



Chatham Conservation Commission  
**REQUEST to AMEND an ORDER of CONDITIONS**

**DIRECTIONS FOR FILING**

- The request to amend the existing Order of Conditions must be made in writing by the applicant addressed to the Commission.
- At a minimum the request must include the specific changes, the DEP file number, name and address of the owner, the applicant and the address of project site.
- 12 (twelve) copies of the revised plan noting the changes and the Special Conditions pages from the original (and any subsequent) Order of Conditions must accompany the letter of request. Locus maps showing the location of the property should be included; **these items should be collated together, making twelve packets.**
- A check made out to the Town of Chatham in the amount of **\$20.00** for advertising together with \$50 for the local filing fee must accompany the request.
- One copy of the letter of request and one copy of the revised plans must be sent to the Department of Environmental Protection:  
DEP, Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347
- Abutters within 100 feet of the property are to be notified registered return receipt. Proof of notification (green cards) is to be submitted to the Commission prior to the hearing. A certified list of current abutters must be obtained from the Assessors' Dept. The Assessors require 10 days notice, so please plan ahead - (508)945-5103).

**PROCEDURE**

A public hearing will be scheduled with the Commission. The applicant/representative must be present at the meeting. At that time the Commission will determine whether the proposed changes are significant enough to require a filing of a new Notice of Intent and will either approve or deny the request for an Amended Order of Conditions.

The granting of an Amended Order of Conditions does not change the original issuance date of the Order of Conditions.

There is no right to request a Superseding Order of Conditions from DEP or an adjudicatory hearing if a request to amend is not granted. If the Commission denies the request to amend, the only opportunity for further review is to file a new Notice of Intent. (See *Wetlands & Waterways Program DWW Policy 85-4*)



TOWN OF CHATHAM  
Conservation Commission

## SITE ACCESS AUTHORIZATION

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

I (We) hereby authorize the individual members of the Chatham Conservation Commission and its agents to enter upon the referenced property for the purpose of gathering information regarding the application filed with the Commission pursuant to the Wetlands Protection Act (MGL Ch 131, s. 40) and/or the Chatham Wetlands Protection Bylaw (Chapter 272).

Additionally, if an Order of Conditions is issued for the project, I (we) grant permission for Commission members and the Commission's agents to enter the above referenced property for the purpose of inspecting for compliance with the Order of Conditions. This site access authorization is valid until a Certificate of Compliance is issued by the Conservation Commission.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please Print \_\_\_\_\_

(If other than owner, please state whether tenant, agent or other)

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

ABUTTER NOTIFICATION LETTER

Date: \_\_\_\_\_

Subject: Upcoming Chatham Conservation Commission Public Hearing

Dear Property Owner:

As an abutter within 100ft of a proposed project, please be advised that a *Request to Amend an Order of Conditions* has been filed with the Chatham Conservation Commission. A public hearing will be held by the Conservation Commission to review the proposal. Below is the pertinent information regarding this application.

APPLICANT: \_\_\_\_\_

PROJECT ADDRESS

or LOCATION: \_\_\_\_\_

Assessors Map \_\_\_\_\_ Parcel \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

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

APPLICANT'S REPRESENTATIVE: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

PUBLIC HEARING: **Chatham Town Annex  
261 George Ryder Road  
(lower level)**

Date: \_\_\_\_\_

Time: Meeting starts at 7pm

The applications and plans are available for review at the Conservation Office,  
261 George Ryder Road, Chatham  
Monday through Thursday, 7am – 4pm; Friday 7am-12:30pm  
(508)945-5164.

\_\_\_\_\_

## CHATHAM'S LOCAL FILING FEES

### 1.09 Fees

The following fees shall apply to applications and documents issued under these regulations independent of the cost of advertising.

- Administrative Review - \$25
- Re-issue of any document - \$25
- Request for Determination of Applicability - \$35
- Request for Amended Order of Conditions - \$50
- Extension Permit - \$50
- Notice of Intent / Abbreviated Notice of Intent

a) Category 1 - \$50.00 per activity

refers to activities such as an addition to an existing single family dwelling, construction of a shed, installation of a pool, resource improvement, vegetation control, septic system work, etc.

b) Category 2 - \$200 per activity

refers to construction of a dwelling (including demolition), parking lot construction, beach nourishment, driveway crossing to a single family dwelling, maintenance dredging, etc.

c) Category 3 - \$400 per activity

refers to projects such as commercial building construction, road or bridge construction, commercial development, etc.

d) Category 4 - \$2 per linear foot, total fee not less than \$50

refers to work on bulkheads, revetments, fiber roll installation, docks, piers, catwalks, pilings, floats, etc.

Any municipal project is exempt from fees.