

## **REQUEST FOR DETERMINATION OF APPLICABILITY (RDA) CHECKLIST MEDFIELD CONSERVATION COMMISSION**

### **Documents**

- ☐ **WPA Form 1** – Request for Determination of Applicability (with all signatures)
- ☐ **WPA Form sent to DEP regional office and property owner** (if not applicant)
- ☐ **Request for Determination Applicant Checklist Completed and Signed** (This Form)
- ☐ **Project Narrative:** Clear and comprehensive written description of the proposed work, including a description of any excavation, proposed structures, description of machinery to be used onsite, method of erosion and sedimentation controls, plans for protection of resource areas, planned start date.
- ☐ **Quantitative documentation supporting the delineation of the vegetated wetland**, with certification from the wetland scientist responsible for the delineation, stating the basis for the delineation and the date on which the delineation was performed. DEP Bordering Vegetated Wetland (310 CMR 10.55) Delineation Field Data Forms must be used to document upland and wetland plots.

### **Plans**

- ☐ **8.5" x 11" section of the U.S. Geological Survey quadrangle** or other map of the area
- ☐ **Plot Plan prepared, signed, and stamped by a professional engineer or Land Surveyor showing:**
  - Existing conditions (grades, structures, roads, tree lines, and limits of existing lawn)
  - Boundaries of all regulated resource areas (freshwater wetland, bordering vegetated wetland, vernal pool, marsh, wet meadow, bog, swamp, bank, river, pond, stream, land subject to flooding or inundation, 100-year storm line)
  - 100-foot and 50-foot buffer zone limits as defined under the Wetland Protection act and in the Medfield Wetlands Bylaw and Regulations (Article IX, Section 6).
  - Distance in feet from all regulated resources and buffer zones to any proposed
  - Location and number of all wetland flags, with method of survey indicated.
  - Proposed limit of work
  - Proposed grading
  - Location of all proposed structures (including in-ground pools, outbuildings, porches, decks, patios), roads, parking lots, paths, utilities, trees or invasive plants to be removed, changes in lawn edges, plantings, (trees, native plants replaced or transplanted), and proposed tree line, watershed/aquifer protection areas, large boulders or ledge outcroppings.
  - Minimum distance between the limit of proposed work (location of erosion controls), foundation, lawn or other landscaping and the nearest edge of the wetland or other resource area.
  - Details of any subsurface drainage structures or septic systems (existing and proposed)
  - Details of any erosion and sedimentation control measures.
  - Sequence of all Construction, stockpiling, and vehicles used

### **Field Work**

- ☐ **Project must be clearly staked or marked in the field at least 7 days prior to the hearing date.**
  - Resource area edge, 50-foot and 100-foot delineations from edge

- Limit of work
- Building corners, retaining walls
- Property boundaries

### **Administrative Items**

- ☐ Payment to Medfield of \$150 fee
- ☐ \$25 Fee for legal ad preparation
- ☐ Additional Fee for Newspaper publication to be paid after the ad is published
- ☐ Notice given to Applicant and/or Owner
- ☐ Signed fee worksheet from Medfield Bylaw
- ☐ Digital copies of all RDA materials sent by email to [fkelly@medfield.net](mailto:fkelly@medfield.net)
- ☐ 2 Physical copies submitted to the Conservation office in town

### **Please sign**

\_\_\_\_\_ I understand that representation is required to present my project to the Medfield Conservation Commission.

\_\_\_\_\_ I understand that this application can only be deemed administratively complete by the Commission or its agent. The Commission does not schedule and advertise a project until it is administratively complete.