



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"/> Upload letter and requested material to OpenGov . | |
| <input type="checkbox"/> Street and house number clearly visible at property location | |
| <input type="checkbox"/> Pay with Credit Card through OpenGov or with a 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.