



# Ipswich Conservation Commission Office Small Project Permit Application

ICC File # SPP- \_\_\_\_\_  
To be completed by the Conservation  
Office

## I. APPLICANT INFORMATION

Applicant Name(s): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_ Applicant Email Address: \_\_\_\_\_

## II. PROJECT INFORMATION

Project Site Address: \_\_\_\_\_ Map / Lot # \_\_\_\_\_

Project Category: (check all that apply)

- Unpaved pedestrian walkways
- Fencing and stonewalls
- Vista pruning
- Planting native species
- The conversion of lawn to certain uses accessory to residential structures
- Repair or replacement of a lawfully-existing deck, patio or shed
- conversion of impervious to vegetated surfaces
- activities that are temporary in nature
- Installation of directly embedded utility poles and associated equipment
- Installation of underground utilities within existing roadways and driveways
- Installation of underground sewer lines within existing roadways and driveways
- Installation of new equipment within existing or approved electric or gas facilities
- Installation of access road gates at public road entrances to existing utility right-of-way access roads
- Removal of existing public utility equipment
- Vegetation cutting for road safety maintenance
- Installation/repair/replacement/removal of public signs, signals, sign and signal posts and associated equipment
- Pavement and sub- grade repair, resurfacing, and reclamation
- repair or replacement of an existing and lawfully located driveway
- Cutting in a single event up to 3 trees

Brief Project Description, including square footage of the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. **LIMITATIONS AND SUBMITTAL REQUIREMENTS:** Criteria for Small Project Permits, including setback and size limitations, if any, are listed in the Ipswich Wetlands Protection Bylaw Rules & Regulations Section IV.B & Section IV.C 1 through 19. **Small Project Permits are valid for up to 1 year from the date of issuance. These permits may not be amended or extended.** All requests for a Small Project Permit require submittal of the following at least 1 week before a Conservation Commission meeting:

- ✓ The Small Project Permit Application form, fully and legibly completed,
- ✓ A sketch of the work to be completed, with dimensions, and estimated distance to wetland resource areas,
- ✓ Appendix A (local fee form) and the required \$25.00 fee (NOTE: State and Town projects are fee exempt).

By signing below, I hereby consent to a site visit of the above property by the Conservation Agent and/or Field Inspector, and attending the next Conservation Commission meeting.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_