



TOWN OF CONCORD  
NATURAL RESOURCES COMMISSION  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3285 FAX (978) 318-3291

## Amendment Request Submission Checklist

### To Request to Amend an Existing Order of Conditions:

A complete package (1 original and 1 collated hard copy) mailed or dropped off at 141 Keyes Road, and an electronic copy (emailed to [nr@concordma.gov](mailto:nr@concordma.gov) or provided on a CD or thumbdrive) shall be submitted by 4:30 p.m., no later than the submittal deadline date. Hearings are typically every third Wednesday. The meeting and submittal deadline schedule can be found here: <https://www.concordma.gov/732/Natural-Resources-Commission>

- Two** copies of a Request to Amend letter describing proposed change.
- Two** copies of revised plan showing proposed change. For more information see the Minimum Plan and Submission Requirements Policy.
- The original and one copy of a certified abutters list.
  - The certified abutters list must be obtained from the Assessor's Office. Please note that certified abutters lists expire three months from date of issue.
  - The abutter notification must include the date, time, and location of the public hearing, a brief project description, and information on where the application can be reviewed. A template is available at [www.concordma.gov/pages/ConcordMA\\_NaturalResources/Wetlands%20Guidance](http://www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance).
- Evidence of **mailing** (Certified Mail and Return Receipt), or signatures and dates received if delivered by hand) of notification to abutters. **Evidence of mailing/receipt must be submitted before the hearing.**
- All documentation, including any revised information, must be submitted to the Division on USB flash media (i.e., thumb drive), DVD, CD, or emailed to [nr@concordma.gov](mailto:nr@concordma.gov).

**Prior to the hearing** the mailing receipts stamped by the post office must be provided to the office to confirm that abutters have been notified.

Although no fee is required for an Amended Order of Conditions, a legal notice is required. The Division of Natural Resources will submit the legal notice to the Concord Journal and the Applicant will be billed directly by the Journal for the cost of the legal notice. It is therefore critical that the Applicant provide a proper contact person and daytime telephone number with the Request to Amend, or risk delay of the project.

### **Process**

Submit your Request to Amend to the office no less than three weeks in advance of a scheduled meeting. You or your representative will need to present your Request to Amend to the NRC on the night of the hearing. If the NRC approved the Amended Order, they will discuss any additional special conditions to the Order. After the meeting, a draft Amended Order will be prepared and voted on at the next scheduled NRC meeting. After the vote, the Amended Order is prepared and mailed out on the Friday after the meeting. Amended Orders will be sent certified mail to the Applicant. You must record it at the Middlesex South Registry of Deeds before work begins and provide evidence of recording to our office. Please note that the Amended Order of Conditions does not extend the effective date of the original Order of Conditions; the Amended Order shall run with the 3-year term of the original Order of Conditions. If you need additional time to complete your project, you must specifically request an extension from the Commission (see the guidelines for Extension Requests).