

**Newbury Conservation Commission**  
**Extension Permit Request Form**

Please submit this form with the associated \$100.00 fee.

Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

DEP File #: \_\_\_\_\_

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

Current Permit Expiration Date: \_\_\_\_\_

PLEASE NOTE:

- Only UNEXPIRED Orders of Conditions may be granted an extension. Extension requests MUST be received no less than 30 days prior to the expiration of the Order of Conditions. If your Order of Conditions has expired, you will need to re-apply with a Notice of Intent.
- Extensions are granted for up to three (3) years. Shorter extensions may be granted upon request.
- Extension permit requests will be voted on at the next regularly scheduled Conservation Commission meeting. The deadline for requests is fourteen (14) calendar days prior to a meeting date. The meeting date schedule can be found on the Conservation Commission webpage <https://www.townofnewbury.org/conservation-commission/pages/applications-forms-fee-schedule>. You are not required to attend the meeting, but are welcome to do so.
- If your extension is granted, a copy of the extension permit will be written up by the Conservation Agent following the meeting and you will be notified when it is ready to be picked up at the contact information you provide on this request form.

\_\_\_\_\_  
Signature Date