



CHELMSFORD CONSERVATION COMMISSION

Request for Extension Permit Application Instructions

Requests for Extension Permit (REP) are applications to extend an Order of Conditions (OOC) or Order of Resource Area Delineation (ORAD). Please consult the Chelmsford Wetlands Bylaw and Bylaw Regulations prior to filing with the Conservation Commission.

- **Applications must be received thirty (30) calendar days prior to the expiration of said Permit.**

Step 1

Download and **complete WPA Form 7** from the Massachusetts Department of Environmental Protection (DEP) website: <http://www.mass.gov/dep/water/approvals/wpaform7.pdf>. Printed copies may be obtained from the Conservation Office at the Town Offices.

Step 2

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets every 1st and 3rd Tuesday of the month.

Step 3

Submit the following materials to the Conservation Commission:

- Two (2) copies of the REP application:
 - Applicant's name and contact information:
 - Mailing address
 - Telephone
 - Email
 - Name of representative or contact person
 - Property owner's name and contact information (if different)
 - Address of Subject Property and Assessor's Parcel
 - DEP File Number of the OOC or ORAD
 - Book and page deed reference for the recorded OOC
 - Local Filing Fee Calculation Form
 - Application fee payable to the Town of Chelmsford
- Submit application materials electronically to kguertin@chelmsfordma.gov or provide a Compact Disc

Please
No staples - No GBC bindings
No plastic covers
Use binder clips or three-hole
punch
Folded unbound plans

Step 4

By submitting a **complete** REP application (see items listed in Step 4), the application will be scheduled for the next available public hearing. Incomplete REP applications will not be received by the Conservation Office. The applicant or the representative is encouraged to attend the scheduled public hearing.

Step 5

The Conservation Commission, their agent, or a third party reviewer may perform a site visit to confirm the existing conditions and resource area delineation. The applicant will be notified about the date and time of the site visit and is encouraged to attend.

An OOC or ORAD may only be extended once for a period of up to three years.

Updated August 2012