

TOPSFIELD CONSERVATION COMMISSION

REQUEST FOR AN AMENDED ORDER OF CONDITIONS

APPLICATION INSTRUCTIONS

1. Submit a letter requesting an amendment to the Order of Conditions. The letter should include the address, file number, issuance date of the Order of Conditions, assessor's map information, and reason for requesting the amendment. If relevant, include a revised plan, with revision noted, signed and dated by a registered professional engineer (if the original plan was so signed) or a professional land surveyor.
2. Obtain and complete five Topsfield forms:
 - Form 1 - Fee Calculation
 - Form 2 - Site Visit Authorization
 - Form 3 - Certificate of Disclosure
 - Form 4 - List of Abutters
 - Form 5 - Abutter Notification FormForms are available at the Conservation office at Topsfield Town Hall, 8 West Common Street, upstairs. **Walk in office hours are Mondays and Wednesdays, 9 a.m. – noon; staff typically are available Monday through Thursday 9 a.m. to 4 p.m. and Friday 9 a.m. to noon (Please call/send an e-mail first to confirm).**
3. There is no DEP form and no DEP filing fee for an Amended Order of Conditions. The Town Bylaw fee is \$100.00 (see Form 1, section E) submitted by check made payable to the Town of Topsfield.
4. **The Application must be complete and comply with Appendix 1, Project Application Requirements and Forms, of the Topsfield Wetlands General Bylaw Regulations** (Contact Topsfield Conservation Commission (TCC) office, 978-887-1510, if you have questions).
5. Obtain a list of abutters within 100 feet of the property from the Assessor's office at Town Hall, using their form. Send notice of hearing (copy of completed Abutter Notification Form) to each abutter by certified mail with return receipt **OR** by certificate of mailing (proof of mailing only) **OR** deliver notification by hand and obtain signatures of all abutters AND complete an affidavit (form available from TCC office). Proof of Abutter notification – white receipts and/or green cards (certified mail), white receipts (certificate of mailing), or the completed affidavit form (hand delivery with signatures) must be submitted to the TCC prior to the opening of the hearing, which may be prior to or on the hearing date.
6. Bring the **original** *plus* one copy of the **letter, revised plan, the five (5) completed TCC Forms, check** made out to the Town of Topsfield, any **supporting documentation** to the Conservation office at Town Hall. Electronic submission may be on compact disc (CD) or by E-mail submission to conservation@topsfield-ma.gov, provided that E-mail submissions shall not be deemed complete until the applicant receives confirmation of receipt of a complete application, including fee, from the TCC office. You will be billed for the required legal advertisement that will be prepared and submitted to the newspaper by the Conservation office.
7. Mail one (1) copy of the entire request for amendment application packet via *certified mail with return receipt* to the Department of Environmental Protection, 205B Lowell Street, Wilmington, MA 01887.