



Town of Rowley

Conservation Commission

Phone: (978) 948-2330 Fax: (978) 948-7196

Conservation@townofrowley.org

Checklist for an Extension Request

The Wetlands Protection Act (the Act) M. G. L. Chapter 131 Section 40 and the Town of Rowley Wetlands Protection Bylaw (Bylaw) allows the Rowley Conservation Commission (RCC) to extend an Order of Conditions (Order) for one or more periods of up to three years each upon application at least 30 days prior to the expiration date of the Order (310 CMR 10.05(8)). Typically, the RCC issues an extension for 1 year. For large projects or unique circumstances, the RCC may consider issuing a two or three year extension. No abutter notification, or legal notice is required for a Request to Extend an Order but a Wetlands Protection Bylaw fee is applicable. The RCC requests that you only ask for the time that is necessary to complete your project.

To Request to Extend an Existing Order of Conditions submit the following:

- ☐ Letter to Request to Extend. Provide two printed hard copies and an electronic PDF file to the Conservation office. The letter should include the following:
 - DEP File # with recording information of OC and any Extensions and expiration date(s)
 - Summary outlining all work completed under the Order and any/all outstanding work to be completed
 - Reason for needing more time to complete the project
 - Length of extension requested (1 to no more than 3 years) with additional justification if an extension of more than one year is requested
 - Current contact information for applicant and property owner including email address, mailing address, and mobile phone number.
- ☐ Completed Bylaw Fee Worksheet.
- ☐ Check for fee payment.
- ☐ Extension Request Checklist form

You or a representative must be in attendance at the meeting to present your Request. Please contact us for the date and time when your Request to Extend will be heard.

If an Extension is issued, you must record it at the Registry of Deeds within thirty days for it to take effect. Proof of recording should be provided to the Conservation office. There is no appeal to DEP.

Denial of a Request to Extend

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

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