

## ***Town of Scituate***

TOWN HALL  
600 Chief Justice Cushing Highway  
Scituate, MA 02066



## ***Conservation Commission***

Telephone (781) 545-8721  
Fax: (781) 545-8704  
Web Site: [www.scituatema.gov](http://www.scituatema.gov)

### **APPLICATION CHECKLIST REQUEST FOR DETERMINATION OF APPLICABILITY**

Please submit three (3) hard copies and one (1) electronic copy of the following information to the Scituate Conservation Commission. Electronic copies should be sent to [conservation@scituatema.gov](mailto:conservation@scituatema.gov).

- ☐ The most recent WPA Form 1, available at: <https://www.mass.gov/lists/wetlands-permitting-forms>
- ☐ Payment for the Town of Scituate Wetlands Protection Bylaw fee
  - **\$100** fee
  - Payable to **Town of Scituate** – Please redact bank account information from photocopies
  - Note, a public legal notice is prepared and submitted by office staff; the newspaper will invoice the applicant
- ☐ A brief narrative describing the proposed activity
- ☐ Proof that a copy of the complete application was sent to the MA Department of Environmental Protection, Southeast Regional Office: 20 Riverside Drive, Lakeville MA, 02347
  - **Email** Copy of complete RDA to: [SERO\\_NOI@mass.gov](mailto:SERO_NOI@mass.gov)
  - Subject line includes: "SCITUATE – RDA– (Street Address) – (Applicant Name)"
- ☐ Project plans that include the following information (hard copies must be printed to scale):
  - *Location of all known resource areas*
  - *50 and 100 foot buffer lines from resource areas*
  - *200 foot Riverfront Area, if applicable*
  - *FEMA Floodplain boundaries, if applicable*
  - *Location of existing structures and/or vegetation*
  - *Location of proposed structures and/or vegetation*
  - *Shortest distance from proposed disturbed areas to known resources*
- ☐ Voluntary Waiver of Deadlines
- ☐ Photographs of the property where activities are proposed

**Legal Notices:** RDA filings require that a legal notice be published in a local newspaper at least five (5) business days before the public hearing. The Conservation Office staff will publish this notice on your behalf. Applicant will be required to pay for the legal notice.

If abutter notification is requested for the RDA, use [Abutter Notification Form for RDA](#).