

## Ipswich Conservation Commission – Extension of Orders Filing Procedure

√	REQUIREMENT	Included? (ICC Completes)
	<b>PLEASE NOTE: The request for an extension to an Order of Conditions (OOC) or Order of Resource Area Delineation (ORAD) must be made to the Commission at least 30 days prior to expiration of the Order, per state regulations.</b>	
	<u>Items to be submitted, by filing deadline (2 weeks prior to a meeting):</u> 1) Cover letter requesting an extension (up to 3 years) to the OOC or ORAD, with the site address and DEP File # (36-___), and including the mailing address and a phone number for the applicant (Submit 3 copies).	
	2) Local Fee form and check for correct amount. The fee is \$25. Make check out to "Town of Ipswich". Please note project address in the memo space in the check. (Submit 3 copies of form).	
	3) This completed form, signed at the bottom by the applicant (Submit 3 copies of form).	
	4) An electronic copy of all of the above (1-5) emailed to Conservation Agent and Conservation Assistant.	
	5) Applicant is welcome to attend the public hearing(s), but is not required to do so. However, it may be in your best interest to attend and explain why the extension is needed.	
	6) The Commission may require that the wetland flags be refreshed, and may have the Agent re-review the flag line to ensure that conditions have not changed substantially since the Order was originally issued.	
	7) If your Extension Order is for an OOC, that must be recorded. Proof of recording must be submitted to the Conservation Office within 30 days of recording or the Commission may invalidate the Extension. <u>Extensions for ORADs are not recorded.</u>	
	8) An Extension Order may be denied for any of the following reasons: a. where no work has begun on the project, except where such failure is due to an unavoidable delay, such as appeals, in the obtaining of other necessary permits; b. where new information, not available at the time the Order was issued, has become available and indicates that the Order is not adequate to protect the interests identified in Wetlands Protection Act (WPA); or c. where incomplete work is causing damage to the interests of the WPA; d. where work has been done in violation of the Order or WPA regulations; or e. where a resource area delineation in an Order of Resource Delineation is no longer accurate.	
	9) There is no appeals process for extension requests that are not approved.	

Site Address	36- _____	DEP File #
Printed Applicant Name	Applicant Signature	Date

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

RE: Order of Conditions (OOC), DEP File #36-\_\_\_\_\_

Applicant Name (on OOC) \_\_\_\_\_

Project Address \_\_\_\_\_

Dear Members of the Conservation Commission,

Please accept this letter as a request for an extension of the above - referenced OOC. I hereby request that the Order be extended for an additional \_\_\_\_\_ months/years (circle one).

The reason for this extension request is \_\_\_\_\_

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

Attached is a check payable to the Town of Ipswich in the amount of \$60.00 for the extension fee. I understand that the Extension Order, if granted, must be recorded at the Registry of Deeds in Salem, MA, and proof of recording submitted to the Conservation Office within 30 days.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Name of requestor

\_\_\_\_\_  
Address where Extension Order should be sent for recording