

TOWN OF ORLEANS CONSERVATION COMMISSION **ADMINISTRATIVE REVIEW OF PROPOSED PROJECTS**

(A) EXPLANATION: Proposed construction projects within the Conservation Commission's jurisdiction that produce little impact on any of the interests of the Wetlands Bylaw such as erosion and sedimentation control, wildlife habitat or aesthetics may be accepted by the Commission with this filing. Under an Administrative Review (AR), projects are inspected by the Administrator who presents them to the Commission. After the presentation, if the Commission determines that the project requires greater oversight, the Applicant will be asked to file a Notice of Intent. Projects within the ACEC (Area of Critical Environmental Concern) will be held to a higher standard of performance.

(B) APPLICABILITY: New building projects within a resource area and within 50 feet to a resource area would require a variance and a Notice of Intent. Examples of Construction Projects that may be acceptable under an Administrative Review:

- 1) Small projects such as sheds that are greater than 50 feet to the resource area.
- 2) An addition that is greater than 50 feet to the resource area and does not exceed five percent of the first floor footprint and no alteration of the existing septic system is proposed or required.
- 3) Repair of retaining walls or walkways.
- 4) Repair of existing buildings with no change in footprint or foundation. No excavation by machinery required.

(C) INSTRUCTIONS:

- 1) Submit the attached form:
 - a. Make sure the correct mailing address and zip code are listed.
 - b. If necessary for your project, leave a phone number and when you are available for a Site Visit.
- 2) A more detailed description of your project may be filed on an accompanying page.
- 3) A \$10.00 filing fee must accompany the submission (Payable to **Town of Orleans**).
- 4) Photographs may be necessary to describe your project.
- 5) Trees to be removed must be clearly identified.

(D) PROCEDURE:

- 1) File the attached AR form with the \$10.00 fee (Payable to **Town of Orleans**).
- 2) The Conservation Administrator will make a Site Visit and put your project on the Agenda of the Conservation Commission Meeting.
- 3) At the Meeting the Conservation Commission will: decide to accept the project, or ask for more information or for the filing of a Notice of Intent.
- 4) When they have made their decision the form will be mailed back to the Applicant.
- 5) Some work will require a follow-up inspection by the Administrator.
- 6) Approval for this work is valid for 1 year.

**TOWN OF ORLEANS CONSERVATION COMMISSION
ADMINISTRATIVE REVIEW OF PROPOSED PROJECTS-(CONSTRUCTION)**

Applicant Name:

Date:

Street:

Mailing Address:

Phone #:

Representative:

Phone #:

Description of Project:

-
- | | | | |
|----|--|-----------------|------------------|
| 1. | Will the work proposed take place in a Resource Area? | Yes ___ | No ___ |
| 2. | Will the work proposed take place within 50 feet of a Resource Area? | Yes___ | No___ |
| 3. | Will the work take place within the Pleasant Bay or Inner Cape Cod Bay Area of Critical Environmental Concern (ACEC)? | Yes___ | No___ |
| 4. | Is excavation by machinery required? | Yes___ | No___ |
| 5. | Is the proposed project an addition to an existing structure?
If yes, will the addition exceed 5% of the first floor footprint? | Yes___ | No___
Yes___ |
| 6. | Is an upgrade to an existing septic system necessary for the new addition? | Yes ___ | No ___ |
| 7. | Is foundation work necessary? | Yes___ | No___ |
| 8. | Is the project an upgrade to an existing septic system with no additional construction?
Is the leaching area located 50 feet or more away from any Resource Area? | Yes___ | No___
Yes ___ |
| 9. | Is uprooting of vegetation or mowing to the ground proposed?
Is tree removal proposed? | Yes___ | No___
Yes___ |
| | | How many? _____ | |

FOR OFFICE USE ONLY:

Site inspection: _____ Approved: Yes _____ No _____ Please File a Notice of Intent
Conservation Administrator's comments:

APPROVAL FOR THIS WORK IS VALID FOR 1 YEAR.