



## Town Of Mendon Conservation Commission

18 Main Street

Mendon, Massachusetts 01756

Phone: (508) 634-6898 Fax: (508) 478-8241

[mendonma.gov/223/Conservation-Commission](http://mendonma.gov/223/Conservation-Commission)

### Request for an Extension Checklist

Extension requests are due 30 days prior to the expiration of a valid permit (Order of Conditions (OOC), Order of Resource Area Delineation (ORAD)) in order to be scheduled for a meeting date.

**Extensions cannot be granted to any permit that has already expired.**

The Mendon Conservation Commission may extend an open Order of Conditions for one or more periods of up to three years each upon application at least 30 days prior to the expiration date.

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:

- ☐ Request for Extension Permit (WPA Form 7A)
- ☐ Letter requesting an extension to a valid permit documenting
  - Completed work
  - Remaining work
  - Timeline for completing the project and/or updated construction schedule
- ☐ Copy of the recorded Order of Conditions
- ☐ Filing fee: The Commission may choose to require a \$30 compliance inspection fee

\*No abutter notification or legal ad is required for this request.

#### 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](mailto:concom@mendonma.gov)

If an Extension to the OOC is issued by the Conservation Commission, it must be recorded at the Worcester Registry of Deeds to take effect. There is no appeal to DEP.

In accordance with the Act Regulations 310 CMR 10.05(8)(b), an extension request may be denied by the Conservation Commission, and a new Notice of Intent required if:

- 1) No work has begun, except if there are unavoidable delays in getting other permits e.g., appeals
- 2) New information, not available at the time the Order was issued, indicates the interests of the Wetlands Protection Act are not being protected by the Order e.g., site conditions have changed, or a wetland resource boundary delineation is incorrect
- 3) Incomplete work has led to damage to the interests of the Act
- 4) There is a violation of the Order, the Act, the Bylaw or the Regulations
- 5) The Regulations have been amended and the existing Order no longer complies with the Regulations