Town of Barnstable

Conservation Commission

230 South Street, Hyannis, MA 02601

E-mail: conservation@barnstable.gov

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. ☐ 1. 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:

☐ 2. 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 https://barnstable.gov/departments/Conservation Do not send abutter letters out until Form PA is signed and submitted to the Conservation Division office.

☐ 3. Your **sketch** of the project on an existing engineering plan, GIS plan or aerial image. 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.

☐ 4. A copy of the **locus map** may be obtained from Conservation. Indicate project site with an arrow and write the word LOCUS.

☐ 5. A **list** of direct abutters and **Assessors map** of their location. These are available on the town web site at **barnstable.gov** 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.

☐ 6. 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.

☐ 7. A completed copy of this checklist.

C. ☐ Email RDA application and all associated materials in **PDF format** to Kimberly.Cavanaugh@barnstable.gov and Edwin.Hoopes@barnstable.gov
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.* **It is recommended that the email is sent for review in advance of submitting the paper portion of the filing to ensure it will be accepted.**

D. ☐ Make **10** copies of the application with items 1-6 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.

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** (structure corners, resource areas and buffers) by Tuesday 8:30 A.M., one week prior to public hearing to facilitate field review of your project.

G. ☐ Conservation will submit the legal ad for publication in a local newspaper. The applicant or his/her agent is responsible for payment of the legal ad fee prior to the hearing. The exact amount of the fee will be pre-calculated and posted on the Conservation Commission agenda on the Town Clerks website the Thursday before the hearing. Payment of the legal ad fee must be made by check (payable to the Town of Barnstable) and delivered to the Conservation office either by hand-delivery or by mail (Barnstable Conservation, 230 South Street, Hyannis, MA 02601).

Submitted this _____ day of _____ in the year _____ in accordance with the Town of Barnstable Chapter 710 Guidelines for Sumitting a Request for Determination of Applicability by:

_____ _____

Print Name Owner/Applicant Signature

_____

Owner's Authorized Agent Signature

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, **by email to Kimberly.Cavanaugh@barnstable.gov or by calling (508-862-4093)**

IMMEDIATE ABUTTERS OF ASSESSOR'S MAP _____ PARCEL_____

Map_____ Parcel _____

Name: _____

Address: _____

_____

_____

Map_____ Parcel _____

Name: _____

Address: _____

_____

_____

Map_____ Parcel _____

Name: _____

Address: _____

_____

_____

Map_____ Parcel _____

Name: _____

Address: _____

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_____

Map_____ Parcel _____

Name: _____

Address: _____

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DATE ABUTTERS WERE IDENTIFIED: _____/_____/_____

SIGNATURE _____