



Town of Sudbury

Conservation Commission

Conservation Department
275 Old Lancaster Rd.
Sudbury MA 01776
978-440-5472
ConCom@sudbury.ma.us

REQUEST FOR DETERMINATION OF APPLICABILITY **SUBMISSION CHECKLIST**

A complete application package (double-sided and collated) must be submitted by close of business a minimum of two weeks in advance of a scheduled meeting. The Commission generally meets every other Monday. A list of meetings and submission deadlines can be found on the Commission's webpage (<https://sudbury.ma.us/conservationcommission>). Incomplete packages may be returned and/or cause delay of your project.

Supplemental information for continued hearings must be submitted by 3:30 pm at least 4 business days in advanced of the next scheduled Commission meeting.

REQUIRED DOCUMENTATION:

1. One original signature and one copy of completed Request for Determination of Applicability (RDA) Application Form (WPA Form 1), signed by the Applicant and with proof of mailing to the Property Owner (if applicable).
2. One copy of the following maps, all with the site clearly identified. (One can generate these maps be using the Town GIS at www.mapsonline.net/sudburyma/ or by using MassMapper through MassGIS at: <https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html>.)
 - USGS
 - FEMA
 - NHESP
3. Two sets of full-sized stamped plans, including graphic scale (not more than 1 inch = 20 feet) and title block that shows proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion controls. Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed topography. GIS maps may be used for small projects at the discretion of the Conservation Commission.
 - Plan revisions shall be clearly noted and dated on the plans.
 - Colored plan shall be provided that clearly depict existing and proposed conditions with the following color scheme:
 - Existing conditions = Black
 - Proposed Construction = Red
 - Wetland boundaries = Blue
 - Buffer Zone = Yellow
 - Riverfront = Purple
 - Proposed Tree line = Green
 - Erosion Controls = Orange
4. One copy of each of the following documents:
 - List of 100-foot abutters, certified by the Assessor's Office
 - o <https://www.mapsonline.net/sudburyma/>
 - o Assessor: <mailto:assessors@sudbury.ma.us>
 - A completed Abutter Notification Form
 - o <https://sudbury.ma.us/conservationcommission/wetland-permitting/>
 - o Zoom Meeting info: <https://sudbury.ma.us/conservationcommission/meetings/>
 - Proof of notification for each abutter

Abutter notification can be delivered either by hand, certificate of mailing, or certified mail. Notification must be delivered to abutters no later than one week prior to the Hearing. Proof must be provided no later than two business days prior to the Hearing. Scanned copies are acceptable. Certificates of mailing or certified mail receipts lacking abutter addresses will not be accepted. Proof of hand-delivered notices must include the abutter's address, printed name, and dated signature on the Abutter Notification Form.

5. Two copies of a narrative which should include the following information:
 - Description of work within regulated resource areas, the buffer zones, and any impacts to these areas.
 - Description of the project's compliance with the WPA performance standards. If work is proposed in the Riverfront Area, you must provide an alternatives analysis.
 - Description of the project's compliance with the Sudbury Administration Wetlands Bylaw.
 - If work is proposed within Adjacent Upland Resource Area, you must provide an alternatives analysis.
 - If work is located adjacent to a stream, you must provide the required evidence in accordance with Section 2.3 of the Sudbury Administration Wetlands Bylaw Regulations to determine whether the stream is intermittent or perennial.
6. Proposed mitigation for unavoidable project impacts to regulated areas. Provide the following information:
 - Square footage of work proposed by type (i.e. disturbance, structures, impervious surface, etc.) within each regulated area, including the 100-foot Buffer Zone, 100-foot Adjacent Upland Resource Area, and 200-foot Riverfront Area (inner and outer riparian zones).
 - Square footage of proposed mitigation by type (i.e. native plantings, invasive species removal, impervious surface reduction, etc.) within each regulated area.
7. Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation, if required.
8. Photos of the site.
9. Applicable Filing Fees under the Sudbury Administrative Wetlands Bylaw payable to the Town of Sudbury (\$75 per project).
10. Proof of Payment of the Legal Notice: A Legal Notice is required to be submitted to the local newspaper. The Conservation Office will submit this Notice on your behalf and will contact you for payment before the newspaper will publish the Legal Notice. The Applicant is responsible for the cost of the Legal Notice in accordance with the State Wetlands Protection Act [310 CMR 10.05(5)(a)] and Sudbury Wetlands Administration Bylaw. **Failure on the applicant's part to pay the newspaper in time for the legal notice to be published a minimum of a week prior to the scheduled meeting, will prevent the Commission from being able to act on the application.**
11. All documentation also must be provided in electronic format, including any revised information.

DEP MAILING

1. Send by certified mail one complete copy of the RDA application, including copies of all required Maps and project plans to:

DEP-NERO, Wetlands Division
150 Presidential Way
Woburn, MA 01801