

TOWN OF ORLEANS CONSERVATION COMMISSION
ADMINISTRATIVE REVIEW OF PROPOSED VEGETATION PROJECTS

(A) EXPLANATION: Proposed projects to alter vegetation within the Conservation Commission's jurisdiction that produce little impact on any of the interests of the Wetlands Bylaw such as erosion and sedimentation control, wildlife habitat, or aesthetics may be accepted by the Commission with this filing. Under an Administrative Review (AR), projects are inspected by the Administrator who presents them to the Commission. After the presentation for any AR, if the Commission determines that the project requires greater oversight, the Applicant will be asked to file a Notice of Intent.

(B) APPLICABILITY: Projects must be small enough so that they do not displace wildlife. Applicants may be asked to wait until fall so that their project does not disturb nesting birds. Examples of Vegetation Projects that may be acceptable under an Administrative Review:

- 1) **Improvement to the site.** Invasive species such as bittersweet may be removed and the resulting bare areas replaced with native species so that no erosion occurs.
- 2) **Minor pruning in established views.** The proposed pruning could not result in large areas of the buildings on site becoming suddenly visible to the public.

(C) INSTRUCTIONS:

- 1) Submit the attached form:
 - a. Make sure the correct mailing address and zip code are listed.
 - b. If necessary for your project, leave a phone number and when you are available for a Site Visit.
- 2) A more detailed description of your project or a Planting Plan may be filed on an accompanying page.
- 3) A \$10.00 filing fee must accompany the submission (Payable to **Town of Orleans**).
- 4) Photographs may be necessary to describe your project. For a view cutting, photos should be in sequence to form a panoramic view.
- 5) Trees to be removed must be clearly identified.

(D) PROCEDURE:

- 1) File the attached AR form with the \$10.00 fee (Payable to **Town of Orleans**).
- 2) The Conservation Administrator will make a Site Visit and put your project on the Agenda of the Conservation Commission Meeting.
- 3) At the Meeting, the Conservation Commission will: decide to accept the project, ask for more information, or for the filing of a Notice of Intent.
- 4) When they have made their decision, the form will be mailed back to the Applicant.
- 5) Some work will require a follow-up inspection by the Administrator.
- 6) Approval for this work is valid for 1 year.

**TOWN OF ORLEANS CONSERVATION COMMISSION
ADMINISTRATIVE REVIEW OF PROPOSED PROJECTS-(VEGETATION)**

Applicant Name:

Date:

Street:

Mailing Address:

Phone #:

Representative:

Phone #:

Description of Project:

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1. Will the work proposed take place in a resource area as defined by the Wetland Protection Act or local Wetland Bylaw? Yes ___ No ___
 2. Will the proposed work take place within 50 feet of any resource areas? Yes ___ No ___
 3. Will the work take place within the Pleasant Bay or Inner Cape Cod Bay Area of Critical Environmental Concern (ACEC)? Yes ___ No ___
 4. Is excavation by machinery required? Yes ___ No ___
 5. Is uprooting of vegetation or mowing to the ground proposed? Yes ___ No ___
 6. Is tree removal proposed? Yes ___ No ___
How many? _____
 7. Is pruning of trees proposed? Yes ___ No ___
How many? _____
 8. Is cutting of shrubs proposed? Yes ___ No ___
What height off the ground are the shrubs to be cut? _____
 9. Is removal of briars, brambles, or bittersweet vine proposed? Yes ___ No ___
 10. Is removal of poison ivy contemplated? Yes ___ No ___
How much area (approximately)? _____
 11. Is planting proposed? Yes ___ No ___
(Include Plan)

FOR OFFICE USE ONLY:

Site inspection: _____ Approved: Yes _____ No _____ Please File a Notice of Intent
Conservation Administrator's comments:

APPROVAL FOR THIS WORK IS VALID FOR 1 YEAR.