



Town of Ashland, Office of Conservation

Applicant Checklist for Request for Determination of Applicability (RDA)

This checklist is meant as guide when preparing a permit application for a Request for Determination of Applicability for a remote hearing. Please contact the Conservation Office should you have any questions.

- RDA, [WPA form 1](#)**: submit **2 paper copies** and 1 digital copy **of all materials**, and 1 Stormwater Management Checklist, if applicable, to the Conservation Office. *No spiral bindings, comb bindings, or equivalent.*

- Narrative**- 1 copy of a written narrative explaining existing conditions, proposed conditions, wetland resource Areas* on site (*: protected under the Act (310 CMR 10.02 (1) and the Bylaw (chapter 280), the 100' Buffer Zone, the 25' No Disturb Zone, and vernal pools)

- Locus Map**- 1 copy

- Site Plans**- (folded) 1 large copy, and 1 (one) 11"x17" size, if all details can be read. Plans must show:
 - Existing Conditions
 - Proposed Conditions
 - Erosion Control Barrier- where it will be installed and a detail of the barrier to be used (Haybales are strictly prohibited under the Bylaw)
 - All wetland resource areas*
 - SEPTIC SYSTEM PROPOSALS**: MUST show a 10-ft buffer around ALL septic system components, including (but not limited to) the leach field, tanks, septic reserve area, pump chambers/electrical components, air lines, air valves, manifolds, etc. This buffer is enforced by the Board of Health.
 - Endangered Species Habitat

- Wetlands Delineation Forms** (if applicable): If wetlands are delineated, please complete the wetlands delineation forms according to the 2022 Wetlands Delineation Handbook available on the MassDEP Website, or click the links below:
 - [Wetland Delineation Forms](#)
 - [2022 Wetlands Delineation Handbook](#)

- Application Fees**: Mail or Drop Off the \$125 Filing Fee (as a check) for your RDA to the Conservation Office on the 2nd Floor of Ashland Town Hall. Our Office currently can only accept this as a check written out to the Town of Ashland.

Submit your application to:

DEP's Northeast Regional Office: 150 Presidential Way, Woburn, MA, 01801. (All documents listed above, except for the fee.) The RDA can also be [submitted online to DEP](#).

AND

Conservation Commission: 101 Main Street, Ashland MA. 01721. (All documents listed above.), and digital copies of all the above materials to schrisafideis@ashlandmass.com and bsolomon@ashlandmass.com.

Receive hearing date and time information from the Conservation Agent, and receive a date and time for a **pre-hearing site visit**. Agent will post a legal notice to the Metrowest Daily News, the Applicant will be contacted by the Metrowest Daily News for payment.

Attend the REMOTE meeting. Conservation Commission hearings are held remotely via zoom. Meetings are held two times per month on Monday nights and start at 7:00 PM. The zoom link and meeting passcode are available on the Meeting Agenda, posted on the Town of Ashland website no later than 48 hours before a scheduled hearing.