

DEPARTMENT OF MUNICIPAL INSPECTIONS
CONSERVATION OFFICE

TOWN HALL, 550 HANOVER STREET, HANOVER, MA 02339 PHONE: 781-826-6505

SUBMISSION REQUIREMENTS for a REQUEST TO AMEND AN ORDER OF CONDITIONS

*Expired permits will **not** be considered.*

NOTE- only that work approved under the original OOC may take place during the AOC process.

A. Initial Inquiry:

1. **REVIEW** your original ORDER OF CONDITIONS (OOC)
 - a. make a list of items within the OOC that will change, i.e., updated contacts, conditions, dates, and similar that will be effected by the project changes.
2. **PREPARE** a draft plan highlighting all plan details that will change
3. **MEET** with the Conservation staff to review the list and amended plan
 - a. this meeting and/or an informal discussion at a meeting of the Commission will serve as your *initial request* to amend the OOC.

B. Pre-hearing process:

4. **SUBMIT** a check for the appropriate AOC fees- see Fee schedule on page 2
5. **SUBMIT** a written request to the Commission *which shall include* the following information:
 - a. a complete narrative describing all changes to the project
 - b. DEP and BL file #'s (SE 31-xxxx & BL xx-xx) from the original permit
 - c. name of original applicant/property owner
 - d. name and contact info for applicant making request
 - e. current property owner info
 - f. any changes to Assessor's reference since the issuance of the OOC
 - g. date of approved plan as listed on the OOC
 - h. any changes to stormwater design
 - i. any changes to stormwater calculations
 - j. any changes to the Pre- and Post- Construction Pollution Prevention Plans
 - k. whether the purpose of the project has changed
 - l. whether the scope of the project increased/decreased
 - m. whether the project still meets relevant performance standards
 - n. whether the potential for adverse impacts to the interests of the Act will increase or decrease
 - o. changes to approved amount/location of resource areas alteration
 - p. changes to approved amount/location of buffer zone alteration
 - q. changes to approved mitigation for wetland/buffer alterations
6. **SUBMIT** a revised plan with clear and precise notations detailing:
 - a. the original plan date
 - b. a revised plan date
 - c. any and all amendments to the design, location, size, etc. of the project

C. Meeting process:

The Commission will review your documents during a duly posted Conservation Commission meeting to determine whether the revised project activities meet the requirements of the amended OOC process. If so, a public hearing will then be scheduled- follow steps 7. - 11. below. (Otherwise, the Commission may determine that the scope of the project is such that the work cannot be conducted without submittal of a new Notice of Intent¹.)

7. **SUBMIT** a *revised Notice of Intent* including **all** of the items and information listed above in **#4 - #6** and any other pertinent details/documents.
8. **SUBMIT** the fee for legal ad- \$31.37 payable to *Gatehouse Media*, but submit the check to the Conservation Office to retain the discounted price.
9. **SUBMIT** a certified list of abutters, obtainable from the Assessor’s Office. Use the Notification to Abutters form² to notify abutters.
10. **SUBMIT** a signed Affidavit of Service³ as proof of abutter notification by 4 PM 7 days prior to the scheduled public hearing with the Conservation Commission.
11. **ATTEND** the public hearing.

FEES FOR AMENDED OOC’s⁴

Request to Review Revised Plans or Request for an Amended OOC⁵	If NOI application fees were based on Category 1, 6 - 9	Submit \$ 50.00
	If NOI application fees were based on Category 2	Submit \$ 200.00
	If NOI application fees were based on Category 3 - 5	Submit \$ 400.00

NOTE: Amended OOC’s are issued within 21 days of the closing of the public hearing. Amended OOC’s retain the expiration date of the original OOC. Amended OOC’s may be extended after review of an OOC Extension request⁶. Amended OOC’s must be recorded at the PC Registry of Deeds **prior to** commencement of any work listed as amended within the AOOC and prior to any request for an Extension.

¹ If a new NOI is required for revised/add'l work, only that work approved on the original OOC may take place during the NOI process.
² see **Notice to Abutters** form at http://www.hanover-ma.gov/sites/hanoverma/files/file/file/application- abutter_notification_form.pdf
³ see **Affidavit of Service** at http://www.hanover-ma.gov/sites/hanoverma/files/file/file/application- affidavit_of_service.pdf
⁴ see full **Bylaw Fee Schedule** at http://www.hanover-ma.gov/sites/hanoverma/files/file/file/bylaw_fee_schedule- appendix_a.pdf
⁵ If a new NOI is required, your request fee will be applied to the new NOI fees.
⁶ Ext. requests must be submitted 30 days prior to the expiration of the original OOC.