



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 \$30.00 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: _____

APPENDIX A

TOWN OF IPSWICH WETLANDS PROTECTION BY-LAW PROCESSING FEE CALCULATION WORKSHEET (Effective January 17, 2018) IMPORTANT: BYLAW FEES ARE IN ADDITION TO WPA FEES

(Submit this form with application with payment check made payable to Town of Ipswich)

- 1. A flat fee of \$30.00 for an Small Project Permit
2. A fee for the following applications: (check off appropriate item)
Request for Determination of Applicability (RDA) \$75.00 ea.
Request for Certificate of Compliance (COC) if Order is unexpired \$100.00 ea.
Request for COC if Order is expired \$200.00 ea.
Request for Extension of Order \$60.00 ea.

3. The following schedule applies for Notice of Intent and Abbreviated Notice of Resource Areas Delineation categories at 310 CMR 10.03(7) (c), as follow:
Table with columns: Category, Rate, No., Total

- 4. Formal Amendment to an existing Order (requires a public hearing):
5. Minor Modification to an existing Order (does not require a public hearing), check appropriate item(s):
First Request - Equal to 25% of original filing fee or \$30.00, whichever is greater
Second Request - Equal to 50% of original filing fee
Third and Subsequent Requests-Equal to original filing fee

- 6. Application for review of resource area delineation: \$1.00/Linear Foot (LF) of not less than \$50.00 or more than \$200.00 for single family house projects; not less than \$50.00 or more than \$2000.00 for any other activity. This fee will be in addition to the fee for an RDA or NOI listed above.
Type of activity: \$1.00/LF x LF = \$

- 7. Fees for projects within the Riverfront Area and another resource area shall be 150% of the above (check off appropriate item)
RDA: \$ 75.00 x 150% = \$
NOI (Total from Paragraph #3 above): \$ x 150% = \$

- 8. Late filing penalty fees: In the event of a violation finding by the Commission in which a filing is required after-the-fact, the local Wetlands By-Law fee for that late filing will be three times the normal fee(s) for the activities, applicable per the above schedule, including delineation fees.
Regular Processing Fee: \$ x 3 (penalty) = \$

Name/project address of Applicant: _____

DEP or ICC File No. (if applicable). TOTAL BYLAW FEE SUBMITTED \$ _____

Revised January 17, 2018

Ipswich Conservation Commission – Small Project Permit Filing Procedure

√	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 BrendanI@ipswichma.gov and Janetr@ipswichma.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

Ipswich Conservation Commission – Small Project Permit Filing Procedure

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 stone walls, 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.