

# SCC AMENDMENT PROCESS

## STEP 1

1. The applicant shall contact Con Com Office to schedule a meeting date to speak with the Board informally to discuss the changes to the project approved in the existing Order of Conditions or Permit
  - a. The applicant shall provide, at the scheduled meeting, any information available regarding proposed changes
  - b. The Board will decide whether the changes proposed are or are not within the scope of the existing approved Order
    - i. Within the scope the Board may decide that the changes can be added to the existing Order on file as a field change
    - ii. Within the scope the Board may decide that an Administrative Review permit is appropriate
    - iii. Within the scope the Board may decide that the changes can be heard under the amendment process
      1. Proceed to STEP 2
    - iv. If not within the scope the Board may decide that a new filing be submitted
      1. Begin the Notice of Intent filing process

## STEP 2

1. The applicant shall file an Amendment with the Conservation Commission
  - a. Submission
    - i. Fees
      1. Environmental Review Fee and Application Fee
        - a. Check payable to the Town of Sandwich in the amount of \$235.00
      2. Legal Ad Fee (Published in the Sandwich Enterprise)
        - a. Check payable to Falmouth Publishing in the amount of \$45.00
      3. Mailing Fee
        - a. Check payable to the USPS in the amount of \$10.00 for certified/return receipt mailing of the permit
    - ii. Conservation Office Requirements
      1. Cover Letter (2 copies) including exact changes from original Order/approved plans
      2. New Plan(s) (4 copies) – **4 Original (wet stamped, signed, existing conditions and proposed conditions and architectural)**
      3. **Commissioners Material – the letter and plans may be submitted via email to [naturalresources@townofsandwich.net](mailto:naturalresources@townofsandwich.net) or on a flash drive at the time of submission to the Conservation office.**
      4. Waiver Request/Representative Designee – 1 copy of each for file
      5. Abutters Notification – Applicant must apply for a Certified Abutters List from the Assessor's Office – (508) 888-0157
      6. One copy of the letter submitted to the office must be sent to each abutter via certified/return receipt mail.
      7. With submittal or at the opening of the hearing we require 8x11 copies of the white certified mailing slips
    - iii. DEP Requirements
      1. 1 copy(s) of letter and plans sent to DEP at 20 Riverside Dr. Lakeville, MA 02347, no fee for the State
    - iv. Natural Heritage Requirements (if applicable)
      1. 1 copy(s) of letter and plans sent to Natural Heritage, 1 Rabbit Hill Rd., Westborough, MA 01581
      2. Applicant must call Natural Heritage to see what their fee will be (508) 389-6364





## REPRESENTATIVE DESIGNATION

Date: \_\_\_\_\_

I \_\_\_\_\_, hereby designate \_\_\_\_\_  
(Applicant) (Representative)

as my/our representative for all information, on-site reviews, public hearings, and  
correspondence with the Commission relative to the (Notice of Intent/Amendment)  
application for work proposed at \_\_\_\_\_, (Project  
Address)

submitted \_\_\_\_\_. Please keep the representative informed of  
(Date)  
the status of any changes in procedures specifically affecting my/our application(s). I will  
raise any questions regarding this project through my/our representative.

Please complete the information below as to who is to be contacted to pick up the  
processed (Order of Conditions):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

**PLEASE PRINT OR TYPE**

# NOTIFICATION TO ABUTTERS UNDER THE MASSACHUSETTS WETLANDS PROTECTION ACT

In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following.

- A. The name(s) of the applicant is \_\_\_\_\_.
- B. The applicant has filed an Amendment to the Order of Conditions with the Sandwich Conservation Commission, seeking permission to remove, fill, dredge or alter an Area Subject to Protection under the Wetlands Protection Act (General Laws Chapter 131, Section 40).
- C. The address of the lot where the activity is proposed is \_\_\_\_\_
- D. Project Description:  
\_\_\_\_\_
- E. Copies of the Amendment may be examined at the Department of Natural Resources at 16 Jan Sebastian Drive, Sandwich, MA 02563. Between the hours of 8:30 AM and 4:00 PM, Monday – Friday. For more information, call: (508) 833-8054.
- E. Copies of the Amendment may be obtained from the Department of Natural Resources.
- F. Information regarding the date, time, and place of the public hearing may be obtained from the Department of Natural Resources, by calling this telephone number 508-833-8054.

**Note:** Notice of the public hearing, including its date, time and place, will be published at least five (5) days in advance in the Sandwich Enterprise Newspaper.

**Note:** Notice of the public hearing including its date, time and place will be posted in the City or Town Hall not less than (48) forty eight hours in advance.

**Note:** You may also contact your local Conservation Commission at 508-833-8054 or the nearest Department of Environmental Protection Regional Office for more information about this application or the Wetlands Protection Act.

**To contact DEP, call:**

**Central Region: 508-792-7650**

**Northeast Region: 617-935-2160**

**Southeast Region: 508-946-2800**

**Western Region: 413-784-1100**



**LIST OF ABUTTERS  
 REQUEST FOR CERTIFICATION**

NOTE: PLEASE ALLOW **TEN BUSINESS DAYS** FOR A LIST TO BE CERTIFIED BY ASSESSORS, PER MGL 66, S.10. LISTS ARE CERTIFIED ON A 'FIRST COME, FIRST SERVE' BASIS, PLEASE PLAN YOUR TIME FRAME ACCORDINGLY.

DATE OF REQUEST \_\_\_\_\_ PERSON REQUESTING CERTIFICATION \_\_\_\_\_

CONTACT PHONE NUMBER AND/OR EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF PROPERTY OWNER/APPLICANT: \_\_\_\_\_

STREET LOCATION OF PROPERTY: \_\_\_\_\_

MAP NUMBER: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_

NUMBER OF ABUTTERS ON LIST \_\_\_\_\_ (INCLUDES OWNER)

THE APPLICATION IS FOR:

\_\_\_\_\_ Board of Appeals (Variance, Special Permit, Comprehensive Permit)

\_\_\_\_\_ Planning Board (Special Permit)

\_\_\_\_\_ Planning Board (Definitive Plan)

\_\_\_\_\_ Selectmen (Road Taking)

\_\_\_\_\_ Selectmen (Utility/Pole Location)

\_\_\_\_\_ Selectmen (Gasoline/Oil Storage Tank)

\_\_\_\_\_ Selectmen (Liquor License)

Conservation Commission (Notice of Intent/Request for Determination of Applicability)

\_\_\_\_\_ Historic District (Certificate of Appropriateness/Demolition or Removal)

\_\_\_\_\_ Board of Health (Site Assignment)

\_\_\_\_\_ Other (specify) \_\_\_\_\_

**CERTIFIED  
 ABUTTERS' LIST  
 MUST BE PAID IN  
 ADVANCE.  
 THANK YOU.**

**For Assessors Use**

\_\_\_\_\_ The attached list has more than three errors. Please submit a corrected list.

\_\_\_\_\_ The attached list is certified to be a correct listing of abutters for the described application based on the most recent tax list.

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Employees Initials: \_\_\_\_\_ Certified By: \_\_\_\_\_