

Carlisle Conservation Commission
Filing Checklist for Amending Orders of Conditions

Request to Amend Order of Conditions:

1. Name, address, phone number and email address of the Applicant requesting the Amendment
2. Name, address phone number and email address of the Property owner, if different.
3. MassDEP WPA number, Date of Issuance, Plan of Record date, recording information for the property and for the Order of Conditions.
4. Narrative letter explaining the changes being requested to the previously issued Orders of Conditions, their the impact on the Wetland Resource Areas or any 100' Buffer Zone, and how the proposed changes will meet the general performance standards set forth in the state wetlands regulations 310 CMR 10.00 and the Town of Carlisle Non-zoning Wetlands Protection Bylaw.
5. Updated Project plans showing the proposed changes showing existing conditions as well as proposed amendments to the previously approved work including any proposed structures, modifications to structures, grading, paving, drainage or water control structures, vegetation removal, and plantings. Show temporary construction-related activities and site modifications including limit of work, erosion control, work access, and stockpiling. Plans should be at the same scale as the previously approved Plan of Record.
6. Submit a check as required under the Carlisle Wetlands Protection Bylaw Fee Schedule, made out to the Town of Carlisle.
7. Submit the completed Narrative letter, Notifications of Abutters and Affidavit of Service forms. Include evidence of notification of abutters of the project by Certified Mail or Certificate of Mailing. Append a certified abutters list, obtained from the Town Assessors' office.
8. Proposed changes undertaken on property located on the most recent Estimated Habitat Map of State-listed Rare Wildlife published by the Natural Heritage and Endangered Species Program may need to be submitted to that agency and reviewed again, if required in their original letter of approval.

Amended OOC Submittal Procedure:

1. As record copies to be retained by the Conservation Commission, submit 2 copies of all the documentation listed above. A copy must also be submitted to the North East Regional office of MassDEP: [MassDEP](http://www.mass.gov/dep)
2. For project review by the Conservation Commissioners, submit seven copies of Items 1-5 of the documentation listed above. Plan sets may be submitted half-scale if they remain legible. Plan sets should include a graphic scale. *All materials except for the plans shall be printed double sided and stapled at the top left hand corner.*
3. If the Conservation Administrator finds the Request complete, a meeting will be scheduled. Coordinate meeting schedule with the Administrator (978.369.0336). All Requests to Amend Orders of Conditions must be submitted by the date shown as noted in the Meeting Schedule & Filing Deadlines listed on the Conservation Commission page on this website. The Commission generally meets on the second and fourth Thursdays of each month. Please confirm the schedule with the Conservation Administrator or the Assistant.