



TOWN OF EASTHAM CONSERVATION DEPARTMENT

OpenGov Online Permitting get started guide.



YOU CAN APPLY FOR CONSERVATION APPLICATIONS ONLINE

NOTICE OF INTENT

AMENDED ORDER OF
CONDITIONS

REQUEST FOR
DETERMINATION OF
APPLICABILITY

CERTIFICATE OF
COMPLIANCE

ADMINISTRATIVE
REVIEW

EXTENSION PERMIT

Using OpenGov

MASSACHUSETTS STATE LAW REQUIRES THAT STATE FORMS BE USED FOR NOTICE OF INTENTS, AMMENDED ORDER OF CONDITIONS, CERTIFICATE OF COMPLIANCE AND REQUEST FOR DETERMINATION OF APPLICABLITY.

- All above applications and submittal requirements need to be filled out and uploaded to the OpenGov platform.
- All filings should be treated as before and mailed to the appropriate Organizations if applicable and the original hardcopy dropped off at the Conservation Office.
- Fees can be paid through OpenGov with a credit card, or you can mail or bring a check or cash at the Conservation Office.
- Approved permits will be upload to your online application and the original will be mailed to either the Representative or Applicant. (except for Administrative Reviews)

HOW DO I GET STARED YOU ASK!

- Click on the following link.
<https://easthamma.portal.opengov.com/>
- Or Click on the Green Start button located on the Conservation Departments Webpage.



Please note: If you already have an OpenGov account with other Towns, you do not need to create a new one.

HOW DO I GET STARED YOU ASK!

Discover Online Services

Choose below to browse services by department



Conservation Department

Administrative Review, Certificate of Compliance
+ 4 more

[Explore](#)



Building Department

Residential Building Permit, Commercial Building
Permit + 5 more

[Explore](#)



Health Department

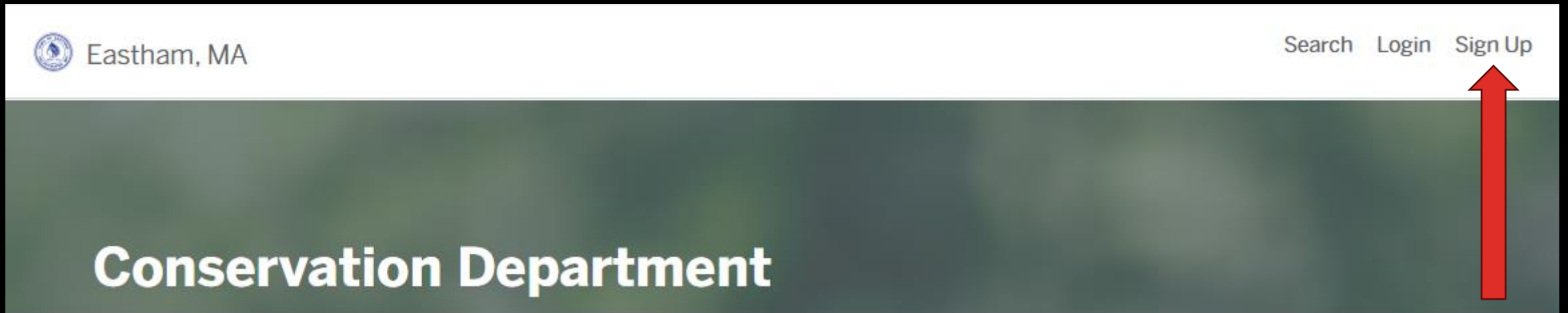
Rental Certificate Application

[Explore](#)

Click on
Explore.



HOW DO I GET STARED YOU ASK!



Click on Sign Up

HOW DO I GET STARED YOU ASK!

- Click on Sign up using Secure Portal.

Create an OpenGov ID

Register once, login to any **OpenGov** community.

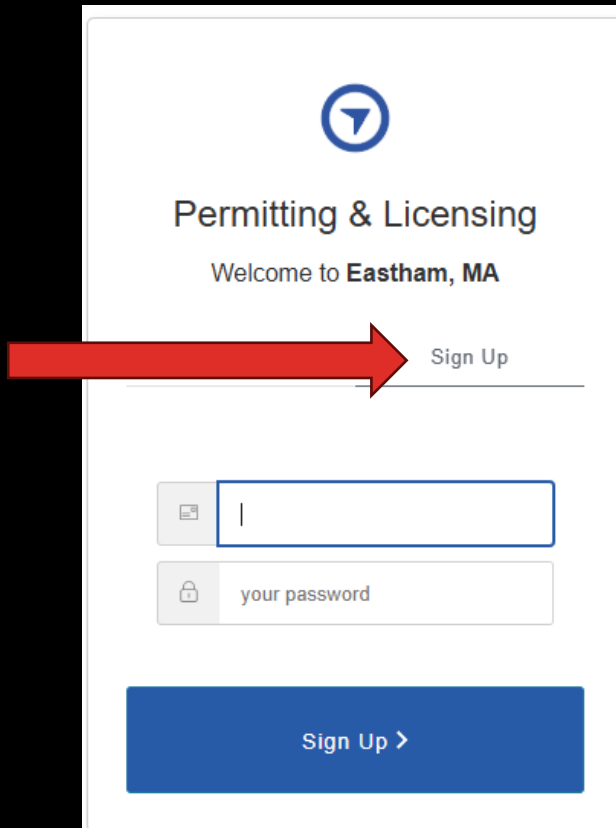
For your security, your sign up is performed on our Secure Portal


Sign up using Secure Portal



Click on Sign up using Secure Portal

HOW DO I GET STARED YOU ASK!





Permitting & Licensing

Welcome to **Eastham, MA**

[Sign Up](#)

[Sign Up >](#)

- Click on Sign Up and enter your email address and your new password.

- ✗ At least 8 characters in length
- ✗ Should contain:
 - Lower case letters (a-z)
 - Upper case letters (A-Z)
 - Numbers (i.e. 0-9)


TO START A NEW APPLICATION, YOU MUST START FROM THE BEGINNING.

Once you set up your new OpenGov account and password you will be directed back to this page.

Click on EXPLORE!

Discover Online Services

Choose below to browse services by department



Conservation Department
Administrative Review, Certificate of Compliance
+ 4 more

[Explore](#)

CONSERVATION DEPARTMENT CONSERVATION DIVISION SUMMARY

After you hit explore, you will be directed to the Applications Landing page.
You must scroll down the page to get to the Application Select options.

Conservation Division Summary
The Conservation Division focuses on protecting inland wetlands and coastal areas such as: marshes, dunes, coastal banks, beaches, streams, swamps and other wildlife habitat areas. The Conservation Division supports the Conservation Commission in the administration and enforcement of state and local wetlands protection regulations through the review and permitting of certain activities in or within the buffer zone to these areas.

Contact Conservation

Physical Address
2500 State Highway
Eastham, MA 02642

Directions

Phone: 508-240-5900

Alex Bates
Conservation Agent
Contact Alex Bates
Phone: 508-240-5900 Ext. 3246

Amy Blakesley
Administrative Assistant
Contact Amy Blakesley
Phone: 508-240-5900, ext. 3221

Hours of Operation
Monday through Thursday
8 am to 4 pm
Friday
8 am to 12 pm

Administrative Review
Administrative Review (AR): This application is filed for smaller projects with limited impact to the resource area(s) and/or buffer zone and is valid for one year. Examples of projects that may be covered under an AR include tree pruning, hazardous/diseased tree removal (up to 5 trees), one-time vista pruning, trenching for utility upgrades, percolation tests, installation of sheds and fences, limited invasive species removal, minor landscaping and hardscaping. [Select](#)

Certificate of Compliance
Request for Certificate of Compliance (COC): This application is for requesting a Certificate of Compliance to officially close out an Order of Conditions. This request should be submitted once a project is completed in accordance with the plans and requirements of the Order of Conditions and all mitigation plantings are established. The applicant may request ongoing conditions allowing for maintenance, sand nourishment, and invasive species removal. The Commission will then issue a Certificate of Compliance after confirming the project has been completed in substantial compliance with the Order of Conditions. [Select](#)

Notice of Intent (NOI)
To protect the Commonwealth's wetland resources, the Massachusetts Wetlands Protection Act prohibits the removal, dredging, filling, or altering of wetlands without a permit. To obtain a permit (called an Order of Conditions), you must submit a Notice of Intent application to the Beverly Conservation Commission and MassDEP. [Select](#)

Request for Determination of Applicability (RDA)
Request for Determination of Applicability (RDA): This application is filed for projects that involve more work and impact to the resource area(s) and/or buffer zone. Examples of projects that may be covered under a RDA include installation of decks, removal of six or more hazardous/diseased trees, installation of septic systems, maintenance to beach access stairways and docks, more substantial landscaping and hardscaping. A legal ad is required and a certified land plan showing the [Select](#)

Once you are signed into your account and entered your permit and you want to enter another permit application, you would click on Back Home.



Eastham, MA


My Account Search

↩ Back Home

WHICH WOULD BRING YOU BACK TO THE BEGINNING.

Click on EXPLORE!

Discover Online Services
Choose below to browse services by department



Conservation Department
Administrative Review, Certificate of Compliance
+ 4 more

[Explore](#)

The following applications are filed with the Town online. Due to the required State forms, the application and documentation need to also be mailed or delivered to the Conservation Office by the meeting deadline.

- Notice of Intent
- Amended Order of Conditions
- Extension Permits
- Certificate of Compliance
- Request for Determination

ADMINISTRATIVE REVIEW

Administrative Reviews are not a State form and is the only application that does not require any paper copies, unless otherwise instructed. This Application needs to be filled out online and the proper documentation uploaded.

You have the option to pay the fee online by credit card or bring cash or check to the Conservation Office.

If your proposed project is approved by the Conservation Commission, you will receive an email stating document issued with a View Document button, click on the button and it will take you to OpenGov where you can view, download or print the document for your records.

REQUEST FOR DETERMINATION OF APPLICABILITY

A Request for Determination of Applicability is filed with the Town online. Additionally, the completed WPA Form 1 and required documentation needs to be received by the Conservation Department prior to the filing deadline.

You have the option to pay the fee online by credit card or bring cash or check to the Conservation Office.

If approved, you would receive the approved Determination of Applicability permit in the mail and a copy will be uploaded to your Online RDA Application.

NOTICE OF INTENT

A Notice of Intent is filed with the Town online. Additionally, the completed WPA Form 3 and required documentation needs to be received by the Conservation Department prior to the filing deadline.

An Abutters List must be requested prior to filing.

You have the option to pay the fee online by credit card or bring cash or check to the Conservation Office.

If approved, you would receive the approved Order of Conditions permit in the mail and a copy will be uploaded to your Online NOI Application.

EXTENSION PERMIT REQUESTS

Extension Permits Requests can be for 1 to 3 years and are submitted online. Please upload your Extension Permit Request at the end of the filing process prior to the filing deadline.

You have the option to pay the fee online or bring cash or check to the Conservation Office.

If approved, you would receive the approved Extension Permit in the mail and a copy will be uploaded to your Online Extension Permit Application.

AMENDED ORDER OF CONDITIONS

An Amended Order of Conditions is filed with the Town online. The original paper request and required documentation needs to be received by the Conservation Department by the filing deadline.

An Abutters List must be requested prior to filing.

You have the option to pay the fee online by credit card or bring cash or check to the Conservation Office.

If approved, you would receive the approved Amended Order of Conditions permit in the mail and a copy will be uploaded to your Online Amended Order of Conditions Application.

CERTIFICATE OF COMPLIANCE

A Request for a Certificate of Compliance is filed with the Town online. Additionally, the completed WPA Form 8A and required documentation needs to be received by the Conservation Department by the filing date.

You have the option to pay the fee online by credit card or drop cash or check off to the Conservation Office.

If approved, you would receive the approved Certificate of Compliance permit in the mail and a copy will be uploaded to your Online Amended Order of Conditions Application.

If you have any questions concerning the online permitting portal, give us a call at
(508)-240-5900 Ext 3221

Thank you
The Conservation Department

Staff

Hillary Greenberg-Lemos, Director of Health and Environment
Alexander Bates, Conservation Agent
Amy Blakesley, Conservation Assistant

Commission

Karen Strauss, Chair
Janet Benjamins, Vice Chair
Gregg Douglas, Clerk
Charles Wagner, Commissioner
Joanne Cossitt, Commissioner
Cinnamon Swable, Commissioner
Michael Rivers, Commissioner