



Sharon Conservation Guide to Permitting Extensions, Amendments, & Certificates of Compliance



WPA Form 7 – Extension Permit for Orders of Conditions

Orders of Conditions are valid for 3 years. **Submit Extension Requests at least 30 days prior to the expiration date.** To apply to extend an order, **complete the first page of the WPA Form 7**, available on the department webpage and at the Conservation Department office. There are three pages in total.

Send all three pages with a check payable to the Town of Sharon for \$50.00 to the Conservation Department.
<https://www.townofsharon.net/conservation-commission/pages/wetlands-permit-forms-and-guidelines>

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For parcels with more than one property owner, all owners should be noted as applicant/owners on WPA Form 7.

The commission will review the request at the next available meeting. Extension Permits must be recorded at the Norfolk County Registry of Deeds, referencing the Book and Page on which the initial order was recorded. All applicants/owners must sign and return page 3 of the WPA Form 7 to the department to provide proof of recording.

Request to Amend an Order of Conditions

Projects must be completed according to plans and in compliance with special conditions referenced in a Final Order of Conditions. **Violations may lead result in legal action.** Expired permits cannot be amended.

Applicants seeking to update or alter approved plans should contact the Conservation Department and file a Request to Amend an Order of Conditions in writing. The commission will review the request at a public hearing.

The commission may vote to: grant the request and issue an Amended Order of Conditions (AOOC), deny the request, or require the applicant to file a new Notice of Intent based on the scope of the proposed changes.

Massachusetts General Law requires advertising a public hearing at least 5 calendar days prior to the hearing date; the accompanying fee is \$275, payable to the Town of Sharon. Applicants must notify abutters at least 7 days prior to the scheduled hearing. See the *Sharon Conservation Checklist: Filing a Notice of Intent* for instructions.

An AOOC is subject to the same expiration date as the Final Order of Conditions or subsequent extension. An AOOC must be registered with the Norfolk County Registry of Deeds referencing the Book and Page on which the initial order was recorded. Send proof of recording to the Conservation Department prior to working under the AOOC.

Certificates of Compliance

An applicant must obtain a Certificate of Compliance once a project is complete; record it at the Norfolk County Registry of Deeds referencing the Book and Page number where the Order of Conditions was recorded; and submit proof of recording to the Conservation Department.

Submit a completed **Request for Certificate of Compliance - WPA Form 8A**, available on the department webpage and at the Conservation Department, with a check payable to the Town of Sharon (the fee is \$50.00 for active projects and \$100.00 for expired orders). The Conservation Administrator will schedule a site visit to determine if the project was completed per plan. The commission will review the request at the next available meeting.