



**Town Of Mendon
Conservation Commission**
18 Main Street
Mendon, Massachusetts 01756
Phone: (508) 634-6898 Fax: (508) 478-8241
mendonma.gov/223/Conservation-Commission

Request for an Amended OOC Checklist

A request to Amend an Order of Conditions should be utilized for modifications to an Order of Conditions where it may not be necessary to file a new Notice of Intent. Amendments should follow the DEP Guidance under the [Wetlands Program Policy 85-4: Amended Orders](#). **Amendments cannot be granted to any permit that has already expired.**

Please note the application must meet the requirements listed in [Mendon Wetlands Protection Regulations](#) prior to the filing date. Incomplete applications will not be considered.

A complete application will include:

- Letter requesting the Amendment to a valid OOC permit documenting
 - Narrative description of the proposed changes and any pertinent plans showing the changes
 - Completed and remaining work
 - Timeline for completing the project and/or updated construction schedule
- Copy of the recorded Order of Conditions
- Filing Fee: \$50 Amendment By-law fee, payable to 'Town of Mendon'

Submit for Review

- Applicants shall submit two (2) copies of the letter with plans to the Conservation Office by certified mail or hand delivery.
- An email of the application package and plans to concom@mendonma.gov
- An email of the application package and plans to Mass DEP Central Regional Office at cero_noi@state.ma.us

The Commission will then make a determine whether the requested change is great enough to require a new Notice of Intent or if an amendment is appropriate. Following the determination, the applicant shall submit the following

- Abutters list and map of abutters within 300 feet of the property line (from the Mendon Assessor)
- Copy of the notice to abutters, listing Milford Daily news as the newspaper for Public Hearings
- Copies of Certificates of mailing, postmarked by the Post Office
- Affidavit of Service form for notification to abutters
- Filing fee: \$150 Legal ad fee, payable to Town of Mendon' (legal ad is placed by staff)

If an Amendment to the OOC is issued by the Conservation Commission, it must be recorded at the Worcester Registry of Deeds.

*Note that an amendment of a Superseding Order of Conditions issued by DEP must be made in writing to Mass DEP with a copy of the request forwarded to the Mendon ConCom