

Have you Received a Notice of Legal Responsibility from the Conservation Department?

The Conservation Department is in the process of verifying and closing outstanding Orders of Condition, many dating back to the 1990's. Most of these Orders are simply missing a book and page number from the Registry of Deeds. If you received or receive a letter of Notice of Responsibility, please check your records for the Order.

1. The Middlesex South Registry of Deeds page has all the information you will need in order to get the book and page. Please visit that site at www.middlesexsouthregistry.com . There are specific instructions as to how to record your Order there.

2. Once you obtain the book and page numbers, you may send it to the Conservation Department and request a Certificate of Compliance. The Certificate of Compliance is the document that is necessary should a Title Search indicate an outstanding Order.

If you have other outstanding issues, please refer to your Order and complete any obligations under the Order, present them to the Department along with proof all work has been completed (An 'As Built Plan'), to the satisfaction of the Order of Conditions, and request your Certificate of Compliance.

Once a Certificate of Compliance has been issued for that DEP #, your project is considered complete and no further action is required. If you feel there is an error, or need further information, you may call or email our office at 978-440-5471 or ConCom@sudbury.ma.us and we will do our best to try to assist you.

Steps to follow:

1. Middlesex South Registry of Deeds for book and page number. You will supply them with the Order of Conditions the Conservation Commission gave you.
2. The Registry of Deeds will send a letter or give you a stamped paper with the Book/Page.
3. You send this back to the Conservation Department, and request a Certificate of Compliance. (COC).
4. If you read your Order and it says on the very back page you need an AS BUILT plan, then you should be sure to have this done. The instructions in the Order are specific to your site, so be sure to find it in the Order. If there is NO requirement for an as built, you only need to contact us with the book and page number and we will issue you the COC.