



TOWN OF CONCORD
Natural Resources Commission
141 Keyes Road, Concord, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

**Request for Determination of Applicability
Submission Checklist**

A Request for Determination of Applicability (RDA) is an application for minor projects affecting a small portion of the Buffer Zone that will have no impact on wetland resource areas. It is the simplest and least expensive permit application procedure, one most homeowners can fill out on their own. Before filing this form, contact the Natural Resources Division to confirm that the RDA is the correct form for your project. The following represents a summary of the submission requirements for filing a Request for Determination of Applicability.

Step 1: Fill out Permit Application

Download and complete the **Request for Determination of Applicability (RDA) form** from the Wetlands Permitting page at <https://concordma.gov/753/Wetland-Permitting>.

Step 2: Prepare and Submit your Permit Application

All information for a NEW project shall be submitted by 4:30 p.m., no later than three weeks prior to a scheduled hearing of the Natural Resources Commission. Hearings are typically the first and third Wednesdays of each month. The meeting schedule can be found here: <https://www.concordma.gov/732/Natural-Resources-Commission>

For hard copies:
Avoid plastic binding and
single-sided pages

The following must be submitted in order for an application to be considered complete:

- Two double-sided copies of the RDA Application with a description of work clearly explained.
- Two copies of a USGS topographic map
- Two copies of the site plans with the following information:
 - All wetland resource areas delineated within 100 feet of the parcel (200 feet for Riverfront Area)
 - Buffer Zone Lines: 25-foot No Disturb Zone, 50-foot No Build Zone, and 100-foot Buffer Zone
 - 200-foot Riverfront Area (if applicable)
 - Surveyed floodplain elevation data based on 1988 NAVD.
 - NHESP zones (Estimated Habitat for rare wetlands wildlife)
 - NHESP Certified and Potential Vernal Pools
 - Existing and proposed conditions
 - Buildings & structures
 - All property lines, building envelope restrictions and/or easement areas, including conservation restrictions, if applicable.

- ❑ Location of any soil borings, test pits, and groundwater wells (including BVW, monitoring, irrigation, supply wells, etc.).
- ❑ Pavement
- ❑ HVAC units and bulkheads
- ❑ Current and proposed edge of lawn / landscaping
- ❑ Stormwater management structures
- ❑ 2-foot contours or smaller
- ❑ Limit of work (LOW)
- ❑ Measurement of the closest LOW to the resource area
- ❑ Location and detail of erosion controls (straw bales, silt fence, filtermitts, straw wattles, etc.)
- ❑ Stockpile and equipment staging locations
- ❑ All existing and proposed landscaping and vegetation, including existing trees 6 inches or greater in diameter breast height (dbh) and major vegetative cover types, wooded areas defined by tree line, shrub communities, and limits of lawn.
- ❑ Planting specifications chart with species, size, and quantity

Send or drop off your complete application to:

Town of Concord
Natural Resources Division
141 Keyes Road
Concord, MA 01742

AND

Submit an electronic copy of the complete application to nr@concordma.gov, or include a CD or USB drive in your application package.

Note: email greater than 10MG cannot be accepted.

Submit your Application to DEP & the property owner

Send one copy of the complete application to:

DEP-NERO Wetlands Division
205B Lowell Street
Wilmington, MA 01887

AND the property owner, if different from applicant

Step 3: Conduct a Site Visit to review project

Natural Resources Division staff will perform a site visit prior to the hearing to review existing and proposed conditions.

Step 4: Attend the Public Meeting

The applicant or the representative must be present at the public meeting to explain the project to the Natural Resources Commission.

Step 5: Receive a Determination of Applicability (and Read it!)

If you have any questions, contact the Natural Resources Division. The applicant, DEP, or a 10-citizen group has 10 business days to appeal the Determination to the state Department of Environmental Protection under the state WPA, and 60 calendar days to appeal under the Bylaw to Superior Court on the grounds that the Commission failed to properly enforce the law.

Step 6. Pre- and Post-Construction:

- ❑ Install your erosion controls
- ❑ Contact the Natural Resources Division to schedule a pre-construction site visit.
- ❑ You have three years to complete the approved work
- ❑ Any changes to the approved plan must be reviewed and approved by the Commission
- ❑ Once completed, all ground surfaces must be stabilized with vegetative cover and erosion controls must be properly disposed of
- ❑ Following construction, submit a letter to the Natural Resources Division confirming that work has been completed, and describing any changes (if any).