

## **REQUEST FOR DETERMINATION OF APPLICABILITY (RDA) FILING INSTRUCTIONS**

Procedures and requirements for filing a request for determination of applicability (RDA) pursuant to MGL C.131 s. 40 (the Wetlands Protection Act) and Article 3.7, the Town of Bourne Wetlands Protection Bylaw.

### **1) Complete the information required on the WPA Form 1:**

- a. It is the applicant's responsibility to provide the Commission with all the required and requested information needed to review the subject proposal.
- b. Include a plan of the proposed work or project site showing:
  - a. Boundaries of all the wetland resource areas. (Ponds, dunes, coastal banks, etc.)
  - b. Existing and proposed contours at 2' intervals.
  - c. Boundaries for all A & V flood zones.
  - d. Mean high water and mean low water lines.
  - e. Distances between proposed structures and the wetland resource boundary.
  - f. A clearly defined LIMIT OF WORK, including areas to be landscaped.
  - g. Title box (lower right hand corner) with date.
  - h. North arrow.
- c. Requirements to be completed at the project site:
  - a. The project limit should be staked so as to display the perimeter of the project at least **5 DAYS** prior to the meeting date.
  - b. All wetland resource boundaries (ponds, dunes, coastal banks, etc.) must be marked with numbered flags corresponding with the boundary shown on the plan.
  - c. A and V flood zone boundaries should be staked at the site to correspond with the plan's boundary.
  - d. Include a locus map and/or instruction on locating the property. A clearly visible house number or lot number should be posted on the property when this application is filed with the Commission.

### **2) Fill out and sign additional documents to complete RDA submission packet:**

- a. Filing Fee Form
- b. RDA Filing Worksheet
- c. Site Inspection Authorization
- d. Waiver Agreement

**3) Abutter notification:** Notify all direct abutters by certified mail/return receipt or hand delivery and provide the Commission with proof of notification (green cards or a signed letter). Abutters must receive notification at least five days prior to the hearing date. This is a requirement of the Town of Bourne Wetland Protection Bylaw only.

**4) Submit complete packet:** Submit the application through Open Gov and three (3) paper copies of the *plans only* to the Commission. **Fee:** Checks are payable to Town of Bourne for \$75, or E-check using the online payment center. Digital copy must include WPA form, maps, proof of certified mail receipts to abutters, and site plans. Send a copy of the WPA and site plan (minus the fee) to DEP SERO, 20 Riverside Drive, Lakeville, MA 02347. (Certified mail/return receipt) or MassDEP's online filing system.

**5) Attend Public Meeting:** A meeting date will be set within 21 days of receiving the RDA application and notification of this date will be sent to the applicant. A legal notice of the hearing will appear in a local newspaper at least five days prior to the meeting. The bill for this notice will be sent to the applicant. Determinations will not be released until payment of the legal ad fee is received.