

CHATHAM CONSERVATION COMMISSION

261 GEORGE RYDER ROAD : CHATHAM, MA 02633
508-945-5164

Checklist for Filing a Request for Determination of Applicability

It is recommended that you hire a wetland scientist, landscape planner or engineer to assist you with preparing the permit application. Applications must generally include a plan certified by a registered professional engineer or land surveyor.

Step 1: Certified List of Abutters

Obtain a certified list of abutters within **100 feet** of the property from the Chatham Assessors Office by submitting the [Request for Certified Abutters List](#) to ccook@chatham-ma.gov with a \$3 check payable to the Town of Chatham.

Step 2: Fill out the Permit Application

Download and complete the RDA Form from the Massachusetts Department of Environmental Protection (DEP) website: <https://www.mass.gov/lists/wetlands-permitting-forms-massdep>. Please review Chatham's Wetland Protection Bylaw and Regulations prior to filing.

Step 3: Submit the Following Application Materials to the Chatham Conservation Department

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets on Wednesdays, on the second and fourth weeks of the month – please refer to the [Hearing Schedule](#). Applications are due by noon on the date listed on the [Hearing Schedule](#).

(A) RDA Application - ***eight (8) copies double-sided***

- Signed DEP WPA Form 1 (RDA)
- Check made payable to The Town of Chatham for the Local Bylaw and Advertising Fees
- Copy of certified abutters list
- NHESP Priority & Estimated Habitat Map (no USGS map)
- DEP BVW Delineation field data forms
- RDA Tables & Checklist Form

Please

- No plastic covers or TOC
- No page dividers or bindings
- Staples are OK
- Print materials double-sided
- **Fold plans**

(B) Project Narrative - ***eight (8) copies double-sided***

- Owner info, address, parcel id and date
- Resource area description & delineation details
- Summary of existing & proposed conditions with closest point of disturbance to BVW
- How does the project comply with each interest of the Act and Bylaw
- Construction sequencing & staging plan (if applicable)

(C) Plan Set - ***eight (8) copies***

- Title block with applicant's name, project address, map-block-lot, scale and date
- Wetland/Stream Boundaries, 50' Buffer & 100' Buffer; 100' Inner Riverfront Area and 200' Outer Riverfront Area
- Locus Map
- Coverage Table from the Chatham RDA Tables & Checklist Form attached.
- Mitigation Plan (if applicable)
- Existing Conditions and Proposed Work
 - Parcel lines, easements, structures, pavement, edge of lawn, canopy tree line
 - Topography and grading if relevant to the proposed project
 - Septic system, stormwater and drainage infrastructure

- Limit of work, erosion controls and topsoil stockpile area

(D) Email the Electronic Submission to: conservation@chatham-ma.gov – this material will be uploaded for public viewing

- Entire RDA Application
- Project Narrative (separate document from the application)
- Plan Set as full-size in .pdf format
- DO NOT include copies of checks and abutter lists as this contains sensitive information not for public viewing.

Step 4: Submit your Application to the Department of Environmental Protection:

- One copy of the entire submission (described above) EXCLUDING the copy of Chatham's filing fee info to: DEP SE Regional Office, 20 Riverside Drive, Lakeville, MA 02347.

Step 5: You will be Given a Hearing Date and Time

By submitting a **complete** RDA application (see items listed in Step 3), you will be scheduled to attend the next available public meeting, which will be held in person and virtually (Teams meeting). Incomplete applications will not be accepted by the Conservation Office. **The applicant or the representative must be present in person or virtually at the scheduled public meeting.**

Step 6: Notify Abutters

Once you have been informed of the date and time for the hearing, you shall notify all abutters listed on your Certified Abutters List (within 100ft of the property). Please Wait to Notify Abutters until you are given Chatham's specific "Notification to Abutters Form" (which will include a weblink where abutters can view the electronic filing) and **be sure to include the exact time and date of the hearing on this form**. These letters must be sent via Certified Mail or Certificate of Mailing at least **two weeks prior** to your hearing. The Applicant must email copies of the certified mail slips or certificate of mailing receipts for all abutters at least one week prior to your hearing.

Step 7: Stake the Property One Week in Advance of the Hearing

The Chatham Conservation Commission requires that all new structures, additions, erosion control barriers, septic systems and stormwater systems within the Buffer Zone for which a Notice of Intent has been filed must be staked one week prior to the hearing. The stakes must be labeled. A plan demarcating the stakes in the field shall be submitted to the Conservation Department at the time of staking.

Step 8: Conservation Commission will Conduct a Site Visit

The Commission and their staff will perform a site visit (as a group or individually) to confirm the existing conditions and resource area delineation.

Step 9: Attend the Public Hearing

The applicant or the representative must be present virtually or in-person at the public meeting. Please contact the Conservation Department about your plan for presenting at this meeting. The Conservation Department can allow the applicant to share your screen and show the plan and photos. It is preferred to color code the plan so that the edge of resource area/wetland (Blue), limit of work (Red), buffer zone (Purple) can be easily seen on the screen. At the end of the hearing for this project, the Commission will vote to issue a Determination of Applicability.

Step 10: Receive a Determination of Applicability and READ IT

The Original Determination will be mailed certified to the Representative. A copy will be mailed to the property owner(s). If you have any questions, contact the Conservation Department. Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group may follow separate provisions for appealing the decision under the Wetlands Protection Act and/or the Chatham Wetlands Protection Bylaw.

Pre and Post Construction Reminders

- o Contact the Conservation Department to schedule a pre-construction site meeting

- There may be several special conditions that must be adhered to during the project (these will be listed on your Determination)
- Complete the work within 3 years

Other Permits to keep in mind:

- Relevant Building, Zoning, and Board of Health Permits (please contact the appropriate departments for more information)

RDA Tables & Checklist Form

Project Address: _____ **Year lot was created**_____

Parcel Map_Block_Lot _____

Closest Distance of Work to Wetland Edge (in feet) _____

Chatham’s Bylaw Fee of \$50 for RDA & \$20 for Advertising Submission included _____

AREA CALCULATIONS TABLE (in Square Feet)

Below is the table to include in the Project Narrative and if applicable, the Landscape Plan. If the table is not applicable (NA) to the project, please write “NA” in the open cells of the table.

Within 50’ from the Resource Area (No Disturb Zone)	Existing (sq. ft.)	Proposed (sq. ft.)	Net Change (sq. ft.)	Proposed Mitigation (sq. ft.)	Total % Coverage
Area of structures (dwelling, sheds, decks, etc.)					
Area of hardscape, pools, walkways, driveway, etc.					
Within 50-100’ of the Resource Area (the outer AURA)	Existing (sq. ft.)	Proposed (sq. ft.)	Net Change (sq. ft.)	Proposed Mitigation (sq. ft.)	Total % Coverage
Area of structures (dwelling, sheds, decks, etc.)					
Area of hardscape, pools, walkways, driveway, etc.					
Total Areas					

This project employs the following best construction practices in order to prevent pollutants and suspended solids from entering the wetland, buffer zone and riverfront resource areas.

- Erosion controls and construction fencing will be installed and maintained.
 - Stone aprons and construction staging areas will be used and maintained.
 - Topsoil stockpile areas and waste & recycling dumpsters will be used and maintained.
 - Import and export of natural materials will be minimized.
- This project employs the following best landscape practices in order to prevent pollutants and suspended solids from entering the wetland, buffer zone and riverfront resource areas.
- Salt, sand and deicing chemicals will be minimized and only used as needed.
 - Fertilizers, herbicides and pesticides will not be used in the buffer zone or wetland
 - All disturbed soils will be stabilized and planted with regionally native vegetation.
 - New infestations of invasive species will be properly managed.

Applicant's Signature	Date	Representative's Signature	Date
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