Occupancy from the City's Building Inspector, applicants are required, by policy of the Department of Inspectional Services, to obtain the endorsement of various City departments with findings that the work associated with the particular site has been completed with the departments' approvals. The Conservation Commission is one of these departments.

The following procedure has been approved by the Commission to reduce the number of miscommunications between home-buyers and home-sellers and to increase general public awareness of wetland identification and protection. This procedure is derived from the City's wetlands protection ordinance, Chapter 253, section 6, paragraph 8, which states, "The Commission may require as a condition precedent to a Certificate of Compliance, written acknowledgment by all subsequent owners of the affected property that they have been informed of the Conservation Commission's jurisdiction over the property". Applicants pursuing the Commission's endorsement on an "Occupancy Permit Check List" shall now follow this procedure.

1. The Certificate of Occupancy applicant shall submit signed, dated, and notarized "Wetland Awareness Statements"(Forms P2000-02A and P2000-02B) to the Commission.
2. With the submission of the "Wetland Awareness Statements", the applicant shall request a Conservation Department Official to inspect the particular site for compliance with the project's Order of Conditions, subsequent Modifications, and/or Determination of Applicability.
3. Once the Official determines that the site is in compliance and the work has been "substantially completed" (refer to "Occupancy Permit Check List"), the Official shall appropriately endorse the "Check List".
4. Following this endorsement the Conservation Department shall forward by mail an "Environmental Awareness Letter" (Form P2000-02C) to the home-buyer.

**APPENDIX P2000-02A  
PLOT PLAN STANDARDS**

All plot plans used by the home-seller in conjunction with the Haverhill Conservation Commission's "Occupancy Permit Checklist Endorsement" Policy (Policy Number P2000-02) shall be prepared and stamped by a Professional Engineer and/or Registered Land Surveyor registered in the Commonwealth of Massachusetts. Said plot plans shall contain, at a minimum, the following information as it pertains to the subject property. All questions regarding the definition of these Standards shall be directed to a Haverhill Conservation Department Official.

- All wetland areas subject to protection under the Massachusetts Wetlands Protection Act ("Act"), M.G.L. Chapter 131, section 40 (e.g. bordering vegetated wetland, riverfront area, bordering land subject to flooding, etc.)
- All buffer zone areas subject to regulation under the "Act"
- All wetland and buffer zone areas subject to protection under Haverhill Municipal Ordinance Chapter 253 (Note: buffer zone areas shall include No-Build and No-Disturbance Zones)
- All approved flag lines that delineate the above areas
- All permanent and temporary structures (e.g. houses, garages, retaining walls, decks, etc.) existing on the property
- Topography at 2' intervals and on N.V.G.D.
- Existing limits of lawns/landscaped areas, forested areas, open meadow areas, and, if applicable, all buffer zone plantings, fences, signage and/or other demarcations required by the Commission
- Subsurface drywell/drainage systems
- If applicable, all components of septic systems existing on the property (e.g. septic tank, D-box, leaching trenches, etc.)
- If applicable, drinking water wells
- If applicable, all underground utilities