



# Administrative Checklist

## *Request to Amend an Order of Conditions*

### General Information:

The letter must be submitted two weeks prior to the next scheduled Conservation Commission meeting. No new information may be accepted into the Commissioner's packet a week before the meeting. Failure to follow the Administrative Checklist guidelines shall result in an *Administrative Incomplete Application* and will *not* be advertised for a Public Hearing. Contact the Conservation office if you need assistance. For more information, refer to Wetlands & Waterways Program DWW Policy 85-4.

### Submitting an Application:

- \_\_\_\_\_ 1 original letter requesting an amendment. The request shall include the DEP file number, project location, specific narrative of the proposed change and current applicant/homeowner information.
- \_\_\_\_\_ 1 original and 7 copies of the updated plan, folded separately, right side out with title. All plans shall reference NAVD1988 unless otherwise noted. Landscape plans shall be detailed to show proposed and existing conditions, native species, size and spacing.
- \_\_\_\_\_ A 100' radius map, **current** abutters list and abutters notification identifying the property owners who are to be notified per 310 CMR 10.00. Abutters list must be certified by the Town Assessor's office. The Assessor's office requires 7 days advance notice. All abutters must be notified via certified mail.
- \_\_\_\_\_ A pdf of original letter, plan, and other supporting information emailed to [bdirienzo@yarmouth.ma.us](mailto:bdirienzo@yarmouth.ma.us).  
**Please put the property's street address in the pdf file name.**
- \_\_\_\_\_ Submit Certified Mail Receipts (PS Form 3800) for all abutters.
- \_\_\_\_\_ If applicable, submit Certified Mail Receipts for Massachusetts Natural Heritage and Endangered Species Program and Massachusetts Division of Marine Fisheries. Alternatively, you may visit their websites for electronic filing information. If filed electronically, please copy [bdirienzo@yarmouth.ma.us](mailto:bdirienzo@yarmouth.ma.us).
- \_\_\_\_\_ Legal ad fee - check payable to "Town of Yarmouth".  
**(Refer to Fee Schedule at <https://www.yarmouth.ma.us/696/Filing-Forms>)**
- \_\_\_\_\_ Waterway's jurisdiction – Any coastal projects such as, but not limited to, docks, piers, bulkheads, revetments, dredging and boardwalks shall require submittal of all Notice of Intent, plans and supplemental information to the Town of Yarmouth Waterways/Shellfish Committee via the Natural Resources office by certified mail or in-hand delivery. The applicant or his/her representative **must** provide the Conservation office proof that this has been done or the filing will not be accepted.
- \_\_\_\_\_ 1 pdf of the letter, plan and other supporting information shall be sent **VIA EMAIL the same day** to DEP, Southeast Region at **SERO\_NOI@mass.gov** with the subject line in the email per DEP's request listed as "YARMOUTH - RAOOC – MassDEP 7-Digit File Number" **and copied to** [bdirienzo@yarmouth.ma.us](mailto:bdirienzo@yarmouth.ma.us). We **must** receive a copy of this email as proof that it has been sent to DEP.