

How to Record a Document at the Registry of Deeds

from the Stow Conservation Commission

Orders of Conditions, Certificates of Compliance, Extension Permits for Orders of Conditions, and Orders of Resource Area Delineation issued by the Stow Conservation Commission must be recorded at the Southern Middlesex Registry of Deeds. This can be done in person, by mail or electronically through an attorney.

To Record in Person:

- 1) The original document must be recorded.
- 2) A fee of \$105 is required per document which can be paid by cash or check. Telephone numbers and addresses must be on all checks. Checks should be made payable to the Commonwealth of Massachusetts.
- 3) visit the Southern Middlesex County Registry of Deeds office at:

208 Cambridge Street

Cambridge MA 02141

Tel: (617) 679-6300

Email: middlesexsouth@sec.state.ma.us

Office Hours for Recording:

Monday-Friday

8:00a.m. - 3:45p.m.

To Record by mail:

- 1) The original document must be recorded.
- 2) A return name and address must be placed on the front page of the document in the margin (**NOT** in the upper right hand corner)
- 3) A fee of \$105 dollars is required per document. Checks should be made payable to the Commonwealth of Massachusetts. Telephone numbers and addresses must be on all checks.
- 4) Include a self-addressed, stamped envelope with correct postage.
- 5) Mail to the Southern Middlesex County Registry of Deeds office at:

208 Cambridge Street, PO Box 68

Cambridge MA 02141

Please provide the Stow Conservation Commission proof of recording once the document has been recorded. Contact the Stow Conservation Commission Office at **978-897-8615** or **conservation@stow-ma.gov** with **questions**.

You may also visit the Southern Middlesex Country Registry of Deeds website for more information:
<http://www.middlesexsouthregistry.com/recordingrequirements.html>