



Town of Barnstable
Planning & Development Department
Conservation Program
Darcy Karle, Administrator
200 Main Street, Hyannis, MA 02601
www.townofbarnstable.us/conservation



Elizabeth Jenkins, AICP
Director

COVID-19 UPDATE TO FILING INSTRUCTIONS

During the COVID-19 emergency the Town of Barnstable Conservation Program is operating and providing critical services to our community. Our office at 200 Main Street is closed to the public however staff is working remotely and staggering times in the office to reduce the number of people working in close proximity to each other and to implement social distancing. The best way to reach us during this time is by e-mail or by phone 508-862-4093.

The following procedures have been implemented in order to enable us to accept and process Wetlands applications while complying with COVID-19 restrictions:

- **Applications** will continue to be accepted and processed according to local and state requirements. In addition to paper filings as described on the submission checklist, all applications and associated materials should be submitted electronically to Darcy.karle@town.barnstable.ma.us.
- **Deadlines** for paper filings have been updated to allow a 48 hour quarantine of materials coming into the building. A drop off location for paper filings has been established in the front vestibule at 200 Main Street. You may view the updated deadline schedule at https://townofbarnstable.us/Departments/Conservation/Conservation_Commission/2021-Hearing-Deadlines.pdf
- **Revised plan and Extension Requests** must be received by Monday noon the week before the 3:00 pm meeting.
- **Hearings** - All Conservation Commission hearings and meetings are being conducted remotely via Zoom until further notice. This should be noted in the Public Hearing section on abutter letters for NOI and RDA applications, and requests for Amended Orders.
- **Zoom Meeting** details will be available in the legal ad published in the Cape Cod Times, on the agenda posted on the Town Clerks website <https://www.townofbarnstable.us/departments/townclerk/Meeting-Agendas.asp> or by email to Kimberly.cavanaugh@town.barnstable.ma.us.
- **Legal ad fees** will be noted on the Agenda posted on the Town of Barnstable website and should be mailed to Conservation Program, 200 Main Street, Hyannis MA 02601. Orders of Conditions and Determinations will not be released until payment of the legal ad fee is received.

Please contact us if you have any further questions or need assistance. Thank you for your cooperation and understanding during this unprecedented time.

