

Ipswich Conservation Commission – Minor Modification Filing Procedure

✓	REQUIREMENT	Included? (ICC Completes)
	<p><u>Items to be submitted, by filing deadline (2 weeks prior to a meeting):</u></p> <p>1) Cover letter describing the proposed change to the Order of Conditions, with the site address and DEP File # (36-___), and including the mailing address and a phone number for the applicant (3 copies). NOTE: Minor Modifications are for changes that are not significant to the scope or intent of the project. For example, shifting the location of a structure <u>away</u> from the wetlands, or making a structure <u>smaller</u>. <i>If the proposed modifications will increase the impervious surface (e.g., larger or new structures), involve new elements, significantly change grading, or involve work closer to the resource area, then a Formal Amendment will likely be required instead of a Minor Modification.</i> (Submit 3 copies)</p>	
	2) Engineered plan showing the proposed changes as compared to approved work, and distance to resource area. If a sketch is submitted, you must request a waiver of the requirement for engineered plans (Submit 3 copies of plan/sketch if 8 ½ x 11"; 5 copies if larger).	
	3) Written waiver request for work in the mandatory subzone (No-Disturbance Zone, No-Build Zone), if applicable, with required 1.5 : 1 mitigation (Submit 3 copies).	
	4) Local Fee form and check for correct amount. Make check out to "Town of Ipswich". Please note project address in the memo space in the check. (Submit 3 copies).	
	5) This completed form, signed at the bottom by the applicant (Submit 3 copies).	
	6) An electronic copy of all of the above (1-5) emailed to Aliciag@ipswich-ma.gov and Janetr@ipswich-ma.gov .	
	7) Applicant must attend the public hearing(s).	
	8) You will not receive a modified OOC; you will receive a letter approving your request. This letter is not recorded at the registry of deeds, but kept for your files.	
	9) Only unexpired OOCs may be modified. The Modified OOC does not extend the expiration date.	
	10) There is no appeals process for Minor Modification requests that are not approved.	

_____ 36-_____
Site Address DEP File #

_____ _____ _____
Printed Applicant Name Applicant Signature Date