



Amended Order of Conditions Filing Checklist

INFORMATION	
When:	Due on regular hearing 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"/> Notification to abutters: <input type="checkbox"/> Certified abutter's list within 100' of parcel lines, available online from the Assessing Dept(508-240-5900) \$25.00 fee. <input type="checkbox"/> Abutter notification letter, <i>mailed certified, return receipt to each abutter.</i>	
<input type="checkbox"/> 8 Copies of plans, showing proposed changes	
<input type="checkbox"/> 8 Copies of narratives detailing proposed changes	
<input type="checkbox"/> Apply and upload necessary information through OpenGov and drop off requested paperwork to the Conservation Office.	
<input type="checkbox"/> Pay by Credit Card through OpenGov or with a Check payable to Town of Eastham for \$65.00 which includes: Application fee of \$50.00 Legal ad fee of \$15.00.	
<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.