

**TOWN OF WEBSTER CONSERVATION COMMISSION  
ADMINISTRATIVE REVIEW OF PROPOSED PROJECTS**

EXPLANATION: From time to time, Webster landowners approach the Conservation Department with minor projects that, while technically subject to the jurisdiction of the Conservation Commission under the Wetlands Protection Act are located within the buffer area and unlikely to result in any wetland alteration or other adverse impact on interests protected by the Act. This process is intended to reduce the workload of the Commission, and allow the Commission to spend time on larger projects, which pose a greater threat to wetland resources

APPLICABILITY: If the project meets all of the conditions, the work may be approved by the Agent without the filing of a Request for Determination of Applicability or Notice of Intent. If the Agent has any doubt that the project meets the requirements, then the applicant will be required to file a formal application and request a hearing. The Conservation Agent will provide the Commission with a list of all approved Administrative Requests at the next available meeting.

Minor Building Projects may be approved by the Conservation Agent, if the following conditions are met:

1. Roof shingle removal and replacement for a single-family home or garage
2. Siding an existing structure
3. Replacement of existing windows in an existing structure
4. Shed, deck or fence is more than fifty feet away from resource
5. Shed size is no larger than 8' x 10'
6. Foundation will only consist of sonotubes or concrete blocks
7. No excavation by machinery is required or proposed.

Vegetation projects may be approved by the Conservation Agent, if the project meets the following conditions:

1. Removal of single hazard tree in the 100' buffer, with stump flush cut to the ground
2. Pruning, planting, landscaping and other work within cultivated lawns
3. No uprooting of vegetation is proposed
4. No mowing to the ground or clear-cutting vegetation is proposed

Instructions

1. The applicant will complete an application
2. A \$40.00 filing fee will accompany the application
3. The applicant must submit photos of the area and provide field verification (trees marked, other work staked)
4. When the work is complete the applicant will submit photos of completed work. (Electronic submissions can be mailed to [conservation.department@webster-ma.gov](mailto:conservation.department@webster-ma.gov))

Review Fundamentals

1. The Conservation Agent will visit the site
2. The decision will be filed as a permanent record with the Commission
3. The Agent will issue a decision within twenty-one days of the completed application
4. If the decision rendered by the Agent is opposed by any party in interest, they may apply for a Request for Determination of Applicability with the Commission
5. The work should be completed within 6 months of approval.