



# TOWN OF SWAMPSCOTT

## CONSERVATION COMMISSION

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

### APPLICATION GUIDELINES FOR REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

The following submission guidelines are intended to assist applicants and their consultants by providing the information necessary to address the concerns of the MA Wetlands Protection Act Regulations.

#### REFERENCE MATERIAL

- Swampscott Conservation Commission :  
[http://www.town.swampscott.ma.us/Public\\_Documents/SwampscottMA\\_BComm/conservation](http://www.town.swampscott.ma.us/Public_Documents/SwampscottMA_BComm/conservation)
- Mass Wetlands Protection Act Regulations (MassDEP) :  
<http://www.mass.gov/eea/agencies/massdep/water/regulations/>

#### NOTES

1. RESEARCH – Review the MA Wetlands Protection Act Regulations with special attention to pertinent resource areas.

RDAs shall not be used for delineating wetland resource areas – the Commission prefers that an Abbreviated Notice of Resource Area Delineation (ANRAD) – WPA Form 4A be submitted for this purpose.

2. PRE-REVIEW – It's strongly recommended that you schedule an appointment to review your application materials before the filing deadline. Please contact the Planning Department at (781) 596-8829 to gain assistance during the permitting process.
3. APPLICATION – Create a total of five (5) copies of the application:
  - a. Submit three (3) copies of the complete application to the Swampscott Conservation Commission. After your paper submission is recorded with the Town Clerk, send an electronic copy to the Town Planner.
  - b. Send one (1) copy, simultaneously, via certified mail to the:  
MassDEP Northeast Regional Office  
205B Lowell St  
Wilmington, MA 01887
  - c. Retain one (1) copy of the complete application for your own records
4. MEETING SCHEDULED – Once the Planning Department receives three (3) copies of a complete application, a public meeting will be scheduled. The Commission requires that a complete application be submitted a minimum of two (2) weeks before a regularly scheduled public meeting. Please check in with the Planning Department for upcoming deadlines.

5. **LEGAL NOTICE** – The applicant is responsible to have a legal notice published in the local newspaper (Lynn Daily Item) at least five (5) business days in advance of the scheduled meeting. Use the template legal notice to ensure all details are properly included; you can review this with the Town Planner prior to submitting it to the Daily Item. The legal notice must run once only. Notices must be submitted to the Daily Item at least two (2) days in advance of the scheduled publishing day. Please note that the applicant is responsible for the legal advertisement fees and is required to send (by certified mail or hand delivery) a copy of the legal notice as shown in the newspaper to the attention of the Town Planner in advance of the public meeting.
6. **PUBLIC MEETING** – The applicant or a designated representative is required to attend the scheduled public meeting and give a brief on the proposed project to the Commission members and the public. Most often the first meeting is followed up with a site visit by the Commission. Meetings continue until the Commission members are satisfied that all necessary information to vote on the proposal has been presented.
7. **DECISION** – The Commission will then vote on the RDA application at the public meeting. The Determination Form issued by the Commission will either be mailed to the applicant via certified mail within 21 days of the vote or the applicant may arrange to pick it up at Town Hall.

## REQUIRED APPLICATION MATERIALS

- ☐ MassDEP WPA Form 1 – Request for Determination of Applicability
- ☐ A narrative cover letter providing details of the project and the proposed work's location relative to the boundaries of each wetland resource area within 100 feet. Include details about the construction sequence, construction materials, equipment to be used, stockpiling areas, plans to mitigate for increased run-off, placement of erosion and sediment controls, the limit of work area, plantings, etc.
- ☐ A Plan showing the boundaries of all inland and coastal wetlands as well as their respective 100-foot buffer zones. The drawing should cite the name(s) of all person(s) who prepared the Plan. The Plan requires a date, title, compass rose, property boundaries, and significant topographic features. All Plans shall be a maximum of 24" x 36" and drawn to a preferred scale of 1":20'. The Commission strongly encourages and may require if warranted that a registered professional engineer, land surveyor, architect, or landscape architect prepare the Plan and/or calculations.
- ☐ Indicate on locus or USGS map of Swampscott the location of the project.

