



Administrative Review Filing Checklist

INFORMATION	
When:	One week prior to hearing
Where:	Town of Eastham Conservation Office 2500 State Highway, Eastham, MA 02642
Link to OpenGov:	OpenGov
Contact:	Conservation Agent
Contact Phone:	Eastham Conservation Office 508-240-5900
Contact Email:	conservation@eastham-ma.gov

CHECKLIST		NOTES
<input type="checkbox"/>	Apply for Administrative Review through OpenGov .	Administrative Review Applications are no longer paper applications and must be submitted online through OpenGov.
	The following information is required to file:	
	<input type="checkbox"/> Description of project	
	<input type="checkbox"/> Distance of project from wetland (in feet)	
	<input type="checkbox"/> Type of tree or materials, if applicable	
	<input type="checkbox"/> Reason for removal- Dead/alive/disease	
	<input type="checkbox"/> Proposed mitigation plantings, amount, and type. (See plant list)	
<input type="checkbox"/>	Flag or stake items/trees at property to be inspected	
<input type="checkbox"/>	E-mail or print photos of trees or project area	
<input type="checkbox"/>	Street & house number visible at property location	
<input type="checkbox"/>	Pay by Credit Card through OpenGov or with a Check payable to Town of Eastham: \$25.00	

Administrative Review requests that are missing these basic items shall not be placed on the hearing agenda for which they are intended until the requirements are complete