



MANCHESTER-BY-THE-SEA

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

REQUEST FOR LETTER PERMIT

APPLICANT: _____

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

PROJECT LOCATION: _____ MAP/LOT: _____

CONTRACTOR: _____

PHONE: _____ EMAIL: _____

START DATE OF PROPOSED WORK: _____

PLEASE SUBMIT THE FOLLOWING MATERIALS WITH THIS APPLICATION:

1. A written description of the project including methods of construction, a step-by-step work sequence and an estimate as to how long the project will take to complete.
2. A birds-eye view plan of the entire property, that is to scale, showing:
 - all structures existing and proposed, including existing driveways, patios, grassy lawn areas and topographic contour lines (these features can be depicted on an aerial photo that is to scale)
 - the location of the wetland resource area
 - a measurement from the edge of the wetland to the closest part of the project (including work area)
 - location of construction materials, equipment, dumpsters, etc.
 - location of erosion control, if necessary
3. A check made out to the Town of Manchester for \$25.00.

A Letter Permit may be issued for the following:

- ☐ *Maintenance*: the work or activity of keeping a structure in proper condition but not moving, enlarging, or substantially changing, either by physical structures, additional structures, landscaping, or usage.
- ☐ *Routine Tree Removal*: the removal of not more than four dead or diseased trees.
- ☐ *Routine Stream or Brook Clearance*: the removal, by hand using non-powered tools, of accumulated debris to restore the natural water flowage, which removal does not change width,

depth, or direction of flow as it existed prior to accumulation of the debris, provided that the work does not impair surface water or groundwater quality.

☐ *Other minor activities* that are more than 50 feet from a Resource Area which do not include the excavation or disturbance of soil, include the addition of fill material, increase impervious surfaces or remove native vegetation.

The following minor activities meeting the requirements shown above include but are not limited to:

- Creation of unpaved pedestrian walkways for private use;
- Installation of fencing, provided it will not constitute a barrier to wildlife movement;
- Erection of stonewalls;
- Stacking of cord wood;
- Vista Pruning - the selective thinning of tree branches or understory shrubs to establish a specific "window" to improve visibility. Vista pruning does not include the cutting of trees which would reduce the leaf canopy to less than 90% of the existing crown cover and does not include the mowing or removal of understory brush;
- Planting of native trees and shrubs; but excluding turf lawns;
- The conversion of impervious to vegetated surfaces, provided erosion and sedimentation controls are implemented during construction;
- Activities that are temporary in nature, have negligible impacts, and are necessary for planning and design purposes (e.g., installation of monitoring wells, exploratory borings, sediment sampling and surveying).

For more detail, please consult the Manchester Wetlands By-Law Regulations.

Signature of Applicant: _____ Date: _____

The following is to be filled out by the Conservation Administrator:

D Approved

D Approved with the following conditions:

D Not Approved/further instructions:

Kristan Farr, Manchester Conservation Administrator

Date: _____