



CONSERVATION DEPARTMENT

Telephone: 508-539-1424

Fax: 508-539-1142

Email: conservation@mashpeema.gov

Dear homeowner/applicant/representative:

**The Order of Conditions is a legal document!
Please read the Order of Conditions carefully.**

Prior to the commencement of any work at the project site:

1. Receipt by the Conservation Department of the recording page of this Order of Conditions from the Barnstable County Registry of Deeds. **Proof of recording must be returned to the Conservation Department before work can begin on the site.**
2. **Receipt by the Conservation Department of Forms (a) and (b)** (included with the issuance of this Order of Conditions).
3. The installation of any erosion controls (as per the plan of record) at the project site.
4. The installation of a DEP permit sign visible from the road that abuts the project site.
5. Once Steps 1 through 4 have been complied with fully, the final Steps are:
 - The scheduling of a site visit at the project site with the Conservation Agent to verify the aforementioned requirements have been complied with.
6. If this project requires a building permit, no permit shall be signed by the Conservation Department until the above-referenced Conditions have been complied with.

Please be aware that there is a **10-day appeal period** from the date on the Order of Conditions. If you start work during this time, you are working at your own risk.

Any change to the approved plans requires the applicant to contact the Conservation Commission in writing to determine whether the change is significant enough to require a new public hearing.

You have 3 years to complete the approved work. Amended Orders expire 3 years from the issuance date of the ORIGINAL Order of Conditions.

Once the work is complete, you must submit a **“Request for Certificate of Compliance”** to the Conservation Commission. Recording of the Certificate of Compliance with ongoing Conditions properly closes out your file with this department and releases the Order of Conditions from the property deed placed on it by the Barnstable County Registry of Deeds.

Contact the Conservation Department with any questions.