



# TOWN OF NORTHBOROUGH CONSERVATION COMMISSION

Town Hall Offices • 63 Main Street • Northborough, MA 01532

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## **Request for Determination of Applicability (RDA) Submittal Guidelines**

### **1. Abutter Notification:**

- a.** Request a certified list of abutters within 100' of the property from the Northborough Assessors Office a minimum of 2 weeks prior to the Conservation Commission Filing Deadline. It may take the Assessors ten days to issue the list, ***please plan accordingly***. The assessor's office is located in the Northborough town hall, 63 Main Street and can be reached at (508) 393-5005. A fee must be submitted along with the request.
- b.** Provide a "Notification to Abutters" form to all properties on the certified abutters list (abutters within 100 feet of the property) by certified mail return receipt requested, proof of mailing or hand delivery (with proof). The Conservation Commission office can provide you with the notification form upon request.

### **2. RDA Packet Submittal Requirements:**

- a.** RDA packet must include 3 copies of the following:
  - Request For Determination of Applicability Form (Massachusetts Department of Environmental Protection, Wetland Protection Act Form 1)
  - Certified List of Abutters
  - Copy of Notification to Abutters Form
  - Plan identifying the project location and work proposed (if applicable). Plans should be of a scale no smaller than 1"=40'.
- b.** \$75 filing fee. Check should be made out to the Town of Northborough
- c.** The packet must be submitted directly to the Planning Department to be placed on the agenda.
- d.** A copy of the packet must also be submitted to the Massachusetts Department of Environmental Protection, Central Regional Office, 8 New Bond Street, Worcester, MA 01606 on the same day that it is submitted to the town.
- e.** E-mail a PDF of the packet and plan to [conservation@town.northborough.ma.us](mailto:conservation@town.northborough.ma.us)

### **3. Filing Deadlines:**

- a.** Meeting dates and filing deadlines are posted on the Conservation Commission webpage.
- b.** Submittals received after the monthly filing deadline will be scheduled for the following month.

Once the RDA packet has been received, you will be contacted by a representative via email with the time/date of the meeting. Please do not hesitate to contact the Conservation Commission office with any questions.