



MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-4397 FAX (978) 526-2001

Checklist for a Request to Extend a Valid Order of Conditions

Last Revision: 5/8/2024

The Wetlands Protection Act (the Act) and the Manchester Wetlands Bylaw & Regulations, allow the Manchester Conservation Commission (MCC) to extend an Order of Conditions or Order of Resource Area Delineation (Order/ORAD) for one or more periods of up to three years each upon application **at least 30 days before the expiration date of the Order.**

Typically, the MCC issues an extension for one (1) year. For large projects or unique circumstances, the MCC may issue a three (3) year extension. Abutter notification and/or legal notice is required for a Request to Extend an Order. The MCC advises that you request only the time necessary to complete your project.

Items Required for the Request for Extension:

- ☐ **Request for Extension Town Bylaw Fee:** \$100.00. The check is payable to the "Town of Manchester".
- ☐ **Request-to-Extend letter** outlining all work completed under the Order and any/all outstanding work to be completed. The letter, referencing the DEP File Number (#39-____), should describe the reason for needing more time to complete the project, and the time frame requested.
- ☐ **Submit** nine (9) full collated sets of items above along with an electronic version of the entire application (PDF) and e-mail it to the Conservation Administrator Bethany Barstow at barstowb@manchester.ma.us and the Land Use Clerk Shannon Bianchi at bianchis@manchester.ma.us at **least ten (15) business days** before a regularly scheduled Conservation Commission meeting.

You must attend the meeting to present your Request. Conservation Commission meetings are held virtually via Zoom. Information on how to join the Zoom meeting is on the MCC agenda. Agendas are posted the Thursday before the meeting.

You must record it at the Registry of Deeds for it to take effect. There is no appeal to DEP.

Per the Act Regulations [310 CMR 10.05(8)(b)], an extension request may be denied by the MCC, and a new Notice of Intent required if:

- No work has begun, except if there are unavoidable delays in getting other permits e.g., appeals.
- New information, not available at the time the Order was issued, indicates the interests of the Wetlands Protection Act and/or the Manchester Wetlands Bylaw are not being



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protected by the Order e.g., site conditions have changed, or a wetland resource boundary delineation is incorrect.

- Incomplete work has led to damage to the interests of the Act and/or the Bylaw.
- There is a violation of the Order, the Act, the Bylaw, or the Regulations.
- The Regulations have been amended and the existing Order no longer complies with the Regulations.

Applications and all materials MUST be received by noon of the filing deadline date.

If you have any questions, contact the Conservation Administrator, Bethany Barstow at barstowb@manchester.ma.us or (978) 525-6435. Email is preferred and most efficient for a timely response.