

Shutesbury Conservation Commission  
Administrative Approval Request

**I. APPLICANT INFORMATION**

Applicant Name(s): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_ Applicant Email Address: \_\_\_\_\_

**II. PROJECT INFORMATION**

Project Site Address: \_\_\_\_\_ Map / Lot # \_\_\_\_\_

Brief Project Description, including square footage of the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. LIMITATIONS AND SUBMITTAL REQUIREMENTS: Administrative Approvals are valid for up to 1 year from the date of issuance. These permits may not be amended or extended. All requests for an Administrative Approval require submittal of the following at least 2 weeks before a Conservation Commission meeting:**

- ✓ The Administrative Approval Request form, fully and legibly completed,
- ✓ A sketch of the work to be completed, with dimensions, and estimated distance to wetland resource areas
- ✓ Any additional information required for Tree Removals (see *Tree Removal Policy*).

*By signing below, I hereby consent to a site visit of the above property by the Conservation Commission or its representative and attending the next Conservation Commission meeting.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Guidelines for Administrative Approval (AA) Requests**

**Purpose:** Administrative Approvals (AAs) are issued by the Shutesbury Conservation Commission (SCC) for small, limited projects that are located in the 100-foot Adjacent Upland Resource Area (AURA), also known as the 100-foot Buffer Zone. The purpose of this authorization to allow minor projects in a streamlined manner when their impact on wetland health is expected to be minimal. AAs do not require the level of design detail needed for bigger projects nor do they require that applicants pay for legal notices and abutter notifications. There is a \$25 fee for an AA that must be paid at the time of the application.

Administrative Approvals cannot be granted for activities within wetlands or within 50 feet of a wetland. It is not possible to produce a comprehensive list of all possible activities that might fall under this kind of permit, but the SCC has established a list of activities that would require a different kind of permit, such as an Emergency Certification, RDA, or NOI. Information about those permit types is on the SCC's homepage and is available upon request. Upon reviewing an AA request, the SCC will either approve the request or require that you submit a different kind of application. If an AA is granted, the SCC may add conditions that it finds necessary to protect wetland health.

If you are not sure what type of permit you need, we encourage you to reach out to the SCC for guidance. We are happy to ask questions and encourage you to attend a meeting or email us if you need more information. Examples of possible projects that can be allowed with an AA include: removal of up to 5 unhealthy or unsafe trees, construction of a small shed, or construction of a small deck.

### **Procedure:**

- 1. Submit application and pay fee.**
- 2. Arrange a site visit with the Commission.**
- 3. Attend a Conservation Commission meeting to discuss the project.**
- 4. Follow any conditions required by the SCC.**

### **The following activities cannot be approved via an Administrative Approval:**

- any activity in a Resource Area other than the outer fifty (50) feet of the AURA, excluding Minor Activities which are exempt from any permit requirement. See the SCC homepage for information about exemptions.
- any activity that involves the use of heavy equipment;
- any activity that involves substantial regrading, excavating, filling, or other form of ground disturbance, except for the installation of helical piers or in-ground cast or poured concrete pier supports;
- uprooting or root grappling of trees;
- mowing or clearing of native vegetation that is not a Compromised Tree
- removal of six (6) or more Compromised Trees per the Tree Removal Policy;
- construction or installation of docks, piers, or other water-dependent structures requiring a Chapter 91 Waterways Program permit or license or notification to the NHESP; and
- the conversion of more than one hundred twenty (120) square feet of previously established lawn to residential accessory structures including, but not limited to, decks, sheds, above-ground pools, garages, patios, replacement of basement bulkheads, and the installation of accessibility ramps.