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OFFICE OF  
CONSERVATION COMMISSION

**TO: APPLICANTS AND CONSULTANTS;  
FROM: CONSERVATION COMMISSION**

**BELOW IS A PROCEDURE INTENDED FOR THE REQUEST FOR A MINOR CHANGE TO A PLAN FOR AN ORDER OF CONDITIONS OR DETERMINATION OF APPLICABILITY.**

1. In all cases when requesting a minor change to a plan for an Order of Conditions, the applicant shall specify the Order of Condition SE 9- number and the name of the applicant as well as the property address or locus.

**For example, if the Order of Conditions is SE 9-2023, the request shall include SE 9-2023, the applicant's name and the project address or locus.**

2. In the rarer case that the applicant desires to change a plan for an approved (negative) Determination of Applicability, the applicant shall specify that it is a Determination of Applicability and not an Order of Conditions, and include the name of the applicant cited on the Determination of Applicability as well as the project address or locus.
3. PLEASE ALSO INCLUDE A BRIEF DESCRIPTION OF THE ORIGINAL PROJECT, ALONG WITH THE REQUESTED CHANGE, TO FURTHER SIMPLIFY THIS PROCESS.

**These items are essential in requesting minor changes to plans; the Conservation Commission thanks you in advance for following this procedure.**