



# Town of Barnstable

## Conservation Commission

230 South Street, Hyannis, MA 02601

E-mail: [conservation@town.barnstable.ma.us](mailto:conservation@town.barnstable.ma.us)

Office: 508-862-4093

### CHAPTER 710

#### GUIDELINES FOR SUBMITTING A REQUEST FOR DETERMINATION OF APPLICABILITY (RDA) APPLICATION

**NOTE:** Request for Determination of Applicability applications will not be accepted more than 18 days before the hearing date.

- A. The Request for Determination of Applicability is typically used for minor projects. Advance consultation with Conservation Division staff is encouraged.
- B. Complete the Request for Determination of Applicability **application** (WPA Form 1) <https://www.mass.gov/doc/wpa-form-1-request-for-determination-of-applicability-fillable-pdf/download> and attach the following to it:
  1. A signed "Permission to Access Property – Form PA". The form must be signed by the property owner, or legal representative, and submitted with the RDA application.. Form PA is available at [www.townofbarnstable.us/Conservation](http://www.townofbarnstable.us/Conservation) . Do not send abutter letters out until Form PA is signed and submitted to the Conservation Division office.
  2. Your **sketch** of the project on an existing engineering plan or GIS plan. The sketch or plan shall be drawn to approximate scale and shall depict both the project footprint and the offset distances to a wetland resource area (i.e. wetlands, coastal banks, dunes, etc.) The sketch shall also be signed and dated by the preparer. GIS plan may be obtained in Conservation.
  3. A copy of the U.S.G.S. **locus map** may be obtained from Conservation. Indicate project site with an arrow and write the word LOCUS.
  4. A **list** of direct abutters and **Assessors map** of their location. These are available on the town web site at [town.barnstable.ma.us](http://town.barnstable.ma.us) or you may request assistance from Conservation staff. Under Chapter 237, Wetlands Protection, of the General Ordinances of the Code of the Town of Barnstable, property owners actually touching on the subject parcel upon which work is proposed shall be notified.
  5. A copy of the abutter notification **letter**. Complete the letter supplied to you. The staff will issue you a date and time the public hearing will be held when the application is ready to be submitted. The notification letter should be sent by certified mail, the same day the application is submitted. Please plan on attending the hearing.
  6. Written detailed **directions** to the project site.
- C. Make **10** copies of the application with items #1-5 attached. Submit the **original** plus **8** copies to the Conservation office along with the filing **fee**. Send **1** copy to MassDEP, 20 Riverside Dr., Lakeville, MA 02347-1676. MassDEP also recommends applicants send their applications by email to [SERO\\_NOI@mass.gov](mailto:SERO_NOI@mass.gov).

- D. Email RDA application and all associated materials in PDF format to [Kimberly.Cavanaugh@town.barnstable.ma.us](mailto:Kimberly.Cavanaugh@town.barnstable.ma.us) and [Edwin.Hoopes@town.barnstable.ma.us](mailto:Edwin.Hoopes@town.barnstable.ma.us) . All attachments must be named with the hearing date (year first), **type**, name, address. *Examples 20220301 RDA Smith 21 Main Street or 2022031 RDA Plan Smith 21 Main Street.*
- E. Town filing fee is **\$175** (except **\$225** for vista pruning or **\$400** for wetland delineation confirmation). Fees shall be doubled for after-the-fact filings. Please make check payable to “Town of Barnstable”.
- F. Have project **staked** (e.g. staking the corners of a proposed addition) by Tuesday 8:30 A.M., one week prior to public hearing to facilitate field review of your project.
- G. Submit a **check** to cover the cost of your legal ad to Barnstable Conservation. The exact amount will be posted on the agenda on the Town Clerks website the Thursday before the hearing. Make your check payable to “Town of Barnstable” and mail to Barnstable Conservation 230 South Street, Hyannis, MA 02601.

**REQUEST FOR DETERMINATION OF APPLICABILITY  
ABUTTER NOTIFICATION LETTER**

**DATE:** \_\_\_/\_\_\_/\_\_\_

**RE:** Upcoming Barnstable Conservation Commission Public Hearing

To Whom It May Concern,

As an immediate abutter of a proposed project, please be advised that a Request for Determination of Applicability application has been filed with the Barnstable Conservation Commission.

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

**PROJECT ADDRESS OR LOCATION:** \_\_\_\_\_  
\_\_\_\_\_

**ASSESSOR'S MAP & PARCEL:** MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S AGENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC HEARING:** **WILL BE HELD REMOTELY VIA ZOOM**  
See agenda posting on Town Clerks website available in advance of the meeting for details.

**DATE:** \_\_\_/\_\_\_/\_\_\_

**TIME:** \_\_\_\_\_

**NOTE:** Plans and applications describing the proposed activity are on file with the Conservation Commission via Laserfiche at [Conservation Commission](http://www.barnstable.ma.us/conservation), by email to [Kimberly.Cavanaugh@town.barnstable.ma.us](mailto:Kimberly.Cavanaugh@town.barnstable.ma.us) or by calling (508-862-4093)

**IMMEDIATE ABUTTERS OF ASSESSOR'S MAP \_\_\_\_\_ PARCEL \_\_\_\_\_**

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

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**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE ABUTTERS WERE IDENTIFIED:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_