

**TOWN OF HARWICH
CONSERVATION COMMISSION**

ADMINISTRATIVE REVIEW OF PROPOSED PROJECTS

EXPLANATION: Some proposed projects that fall within the Commission's jurisdiction are of such small scale as to cause no conceivable threat to any interest of the Wetlands Act or Town Bylaw. Such projects should not undergo a formal hearing and can be reviewed and approved by the Conservation Administrator. This process is intended to reduce the workload of the Commission, and allow the Commission to spend time on larger projects, which pose a greater threat to wetland resources.

APPLICABILITY: If the project meets all of the conditions, the work may be approved by the Administrator without the filing of a Request for Determination of Applicability or Notice of Intent. If the Administrator has any doubt that the project meets the requirements, then the applicant will be required to file a formal application and request a hearing. The Conservation Administrator will provide the Commission with a list of all approved Administrative Requests at the next available meeting.

Vegetation projects may be approved by the Conservation Administrator, if the project meets the following conditions:

1. No uprooting of vegetation
2. No mowing to the ground
3. No clear cutting is proposed
4. Vista enhancement is limited to pruning and lifting as defined in the Harwich Wetland Regulations
5. Dead tree removal is limited to 5% of total tree population
6. Trees for removal must be tagged for inspection

Shed and Deck Projects may be approved by the Conservation Administrator, if the following conditions are met:

1. Shed or deck is more than fifty feet away from resource
2. Shed size is no larger than 8' x 10'
3. Foundation will only consist of sono tubes or concrete blocks
4. Deck is only a repair or replacement of what is existing

Instructions

1. The applicant will complete an application
2. A \$50.00 filing fee will accompany the application
3. The applicant must submit photos of the area and provide field verification

Review Fundamentals

1. The Conservation Administrator will visit the site
2. The decision will be filed as a permanent record with the Commission
3. The Administrator will issue a decision within twenty-one days of the completed application
4. If the decision rendered by the Administrator is opposed by any party in interest, they may apply for a Request for Determination of Applicability with the Commission
5. If the project is approved, the applicant must notify the Conservation Office when the work is to take place and must be completed within 7 days
6. The Conservation Administrator will inspect the property and compare work completed with work requested.