



Request for Determination of Applicability (RDA) Checklist

The following items are typically required when filing a RDA with the Salisbury Conservation Commission. Use this as a guide when preparing your application for submittal.

- __1. Fill out all applicable portions of the WPA Form 1 (Request for Determination of Applicability).
- __2. Submit at least one plan or scaled drawing of the proposed work and/or resource area delineation. The plan(s)/drawing(s) may include some or all of the following:
 - __a. Existing conditions
 - __b. Proposed grade changes
 - __c. Flagged resource areas
 - __d. Flood zones
 - __e. Proposed structures including sheds, fences, pavement, fill, etc.
 - __f. Indicate any trees or other vegetation that will be removed and/or planted.
- __3. Photos of the existing conditions are always helpful.
- __4. Provide 8 copies of all submitted documents, plans and photos to the Conservation Department upon submittal. An electronic version of the plans and/or photos should be submitted if they are available.
- __5. One complete application (forms, plans, photos, etc) must also be sent by the applicant to the Massachusetts Department of Environmental Protection at:

Mass DEP – Northeast Regional Office
Wetlands Section
205B Lowell Street
Wilmington, MA 01887
- __6. A legal advertisement will be placed in the Newburyport Daily News by the Conservation Department staff after submittal. The legal ad will run one week prior to the public hearing. It is the responsibility of the applicant to pay the newspaper directly before the ad is published. Call the Daily News at (978)462-6666 after you submit your application and ask for the legal ad department to set up payment.