



# Town of Barnstable Conservation Commission

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## Procedure for Administrative Review of Proposed Projects

**Background:** Some proposed projects that fall within the Conservation Commission jurisdiction are of such small scale as to cause no likely impact to any interest of the Wetlands Protection Act or Barnstable Wetlands Protection Bylaw. Such projects should not undergo formal review before the Commission and can be reviewed and approved in consultation with conservation staff.

**Applicability:** Just as the conservation staff is there to assist applicants in determining if they need to file a formal application with the Commission, such as a Request for Determination of Applicability (RDA) or a Notice of Intent (NOI), they will assist you in determining if your proposed project meets the criteria for approval under Administrative Review. If staff believes Administrative Review will benefit you, you will be given an Administrative Review Form, where you will be requested to answer a few questions. A staff member will review your form with you. If your project is approved you will sign the form along with the reviewing staff member. The Administrative Review Fee will be due at the time of signing. No Administrative Review fee will be charged if it is determined a formal hearing is required for your proposed project.

**Review procedures:** You will be requested to provide a project description. Be prepared to sketch your proposed project on a site plan, if you have one, and indicate the distance from the resource area. If you do not have a sketch plan, staff will provide you with a GIS plan. Photos are helpful. When considering your proposed project keep in mind the following questions:

1. Will the proposed work take place within 100-ft or 50-feet of any a wetland resource area?
2. Is excavation by machinery required?
3. Is foundation work proposed?
4. Is removal of vegetation proposed?
5. Is regrading proposed, either the addition or removal of soil?
6. Is tree removal proposed? If so, please supply photo(s).
7. Is planting proposed? If so, please supply a plan which includes species.
8. Is removal of poison ivy proposed, or other invasive species removal/control proposed?
9. Is the use of herbicides proposed?

### Conservation staff availability:

Office hours for review –

Monday – Friday 8 a.m. – 9:30 a.m. and 3:30 p.m. – 4:15 p.m. Other times, pending availability.

Questions? Please call 508-862-4093