



Town of Danvers  
Conservation Commission  
Form 1 – Minor Project Application

### Minor Project Permit Application

Certain activities are considered minor under the Wetlands Protection Act and the Town of Danvers Wetlands Protection Bylaw (Ch. XXVI). These activities, although minor, require review and approval from Conservation Commission Staff. Activities and projects that are not considered minor under the Bylaw, must seek approval under a Request for Determination of Applicability (RDA) or a Notice of Intent (NOI) application.

All Minor Projects must meet the applicable performance standards for the category in which the activity is listed. **Applicants are encouraged to reference Section 6 of the Town of Danvers Wetlands Protection Bylaw prior to submitting an application.**

In its review of the minor activity, Commission Staff may require the applicant to provide additional detailed information such as a site survey and wetland delineation to further determine the extent of any resource area buffers that may be impacted by the activity. In these instances, it is not the intent of Staff to create hardships on applicants seeking minor relief, but to preserve the resource areas that may be impacted by the activity itself.

Minor Projects that meet the requirements listed below, as well as any requirements listed in Bylaw Section 6, will be issued a permit by Conservation Staff.

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**Cost:** The application fee for a Minor Project permit is \$100. Application fees are nonrefundable, and submission of the fee does not guarantee approval of the application.

**Review:** A complete application must be submitted at least 14 day prior to any planned construction activities that may be deemed jurisdictional. In instances where more information is requested from the applicant by the reviewing Staff, the review period may be extended until a complete application is provided.

**Permit Period:** Minor Project permits expire three years from the date of issuance and cannot be extended. In instances where the approved work is not completed within the three-year period, a new application must be submitted.



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**A. General Information**

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

Has your property previously received Conservation Commission approval for a project?  Yes  No

**B. Minor Project Type**

*Please indicate which minor project category you are applying for:*

- Unpaved pedestrian walkways** for private use.
- Fencing**, stonewalls and stacks of cordwood provided they will not constitute a barrier to wildlife movement.
- Vista pruning** for branches less than 1 inch in diameter.
- Mowing** of pre-existing lawns and pruning of pre-existing landscaped areas but not including disposal of lawn clippings or other yard debris.
- Plantings** of native species of trees, shrubs, or groundcover, but excluding turf lawns.
- Conversion of impervious coverage** such as patios, pools, sheds or other impervious surfaces to lawn or natural vegetation.
- Removal of dead or dying trees** or pruning of live trees that pose a hazard to structure or public safety.
- Conducting soil sampling**, monitoring wells, exploratory borings, and other activities that are temporary, have negligible impacts, and are necessary for planning and design purposes.
- Conversion of lawn** to uses accessory to existing single-family homes that results in no more than 500 square feet of permanent alteration (not including house additions)

**C. Project Details**

*Please provide a detailed narrative describing the proposed work, the jurisdictional resource areas, the intended timeline for construction, and proposed measures for erosion and sediment control. The narrative shall detail how the project meets the Minor Project performance standards found in Section 6 of the Bylaw.*



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**D. Submission Requirements**

*Please attached the following documents to the application form:*

- A check for \$100 made out to the Town of Danvers to cover the application fee.
- Any recent (within the past 3 years) engineered site plans, drawings, plot plans, surveys, or maps of the site, detailing its existing and proposed conditions to the greatest extent possible.
- The narrative required in Section C of this application.
- Photographs of the site and proposed work area.

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

**Signature of Applicant:** \_\_\_\_\_