



Extension Permit Filing Checklist (Order of Conditions)

INFORMATION	
When:	Due on regular filing deadline – See filing dates and deadlines
Where:	Town of Eastham Conservation Office 2500 State Highway, Eastham, MA 02642
Form:	http://www.eastham-ma.gov or Conservation Office
Contact:	Conservation Agent
Contact Phone:	508-240-5900
Contact Email:	conservation@eastham-ma.gov

CHECKLIST	NOTES
<input type="checkbox"/> One copy of a letter to include all items listed below	
<input type="checkbox"/> Reason for extension request	
<input type="checkbox"/> Scope of project	
<input type="checkbox"/> Address of property	
<input type="checkbox"/> Map and parcel of property	
<input type="checkbox"/> DEP file number	
<input type="checkbox"/> Book and page number of OOC recording	
<input type="checkbox"/> Date Order of Conditions was issued	
<input type="checkbox"/> Street and house number clearly visible at property location	
<input type="checkbox"/> Check payable to Town of Eastham: \$15.00	

- Most all information to include in your extension permit request can be found on the original Order of Conditions Permit.
- A permit may be extended for up to three years.
- The Conservation Commission may conduct a site visit in the morning during their regular meeting day to review project progress, if applicable.
- The Conservation Commission may require additional information from the applicant they deem necessary to grant the extension permit.
- Extension permit requests that are missing these basic submittal requirements shall not be placed on the hearing agenda for which they are intended until they are the requirements are complete.