



# 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 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/home owner information.

\_\_\_\_\_ 7 copies of the letter

\_\_\_\_\_ 8 copies of the plan and other supporting information

\_\_\_\_\_ A pdf of original letter, plan, and other supporting information emailed to kgrant@yarmouth.ma.us.

\_\_\_\_\_ Update the 100' radius map, abutters list and abutters notification identifying the property owners who are to be notified per 310 CMR 10.00. Abutters list can be obtained online at <http://gis.vgsi.com/yarmouthma/> and must be certified by the Town Assessor's office. The Assessor's office requires 7 days advance notice.

\_\_\_\_\_ Legal ad fee - check payable to "Town of Yarmouth"

\_\_\_\_\_ 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 hand delivery. The applicant or his representative must provide the Conservation office proof that this has been done or the filing will not be accepted.

\_\_\_\_\_ 1 copy of letter and plan shall be sent to Department of Environmental Protection, Southeast Region, 20 Riverside Drive, Route 105, Lakeville, MA 02347. Must be sent by "Certified Mail", return receipt request.