



MONTAGUE PLANNING AND CONSERVATION

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Montague Conservation Commission

REQUEST FOR DETERMINATION OF APPLICABILITY CHECKLIST

Below is a summary **checklist** of requirements for completing an RDA in Montague. This form is generally used to seek the approval of the Conservation Commission, under the Massachusetts Wetlands Protection Act, for projects within the buffer zone to a wetland resource area. Note: Montague does not have a local wetlands bylaw.

Full directions for filing a Request for Determination of Applicability are on the Department of Environmental protection website at www.mass.gov/dep/water/approvals/wpa1inst.doc

- **2 copies of completed WPA Form 1 Request for Determination of Applicability application – hard copy & digital form**
- **2 copies of Plans 1” = 40 ‘max. hard copy & digital form. This may require the services of a wetland scientist, surveyor, or other professional.**
- **USGS Quad Locus Map (8 1/2 x 11) showing the general location of the property**

Advertising Fee

- The Conservation Commission will place the legal ad with The Greenfield Recorder. The Greenfield Recorder will bill the applicant directly. At that time the applicant will be asked to submit a check made out to The Greenfield Recorder for the appropriate amount.
- The Conservation Agent will assign a date & time for the hearing and will notify applicant.

Signature

- The application must be signed by the property owner (or the owner’s representative)

Copy to DEP

- The applicant is required to send via certified mail one complete copy of the application to the Department of Environmental Protection (DEP – Western Regional Office, State House West – 4th Floor, 436 Dwight Street, Springfield, MA 01103) Proof of mailing.

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