

Ipswich Conservation Commission – Small Project Permit Filing Procedure

v	REQUIREMENT	Included? (ICC Completes)
	<p><u>Items to be submitted, 1 weeks prior to a meeting:</u></p> <p>1) Small Project Permit application form, with the correct category checked. NOTE: the Ipswich Wetlands Protection Bylaw contains specific limitations on when a Small Project Permit may be used. See attached for the most commonly used categories. The regulations in their entirety may be found on line at http://www.ipswichma.gov/DocumentCenter/Home/View/8955.</p>	
	2) Sketch plan showing the proposed work, and distance to resource area. (Submit 3 copies of plan/sketch if 8 ½ x 11"; 5 copies if larger).	
	3) Written waiver request for work in the mandatory subzone (No-Disturbance Zone, No-Build Zone), if applicable, with required 1.5 : 1 mitigation (Submit 3 copies).	
	4) Local Fee form and check for \$30.00. Make check out to "Town of Ipswich". Please note project address in the memo space in the check. (Submit 3 copies).	
	5) This completed form, signed at the bottom by the applicant (Submit 3 copies).	
	6) An electronic copy of all of the above (1-5) emailed to Aliciag@ipswich-ma.gov and Janetr@ipswich-ma.gov .	
	7) Applicant must attend the public hearing(s).	
	8) You will receive the permit by regular mail; typically within 1 week of approval.	
	9) Small Project Permits cannot be modified or extended. The permit is valid for one year.	
	10) There is no appeals process for Small Project Permit requests that are not approved.	

Site Address

Printed Applicant Name

Applicant Signature

Date

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IV.C. Small Project Permit Categories

The proposed activities are limited to the following:

1. Unpaved pedestrian walkways *less than 30 inches* wide for private use or less than three feet wide for public access on conservation property, provided they are to be located outside of mandatory subzones (as defined in Section 2.VI.C of these regulations);
2. Fencing and stonewalls, provided they will not constitute a barrier to wildlife movement and are located outside of mandatory subzones (as defined in Section 2.VI.C of these regulations);
3. Vista pruning, provided the activity is *located more than 50 feet* from the mean annual high water line within a Riverfront Area or from Bordering Vegetated Wetland, whichever is farther. Vista pruning is defined as the moderate pruning of shrubs and trees and is limited to removing less than 30% of the existing plant structure to improve a view, and does not include disturbance of the soil. (Pruning of landscaped areas is not subject to jurisdiction under 310 CMR 10.00 or the Bylaw.);
4. Planting by hand of native species of trees, shrubs, or groundcover, but excluding turf lawns;
5. The conversion of up *to 120 sq ft* of lawn to uses accessory to residential structures such as decks, sheds, patios, replacement of a basement bulkhead and the installation of a ramp for compliance with accessibility requirements, provided the activity, including material staging and stockpiling area, is located outside of mandatory subzones (as defined in Section 2.VI.C of these regulations) to the mean annual high-water line to a river or perennial stream within the Riverfront Area, Bank or from Bordering Vegetated Wetland, whichever is farther. NOTE: The conversion of such uses accessory to existing single family houses to lawn is allowed without a Small Project Permit. Mowing of legally-established lawns is not subject to jurisdiction under the Bylaw;
6. Repair or replacement of a lawfully-existing deck (including landings and steps), patio or shed, as long as the size, configuration, and location of the structure does not change;
7. The conversion of impervious to vegetated surfaces, provided erosion and sedimentation controls are implemented during construction;
8. Activities located outside of mandatory subzones (as defined in Section 2.VI.C of these regulations) that are temporary in nature, have negligible impacts, and are necessary for planning and design purposes (e.g., installation of monitoring wells, exploratory borings, and percolation tests for septic systems) provided that resource areas other than Buffer Zones/Riverfront are not crossed for site access and extensive clearing is not required;
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16. Installation, repair, replacement or removal of public signs, signals, sign and signal posts and associated supports, braces, anchors, and foundations along existing paved roadways and their shoulders, provided that work is conducted as far from resource areas as practicable, and is located a minimum of ten feet from resource areas described in the preamble to this section, any excess soil is removed from the project location, and any disturbed soils are stabilized as appropriate;
17. Pavement and sub- grade repair, resurfacing, and reclamation of existing roadways within the right-of-way configuration provided that:
 - a) the roadway and shoulders are not widened,
 - b) all staging or stockpiling of materials takes place outside of mandatory subzones (as defined in Section 2.VI.C of these regulations),
 - c) all disturbed road shoulders are stabilized within 72 hours of completion of the resurfacing or reclamation,
 - d) no work on the drainage system is performed, other than adjustments and/or repairs to respective structures within the roadway, and
 - e) the area of the project within Commission jurisdiction shall not exceed 5000 sq. ft.;
18. The repair or replacement of an existing and lawfully located driveway provided that all work remains within the existing limits of the driveway, adequate erosion control measures are provided, and all surfaces are permanently stabilized within 14 days of final grade;
19. Removal in a single event of up to 3 trees located outside of mandatory subzones (as defined in Section 2.VI.C of these regulations). NOTE: Removal of trees that are dead or dying and dangerous do not require a permit from the Commission, but may approved in advance by the Agent or the Field Inspector after a site visit.