Conservation Permit Submittal Checklist Request for Determination of Applicability (RDA) Massachusetts DEP WPA Form 1

**\*\*\***If your project is located in a **flood zonE** you must **APPLY** for a **FLOODPLAIN PERMIT** through the Building Department Prior to Submitting your Conservation Permit**\*\*\***

Complete Application, supporting documentation and filing fees are due to the Conservation Office by **12:00 p.m. 2 weeks** prior to the public hearing. Public hearings are held on 1st & 3rd Wednesday each month (See Website for Meeting Dates & Deadlines, under the Documents, Forms and Fees tab)

Read Permit Request Instructions **Mass DEP WPA Form 1 RDA**

A brief narrative describing the project and how it meets the Performance Standards of the MA Wetlands Protection Act and Regulations as well as the Town of Marshfield Chapters 294 & 505.

A site plan depicting the existing & proposed work area, the delineated wetlands and the wetlands setbacks (25, 50, 75, & 100 foot), rivers, riverfront areas (100 & 200 foot), the date of the delineation, the delineation source & ***if applicable:*** mean high water & mean low water, equipment to be utilized & erosion control measures

Other method of delineating resource area(s) such as delineation field notes, pictures, topography, hydrology, etc.

Provide supporting documentation, including sketches, photos, aerials, etc.

Checks made out to:

**Gatehouse Media** for $24.05 for Legal Ad in Marshfield Mariner

**Town of Marshfield** for $150.00 filing fee (see Policy & Procedure Guide Section 5C)

Signatures:

Application must be signed by the applicant or representative  
 Submittal Policy (see page 2)

Access Authorization form *original signature, owner only,* **NO** representative (see page 3)

Submit 8 full sets of paper copies of the completed package and a DIGITAL Version on electronic media or via email to [lanoja@townofmarshfield.org](mailto:lanoja@townofmarshfield.org)

**Mail one Complete COPY Of your submittal Package to:**

MassDEP Southeast Regional Office

Wetlands and Waterways

20 Riverside Drive

Lakeville, MA 02347

Submittal Policy

Eight (8) full sets and One (1) digital of filings/applications must be complete and submitted to the Conservation Commission office by noon no later than two weeks prior to the requested public hearing to facilitate the placement of the legal ad and to allow for timely review by the Commission in advance of the hearing. The Commission staff will review applications at the time of submittal for administrative completeness and may reject incomplete applications. All documents, including plans must be 8-1/2” x 11” in size or folded to that dimension. Rolled plans will **not** be accepted. Filings containing numerous sheets of plans may be rolled at the discretion of the Commission staff.

Applicants must provide proof of abutter notification in the form of certified returned receipts (green cards) or postmarked certified mail receipts (white slips) to the Conservation office no later than the Friday prior to the hearing date.

Requests for additional information may be made by the Commission or its agent. Such requests, if not made at the public hearing, will be communicated in writing to the applicant or their representative listed on the application as promptly as possible. Additional information submitted to fulfill the aforementioned request(s) must be received by the Commission by 12:00 pm on the Wednesday prior to the next scheduled continued hearing to allow for review by the Commission and staff. Additional information submitted after this deadline may not be reviewed prior to the continued hearing, which may result in a continuance to the next available meeting.

Please note that all additional information submitted to the Conservation Commission for project subject to the jurisdiction of the Massachusetts Wetlands Protection Act must also be sent to the DEP -Southeast Regional Office in Lakeville.

The Commission is committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal.

CONSERVATION COMMISSION & STAFF

SITE ACCESS AUTHORIZATION

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Here after referred to as the property)

I (We) hereby authorize the individual members of the Conservation Commission and its staff to enter upon the property for the purpose of gathering information prior to issuing a Determination of Applicability, Order of Conditions and for the purpose of enforcing the Order of Conditions prior to the issuance of a Certificate of Compliance.

TIME FRAME: FROM DATE BELOW TO DATE OF ISSUANCE OF CERTIFICATE OF COMPLIANCE

OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_