



**Town of Barnstable**  
**Planning & Development Department**  
**Conservation Program**  
**Darcy Karle, Administrator**  
**367 Main Street, Hyannis, MA 02601**  
[www.townofbarnstable.us/conservation](http://www.townofbarnstable.us/conservation)



Elizabeth Jenkins, AICP  
Director

**UPDATE TO FILING INSTRUCTIONS**

The following procedures have been implemented in order to enable us to accept and process Wetlands applications:

- **Applications** will continue to be accepted and processed according to local and state requirements. In addition to paper filings as described on the submission checklist, all applications and associated materials should be submitted electronically, in PDF format, to [Kimberly.cavanaugh@town.barnstable.ma.us](mailto:Kimberly.cavanaugh@town.barnstable.ma.us) AND [Darcy.Karle@town.barnstable.ma.us](mailto:Darcy.Karle@town.barnstable.ma.us) .
- **Form PA** must be filed with all NOI and RDA applications beginning April 18, 2022.
- **Deadlines** for filings can be found at [https://townofbarnstable.us/Departments/Conservation/Conservation\\_Commission/2022-Hearing-Deadlines.pdf](https://townofbarnstable.us/Departments/Conservation/Conservation_Commission/2022-Hearing-Deadlines.pdf)
- A **drop off location** for paper filings has been established at 367 Main Street near the garden area.
- **Revised plan and Extension Requests** must be received by Monday noon the week before the 3:00 pm meeting.
- **Hearings** - All Conservation Commission hearings and meetings will be held by remote participation via zoom. Zoom link information will be placed on the agenda posted on the Town Clerks' website at least 48 hours prior to the meeting. This should be noted in the Public Hearing section on abutter letters for NOI and RDA applications, and requests for Amended Orders.
- **Legal ad fees** will be noted on the Agenda posted on the Town of Barnstable website and should be mailed to Conservation Program, 367 Main Street, Hyannis MA 02601. Orders of Conditions and Determinations will not be released until payment of the legal ad fee is received.

Please contact us if you have any further questions or need assistance. Thank you for your cooperation and understanding during this unprecedented time.