

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. 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></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 original and 1 copy of plan/sketch)	
	3) Written waiver request for work in the mandatory subzone (No-Disturbance Zone, No-Build Zone), if applicable, with required 1.5 : 1 mitigation	
	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	
	5) This completed form, signed at the bottom by the applicant	
	6) An electronic copy of all of the above (1-5) emailed to Brendanl@ipswichma.gov and Janetr@ipswichma.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.	

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

APPENDIX A

TOWN OF IPSWICH WETLANDS PROTECTION BY-LAW PROCESSING FEE CALCULATION WORKSHEET (Effective January 17, 2018) IMPORTANT: BYLAW FEES ARE IN ADDITION TO WPA FEES

(Submit this form with application with payment check made payable to Town of Ipswich)

1. A flat fee of \$30.00 for an **Small Project Permit** \$ _____
2. A fee for the following applications: (check off appropriate item)
 - _____ **Request for Determination of Applicability (RDA)** \$75.00 ea. \$ _____
 - _____ **Request for Certificate of Compliance (COC) if Order is unexpired** \$100.00 ea. \$ _____
 - _____ **Request for COC if Order is expired** \$200.00 ea. \$ _____
 - _____ **Request for Extension of Order** \$60.00 ea. \$ _____
3. The following schedule applies for **Notice of Intent** and **Abbreviated Notice of Resource Areas Delineation** categories at 310 CMR 10.03(7) (c), as follow:

	<u>No.</u>	<u>Total</u>
Category 1. \$75.00 per activity x _____	x _____	= \$ _____
Category 2. \$300.00 per activity x _____	x _____	= \$ _____
Category 3. \$650.00 per activity x _____	x _____	= \$ _____
Category 4. \$950.00 per activity x _____	x _____	= \$ _____
Category 5. (Not less than \$50.00 or more than \$1,000.00) \$2.00/L.F. x _____ L.F.	x _____	= \$ _____
		Total: \$ _____
4. **Formal Amendment** to an existing Order (requires a public hearing):
 Equal to original filing fee/per each activity \$ _____
5. **Minor Modification** to an existing Order (does not require a public hearing), *check appropriate item(s)*:
 - _____ First Request - Equal to 25% of original filing fee or \$30.00, whichever is greater \$ _____
 - _____ Second Request - Equal to 50% of original filing fee \$ _____
 - _____ Third and Subsequent Requests-Equal to original filing fee \$ _____

Total: \$ _____
6. Application for review of resource area delineation: \$1.00/Linear Foot (LF) of not less than \$50.00 or more than \$200.00 for single family house projects; not less than \$50.00 or more than \$2000.00 for any other activity. This fee will be in addition to the fee for an RDA or NOI listed above.
 Type of activity: _____ \$1.00/LF x LF = \$ _____
7. Fees for projects within the Riverfront Area and another resource area shall be 150% of the above (check off appropriate item)
 - _____ RDA: \$ 75.00 x 150% = \$ _____
 - _____ NOI (Total from Paragraph #3 above): \$ _____ x 150% = \$ _____
8. Late filing penalty fees: In the event of a violation finding by the Commission in which a filing is required after-the-fact, the local Wetlands By-Law fee for that late filing will be three times the normal fee(s) for the activities, applicable per the above schedule, including delineation fees.
 Regular Processing Fee: \$ _____ x 3 (penalty) = \$ _____

Name/project address of Applicant: _____

DEP or ICC File No. _____ **(if applicable).** **TOTAL BYLAW FEE SUBMITTED \$** _____

Revised January 17, 2018