

Application must include:  
 1. \$75.00 Check Payable to the Town of Sandwich  
 2. Photo, sketch or plan



**TOWN OF SANDWICH  
 CONSERVATION COMMISSION  
 ADMINISTRATIVE REVIEW OF MINOR PROJECT**

**Check One:**                      **Structural** \_\_\_\_\_ **Vegetation** \_\_\_\_\_ **Other** \_\_\_\_\_

Project Location: \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Rep's Email: \_\_\_\_\_

Representative: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of project: \_\_\_\_\_  
 (If more space is needed please attached a separate sheet)

If Structural: Roofing \_\_\_\_\_ Doors/Windows \_\_\_\_\_ How Many? \_\_\_\_\_ Side walling \_\_\_\_\_ Deck \_\_\_\_\_

Fencing (fill rail – split rail) Other (explain) \_\_\_\_\_ Square footage of project \_\_\_\_\_

Y/N

Y/N

Will the work proposed take place <u>in a wetland</u> or resource area as defined by the Wetland Protection Act or Local Wetland Bylaw?	Is tree removal proposed? How many trees: _____
Will the work proposed take place <u>within 50 feet</u> of any resource areas?	Is pruning of trees proposed? How many trees: _____
Will the project take place in a federally designated (FEMA) <u>flood zone</u> ? (Velocity, AE, etc.) Indicate, below, which zone is applicable. (FEMA Maps available at Conservation Commission Office) _____	Is uprooting of vegetation or mowing to the ground proposed?
Is the proposed project an addition to an existing structure?	Is removal of briars, brambles or bittersweet vine proposed?
Is the project an upgrade to an existing septic system with no additional construction?	Is cutting of shrubs proposed?
Is excavation by machinery required?	Is removal of poison ivy proposed? Approximate Area _____

Proposed Start Date: \_\_\_\_\_

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

\*\*\*\*\*PERMIT EXPIRES SIX (6) MONTHS FROM DATE OF APPROVAL\*\*\*\*\*

**Any person(s) who build or rebuild a structure, a portion of a structure, removes vegetation, excavate or fill an area, or conduct any other activities within the Commission's jurisdiction without first receiving the pertinent approval(s), will be required to file a full Notice of Intent along with all supporting data, double permit fee, and receive an Order of Conditions before recommencing or completing the work and may be subject to additional enforcement action. (Refer to SCC Regulation #2).**

**Any violation of this permit or conditions thereof will cause this permit to immediately become null and void.**

**I have read and understand the above statement.**

**Signature:** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

Approved: \_\_\_\_\_ **POST SIGN (APPROX. 2' X 3') WITH PERMIT NUMBER PRIOR TO WORK** # AP 21- \_\_\_\_\_

Denied: \_\_\_\_\_ Must file a Request for Determination of Applicability (RDA) with the Conservation Commission.



**TOWN OF SANDWICH**  
**CONSERVATION COMMISSION**  
**ADMINISTRATIVE REVIEW OF MINOR PROJECTS**

**INSTRUCTIONS:**

1. Fill out form and submit with a check for \$110.00 (filing fee and Environmental Review fee) payable to the Town of Sandwich
2. Submit photos of area, which must show any trees proposed for removal. Photos should be in sequence to form a panoramic view. Trees to be removed must be clearly identified both on photo and in the field.
3. If approved, applicant must notify Natural Resources Department when work is to take place.
4. Prior to commencement of work the applicant must post a sign with the permit number that is visible from the street.
5. Conservation Commission, Agent and/or Assistant Director of Natural Resources will inspect the property and compare work completed to photographic record of requested work.
6. Project must be completed within 6 months of approval.

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**ADMINISTRATIVE REVIEW**

**EXPLANATION:** Some proposed projects that fall within the Commission's jurisdiction are of such small scale as to cause no conceivable threat to any interest of the Act or Bylaw. Such projects should not undergo the scrutiny of a formal hearing before the Commission and can be adequately reviewed by the Assistant Director of Natural Resources. This approval process is intended to reduce the workload of the Commission and to permit the Commission to use its limited time and resources on the larger projects, which generally pose a greater threat to wetland resources.

**APPLICABILITY:** If a project meets all of the conditions below, the Administrator may approve the work without filing a Request for Determination of Applicability or a Notice of Intent. If the Assistant Director of Natural Resources has any doubt that a project meets these conditions, the applicant will be required to request a hearing and file a Request for Determination of Applicability or a Notice of Intent through normal process.

### **CONSTRUCTION**

1. No new construction is proposed in any Resource Area defined in 310 CMR 10.02, Sandwich Wetlands By-Law, Chapter 7, or in a Federally designated (FEMA) Velocity Zone within any ACEC boundary, or a FEMA Velocity Zone.
  - a. (Exception: replacement of roof shingles, side walling or replacement of windows and doors).
2. All proposed construction work takes place at least fifty (50') feet from the inland edge of any Resource Area as defined in 310 CMR 10.02 or Sandwich Wetlands By-Law, Chapter 7, within any ACEC boundary or a Federally designated (FEMA) Velocity Zone, on a previously undisturbed parcel of land.
3. No excavation by machinery is required.
4. No alteration to an existing septic system is proposed or required by other local or state agency
5. Any proposed deck or shed structures do not exceed 80 square feet within the jurisdiction of the Conservation Commission.

### **VEGETATION**

1. No uprooting of vegetation and no mowing to the ground or clear cutting is proposed. Any pruning will not permit the topping of trees.
2. No more than 5% of existing trees may be removed within the jurisdiction of the Conservation Commission in any 3-year period except as a result of storm damage when the Commission may increase the above limitation.
3. No vegetation within fifty (50') feet from the inland edge of any Resource Area as defined in 310 CMR 10.02 or Sandwich Wetlands By-Law, Chapter 7 shall be removed on a previously undisturbed parcel of land.

**PROCEDURE:** The process is as follows:

1. The applicant will submit enough information to determine where the project is located. The Assistant Director of Natural Resources will determine whether all conditions of this regulation are met.
2. The Commission and/or The Assistant Director of Natural Resources will visit the site. The Applicant shall insure that parameters of the project are properly staked and clearly defined according to the filed plan at the time of site inspection.
3. The Assistant Director of Natural Resources will issue an Administrative Review decision within twenty-one (21) days of receipt of a written request that fulfills the information requirements.
4. The decision will be filed as a permanent record with the Commission.
5. If the decision rendered by the Assistant Director of Natural Resources is opposed by any party in interest, he or she may apply for a Request for Determination of Applicability.

## **REQUEST FOR DETERMINATION OF APPLICABILITY**

**EXPLANATION:** The purpose of the Request for Determination of Applicability is to allow the Commission to determine whether the proposal will alter a Resource Area and, therefore, would require the filing of a Notice of Intent. The Assistant Director of Natural Resources shall make a presentation to the Commission at the hearing. Generally, the applicant will not be requested to make a presentation. If the application is of sufficient complexity to require explanation from the applicant, then a Notice of Intent should be required.

## **NOTICE OF INTENT**

**EXPLANATION:** The Notice of Intent covers all other work that takes place either within a resource area or within the buffer zone of a resource area that, by their nature, is either more complex or has the potential for adverse impacts upon the interests protected by the Sandwich Wetland Bylaw.