



Instructions for Request for Amended Order of Conditions

Town Of East Longmeadow
Planning & Community Development

If an applicant would like to deviate from an Order of Conditions issued by the Conservation Commission, then the applicant must apply for an Amended Order of Conditions. Please contact the Department of Planning and Community Development with any questions while filing a request for Amended Order of Conditions.

A Complete Application Must Include the Following Required Documents:

- A written statement, on letterhead, requesting an Amended Order of Conditions (7 copies)
- The original Order of Conditions issued by the Conservation Commission, recorded at the Hampden County Registry of Deeds (7 copies)
- Amended Site Plans (1 digital copy and # paper copies in the following formats)
 - Wetland Delineation/Buffer Zone, Limit of Work Line and proposed work on 11x17 (7 copies)
 - Wetland Delineation/Buffer Zone, Limit of Work Line and proposed work on 24x36 (1 copy)

To file a request for Amended Order of Conditions, Applicant will:

1. Draft a written statement, on letterhead, requesting an Amended Order of Conditions. This letter should include information on which sections of the Order of Conditions the applicant is requesting to amend and why.
2. Obtain any site plans, stamped by a professional, that depict any proposed amendments. Additional photographs or project narratives may be submitted as well.
3. Obtain the original Order of Conditions from the online Registry of Deeds
4. Submit the appropriate number of copies of each required documents to the Planning Department.
Note: *There are no filing fees for this application*
5. Submit a copy of application materials to the DEP Western Regional Office
6. 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.*

During the meeting:

1. The Conservation Commission will review the Request for completeness and accuracy. The Conservation Commission may request to schedule a site visit.
2. The Conservation Commission will vote to approve or deny the request for Amended Order of Conditions.

After the meeting:

1. If approved, the Planning Department will mail a copy of the Amended OOC to the applicant.
Note: *Amended Order of Conditions must be recorded at the Hampden County Registry of Deeds.*