



# 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 1<sup>st</sup> and 3<sup>rd</sup> 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 [aleflore@townofchelmsford.us](mailto:aleflore@townofchelmsford.us) 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



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## Local Filing Fee Calculation Form

The Chelmsford Wetlands Bylaw [Chapter 187] and the Chelmsford Wetlands Bylaw Regulations [Section 7.1] require a filing fee according to the following schedule.

APPLICATION TYPE:	QUANTITY:	FILING FEE:	TOTAL:
<b>Request for Determination of Applicability (RDA):</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$100.00	_____
Residential Subdivision (2 or more lots):	_____ x	\$100.00	_____
General Residential or Single Family house:	_____ x	\$50.00	_____
<b>Abbreviated Notice of Resource Area Delineation (ANRAD):</b>			
Single Family house	_____ x	Half the total Act fee	_____
All other Activities	_____ x	Half the total Act fee	_____
<b>Notice of Intent (NOI):</b>			
Activity Fee Category 1	_____ x	\$55.00	_____
Activity Fee Category 2	_____ x	\$250.00	_____
Activity Fee Category 3	_____ x	\$525.00	_____
Activity Fee Category 4	_____ x	\$725.00	_____
Activity Fee Category 5	_____ x	\$75.00	_____
*per each activity proposed within Wetland Resource Areas and Buffer Zone			
<b>Application Filed After Enforcement Order:</b>	_____ x	Double the total municipal fee	_____
<b>Amended Order of Conditions Application:</b>	_____ x	75% of initial municipal fee	_____
<b>Request for Certificate of Compliance (RCOC):</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$150.00	_____
Residential Subdivision:	_____ x	\$100.00	_____
General Residential or Single Family house:	_____ x	\$50.00	_____
If Order of Conditions has Expired:	_____ x	Add an additional \$50.00	_____
<b>Request for an Extension Permit (REP):</b>	_____ x	\$75.00	_____
<b>Request for True Attest Copy:</b> Order of Conditions, Certificate of Compliance, Amended Order of Conditions, Extension Permits, or other documents:	_____ x	\$25.00 each	_____
<b>Research:</b> Obtaining specific applications, plans, or permits from file or researching other information:	_____ x	\$25.00 per hour of staff time	_____
<b>Request for Partial Certificate of Compliance:</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$125.00	_____
Residential Subdivision:	_____ x	\$75.00	_____
General Residential or Single Family house:	_____ x	\$25.00	_____
<b>Local Filing Fee</b> (Sum of filing fees above):			_____
<b>Town Share</b> of state filing fee (from DEP form):			_____
<i>Note: State filling fee only applies to ANRADS and NOIs,</i>			
<b>Total Payable to Town of Chelmsford:</b> (Local Filing Fee + Town Share):			\$ _____

Updated April 2010