

Working with the Division of Conservation Services on Conservation Restrictions

This chart outlines the basic process through which a conservation restriction is submitted to the Division of Conservation Services (within the Commonwealth’s Executive Office of Energy and Environmental Affairs), reviewed, and completed. Please visit the DCS website for the CR application form, model conservation restriction, and other relevant information - <https://www.mass.gov/service-details/conservation-restriction-review-program>

Step	CR Applicant	DCS
1	Mails CR Application form to DCS	Requests supporting material via e-mail
2	E-mails supporting material (e.g., Word version of CR, exhibits, maps, etc. – see application form)	Once all documents are received, e-mails acknowledgement receipt, assigning CR # and Reference #
3		Provides review of CR using MS Word’s ‘track changes’ and ‘comments’ features
4	Revises CR per DCS review, e-mails revised CR to DCS, confirming that Grantor and Grantee agree on revised CR, or providing further comments/changes	Provides further review or, if CR is ready, advances to EOEEA legal for final review
5		Provides final review from EOEEA legal
6	Revises CR, if necessary, after receiving EOEEA legal review	After EOEEA legal review has been addressed, e-mails letter acknowledging that the CR is ‘approved for local signatures’
7	Collects signatures of Grantor, Grantee, municipality, and any other required signatures.	
8	Mails one (1) <u>copy</u> of a fully executed CR to DCS, along with a return envelope or FedEx shipping label	Advances CR to the Secretary of EOEEA
9		Mails signed CR back to CR Applicant
10	Records CR and e-mails PDF of recorded CR to DCS	Closes out and archives CR file in DCS database; shares recorded CR with GIS department

For general inquiries regarding conservation restrictions, contact Denise Pires, Program Coordinator, at Denise.Pires@mass.gov, or 617-626-1011