



Amended Order of Conditions Filing Checklist

| INFORMATION | |
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| When: | Due on regular hearing filing deadline – See filing dates and deadlines |
| Where: | Town of Eastham Conservation Office 555 Old Orchard Road, Eastham, MA 02642 |
| Form: | http://www.eastham-ma.gov or Conservation Office |
| Contact: | Conservation Agent Shana Brogan |
| Contact Phone: | 508-240-5971 |
| Contact Email: | conservation@eastham-ma.gov |

| CHECKLIST | NOTES |
|--|-------|
| <input type="checkbox"/> 8 Copies of plans, showing proposed changes | |
| <input type="checkbox"/> 8 Copies of narratives detailing proposed changes | |
| <input type="checkbox"/> Notification to abutters: <ul style="list-style-type: none"> <input type="checkbox"/> Certified abutter's list within 100' of parcel lines, <i>available from Assessing Dept. (508-240-5900)</i> <input type="checkbox"/> Abutter notification letter, <i>mailed certified, return receipt to each abutter.</i> | |
| <input type="checkbox"/> Check payable to Town of Eastham: \$25.00 | |
| <input type="checkbox"/> Street & house # clearly visible at property location | |
| <input type="checkbox"/> Owner's signature or written permission | |
| <input type="checkbox"/> Proposed changes marked at the site, trees/vegetation flagged, if applicable. | |

- The Conservation Commission may require additional information from the applicant as they deem necessary to understand the project scope and/or issue a permit with appropriate conditions.
- An amended Order of Conditions filing is a minor change to a permitted project that is generally less impact to resource areas or buffer zones than the original project.
- Amended Order of Conditions requests that are missing these basic submittal requirements shall not be placed on the hearing agenda for which they are intended until the requirements are complete.