



MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-4397 FAX (978) 526-2001

Checklist for a Request for Determination of Applicability (RDA)

Last Revision: 6/23/15

The form can be downloaded from the Massachusetts Dept of Environmental Protection Website:

WPA Form 1: Request for Determination of Applicability

Filing Options: www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html

Items Required for the Filing:

1. RDA Town By-Law Fee: \$110.00 plus \$50.00 for the hearing notice (checks made to the "Town of Manchester"). You may combine the full amount in one check.
2. Completed RDA Form (WPA Form 1).
3. A plan (plot plan or an aerial view from Google maps is OK) showing the area where the work is to take place. (Print a copy of the plan and mark the areas.) Show area of wetlands or other wetland resource areas and note the distance between the wetlands and project area.
4. Short narrative explaining the project and how it will be done. Note on the plan where you'll place erosion control devices if needed. Describe the equipment to be used, etc.
5. Sketch, photos or other supporting documentation.

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6. Once you have all of the above ready, make copies of the following:
 - 3 full collated sets of items 2 through 5 above and
 - 6 "abbreviated" sets of items 3 through 5 (for the Commissioners).
 7. Create an electronic version of the whole application (PDF) and e-mail it to bertonic@manchester.ma.us
 8. Submit two full sets, the six abbreviated sets and the checks to the Conservation Office by the filing [Deadline Date](#).

Mail one full set to MassDEP:

MassDEP Northeast Regional Office
205B Lowell Street
Wilmington, Massachusetts 01887

NOTE: double-sided copies are preferred

Applications and all materials MUST be received by the 1:00pm of the filing deadline date.

If you have any questions, contact Chris Bertoni at bertonic@manchester.ma.us or 978-526-4397