



# Town of Ashland

## MASSACHUSETTS

### CONSERVATION COMMISSION

#### Applicant Checklist for Request for Determination of Applicability (RDA)

This checklist is meant as guide when preparing a Request for Determination of Applicability. **Note that you will need to make one additional copy for the state.** You should make a copy for your records as well.

The Conservation Commission meets on the second and fourth Monday of every month. Note that applications are due two weeks in advance of your desired hearing date.

1.  **RDA**- make 8 copies of it, and 8 Stormwater Management Checklists, if applicable. No spiral bindings!
2.  **Narrative**- 8 copies of a written narrative explaining existing conditions, proposed conditions, wetland resource areas on site (protected under the Act (310 CMR 10.02 (1) and the Bylaw (chapter 280), the 100 foot Buffer Zone, the 25' No Disturb Zone and vernal pools
3.  **Locus Map**- 8 copies
4.  **Site Plans**- (folded) 2 large copies, and eight 11"x17" size, if all details can be read. Plans must show:
  - a.  Existing Conditions
  - b.  Proposed Conditions
  - c.  Erosion Control Barrier- where it will be installed and a detail of the barrier to be used (note, no hay bales!)
  - d.  All wetland resource areas (see item 2 above)
  - e.  Endangered Species Habitat
5.  For items 1-4, please provide a pdf of everything, and CAD Files georeferenced to State Plane NAD 83 ft., if applicable, and send it to [conservation@ashlandmass.com](mailto:conservation@ashlandmass.com)
6.  **Application Fees**- One check to the Town of Ashland for \$125.00.
7.  **Make an extra copy of everything from 1-4 and Submit your Application to:**
  - a.  State: Submit the application, locus map, narrative and site plans to:  
DEP: NE Regional Office, Wetlands and Waterways Division 205B Lowell Street,  
Wilmington, MA. 01887.
  - b.  Conservation Commission: 101 Main Street, Ashland MA. 01721. All documents listed above.
8.  **Receive hearing date and time information** from the Conservation Agent, and receive a date and time for a **pre-hearing site visit**. Agent will post a legal notice to the Metrowest Daily News, the Applicant will be invoiced by Gatehouse Media for the legal notice.
9.  Attend the meeting.