



## LONGMEADOW CONSERVATION COMMISSION

### **REQUEST FOR DETERMINATION OF APPLICABILITY (RDA) FILING INSTRUCTIONS**

Under the Longmeadow Wetlands Bylaw, if you intend to "...remove, fill, dredge, alter or build upon or within 100 feet of any bank, fresh water wetland beach, flat marsh, wet meadow, bog, swamp or upon any or within 100 feet of any brook, creek, river, stream (intermittent or otherwise), pond or lake, or upon or within 100 feet of any land subject to flooding or inundation, or within 100 feet of the 100 year flood line..." you must first apply for a permit – this also applies in the event that the stream flows throughout the year and the project falls within 200 feet of the annual high-water line as set forth by the Massachusetts Rivers Protection Act. That said, when there is uncertainty as to whether the proposed scope of work requires such a permit, the applicant then files a Request for Determination of Applicability, also known as RDA.

As you consider preparing an application, please note the following:

- a) The commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month (during November and December the meetings are only held on the 2<sup>nd</sup> Wednesday). Until April 1<sup>st</sup>, 2022 all meetings will be conducted remotely.
- b) Applicants are responsible for posting a legal notice in a local newspaper.
- c) There are no fees associated with this application process.
- d) There are no mailed notifications to abutters required for this application process.

Please use the chronological checklist below to create your application:

- Select your targeted meeting date.
- Contact the Commission to confirm your targeted meeting date and request a template for a legal notice. Contact your local newspaper soon after to inquire about their Classifieds Department deadlines.
  - o The legal notice is only required to run for one day but later than five (5) business days prior to targeted meeting date.
- Ensure all documents are included in your application:
  - o Completed WPA Form 1, Request for Determination of Applicability. If the form's "Project Description" field offers insufficient space, you may attach a separate "Project Description" page.
  - o Site maps and plans with distances and other measurements as required to reflect the location and scope of work and its proximity to the protected resource areas.
  - o Picture(s) of site conditions.
- Prepare eight (8) hardcopies of your complete application and (1) digital copy (PDF format):
  - o PDF delivery via email: [concom@longmeadow.org](mailto:concom@longmeadow.org)
  - o Hardcopies delivery: Longmeadow Conservation Commission  
20 Williams Street  
Longmeadow, MA 01106
- Hand-deliver or mail your applications for arrival at the address above one week before your targeted meeting date.
- Send a copy of your entire application to MA DEP Western Region
  - o Via email (preferred): [wero\\_noi@mass.gov](mailto:wero_noi@mass.gov) **or**
  - o Via mail: MassDEP  
Attn: Wetlands Department  
436 Dwight Street  
Suite 500  
Springfield, MA 01103

If you have any questions or require further assistance, please call us at (413) 565-4100, Ext 1323 or contact us via e-mail at [concom@longmeadow.org](mailto:concom@longmeadow.org).