

Ipswich Conservation Commission – Extension of Orders Filing Procedure

√	REQUIREMENT	Included? (ICC Completes)
	PLEASE NOTE: The request for an extension to an Order of Conditions (OOC) or Order of Resource Area Delineation (ORAD) must be made to the Commission at least 30 days prior to expiration of the Order, per state regulations.	
	<u>Items to be submitted, by filing deadline (2 weeks prior to a meeting):</u> 1) Cover letter requesting an extension (up to 3 years) to the OOC or ORAD, with the site address and DEP File # (36-___), and including the mailing address and a phone number for the applicant (Submit original only).	
	2) Local Fee form and check for correct amount. The fee is \$60. Make check out to "Town of Ipswich". Please note project address in the memo space in the check. (Submit 3 copies of form).	
	3) This completed form, signed at the bottom by the applicant (Submit 3 copies of form).	
	4) An electronic copy of all of the above (1-5) emailed to Conservation Agent and Conservation Assistant.	
	5) Applicant is welcome to attend the public hearing(s), but is not required to do so. However, it may be in your best interest to attend and explain why the extension is needed.	
	6) The Commission may require that the wetland flags be refreshed, and may have the Agent re-review the flag line to ensure that conditions have not changed substantially since the Order was originally issued.	
	7) If your Extension Order is for an OOC, that must be recorded. Proof of recording must be submitted to the Conservation Office within 30 days of recording or the Commission may invalidate the Extension. <u>Extensions for ORADs are not recorded.</u>	
	8) An Extension Order may be denied for any of the following reasons: a. where no work has begun on the project, except where such failure is due to an unavoidable delay, such as appeals, in the obtaining of other necessary permits; b. where new information, not available at the time the Order was issued, has become available and indicates that the Order is not adequate to protect the interests identified in Wetlands Protection Act (WPA); or c. where incomplete work is causing damage to the interests of the WPA; d. where work has been done in violation of the Order or WPA regulations; or e. where a resource area delineation in an Order of Resource Delineation is no longer accurate.	
	9) There is no appeals process for extension requests that are not approved.	

Site Address	36- _____	DEP File #
Printed Applicant Name	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:

	<u>No.</u>	x		=	<u>Total</u>
Category 1.	\$75.00 per activity	x	_____	=	\$ _____
Category 2.	\$300.00 per activity	x	_____	=	\$ _____
Category 3.	\$650.00 per activity	x	_____	=	\$ _____
Category 4.	\$950.00 per activity	x	_____	=	\$ _____
Category 5. (Not less than \$50.00 or more than \$1,000.00)	\$2.00/L.F.	x	_____ L.F.	=	\$ _____
Total: \$					_____

- 4. **Formal Amendment** to an existing Order (requires a public hearing):
 Equal to original filing fee/per each activity \$ _____

- 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 \$ _____

Total: \$ _____

- 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

Date: _____

RE: Order of Conditions (OOC), DEP File #36-_____

OOC Recording Information:_____

Applicant Name (on OOC) _____

Project Address_____

Dear Members of the Conservation Commission,

Please accept this letter as a request for an extension of the above - referenced OOC. I hereby request that the Order be extended for an additional_____months/years (circle one).

The reason for this extension request is _____

Attached is a check payable to the Town of Ipswich in the amount of \$60.00 for the extension fee. I understand that the Extension Order, if granted, must be recorded at the Registry of Deeds in Salem, MA, and proof of recording submitted to the Conservation Office within 30 days.

Thank you for your consideration.

Sincerely,

Signature of requestor

Name of requestor

Address where Extension Order should be sent for recording