

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 \$30.00
 - 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 architecturals)**
 3. **Commissioners Material – the letter and plans may be submitted via email to 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



WAIVER REQUEST

Commissioner:

I/We hereby waive the benefit of the time requirements set forth in Chapter 7 of the Town of Sandwich Wetlands Bylaw, which requires a Public Hearing must be held within twenty-one (21) days after the submission of the Notice of Intent or Request for Determination of Applicability.

Under this waiver the Public Hearing shall be held within forth (40) days of the filing of a complete Notice of Intent or Request for Determination of Applicability.

_____	_____
Date	Applicant/Representative
Applicant's Name _____	
Address _____	
Town _____	State _____
Telephone: () _____	
Project Location: _____	
Assessor's Map _____	Parcel/Lot No. _____
Project type (Description) _____	

Applicant's Signature: _____



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: _____