



# Instructions for Request for Extension Permit

Town Of East Longmeadow  
Planning & Community Development

If an applicant will not have construction completed prior to the expiration date of an Order of Conditions, then an applicant can apply for a Request for Extension Permit. Please contact the Department of Planning and Community Development with any questions while filing a Request for Extension Permit.

## A Complete Application Must Include the Following Required Documents:

- WPA Form 7A: Request for Extension (7 copies)
- The original Order of Conditions issued by the Conservation Commission, recorded at the Hampden County Registry of Deeds (7 copies)

## To file a Request for Extension, Applicant will:

1. Complete WPA Form 7A: Request for Extension
2. Obtain the original Order of Conditions issued by the Conservation Commission, recorded at the Hampden Country Registry of Deeds.
3. Submit the appropriate number of copies of each required documents to the Planning Department.

**Note:** *There are no filing fees for this application*

4. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Conservation Commission.

**Note:** *Attendance is required at meetings.*

## After the meeting:

1. If approved, the Conservation Commission will sign and issue an Extension Permit.
2. The Planning Department will mail a copy of the Extension Permit to the applicant.

**Note:** *Extension Permits must be recorded at the Hampden County Registry of Deeds*