

# WESTON CONSERVATION COMMISSION

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## Checklist for Filing Request for Determination of Applicability Post COVID-19 State of Emergency

**\*Updated 5.09.22**

An RDA is a simplified application to complete when you intend to conduct minor work in the Buffer Zone (at least 50 feet from the resource area; minimal or no proposed structures within the buffer zone). This checklist is not meant to be exhaustive. Please contact the Conservation Office prior to filing.

**As of 6-29-21 and until further notice:** Pursuant to Chapter 20 of the Acts of 2021, which includes an extension of Governor Baker's March 12, 2020 Order Suspending Certain provisions of the Open Meeting Law, G.L. c. 30A, §18, **all meetings of the Conservation Commission will be held via an online meeting platform. No in-person attendance of members of the public is available** but every effort will be made to ensure that the public can adequately access the proceedings in real time including a dial-in option.

### **Step 1: Fill out Permit Application**

[Download and complete the RDA Form](#) from the Massachusetts Department of Environmental Protection (DEP) website. In some cases, you will need to hire a wetland scientist, consultant, engineer, and/or land surveyor to assist you with preparing the permit application. With very small projects, the Conservation Department can assist landowners with filling out the form.

### **Step 2: Submit your RDA Permit Application and Plan to the Weston Conservation Commission**

The following is required in order for your submission to be considered complete. Deadline to submit is NOON on the dates listed on the [Commission's Meeting Schedule \(PDF\)](#) at [WestonMA.gov/Conservation](http://WestonMA.gov/Conservation).

- Full Electronic submission to the Conservation Department: [conservation@westonMA.gov](mailto:conservation@westonMA.gov) – This material will be posted publicly.
- 2 Hard copies of the wetland application package shall be received by the Conservation Dept.

The Following must be submitted in order for an application to be considered complete:

- (A) One copy of the RDA application:
  - Locus map of the area
  - Detailed project description of what is being proposed
- (B) One copy of the plan or sketch showing the following:
  - Existing Conditions and Proposed Work
    - All Wetland Resource Areas within 100' of the parcel: wetlands, ponds, streams, flood zones, Riverfront Area, etc.
    - 100' Buffer Zone & 25' No Disturb Zone
    - Weston's Wetland and Flood Plain Protection District (if it applies)
    - 2-foot contours or smaller & Parcel lines
    - Structures (i.e. Buildings, stormwater infrastructure, pavement/driveway areas)
    - Edge of lawn / landscaping
    - Limit of work
    - Erosion Controls

**Please**  
No plastic covers  
Avoid GBC bindings if you can  
Staples and double-sided  
submissions are OK  
Please **Fold plans**

**Step 3: Pay for your Legal Ad with the Boston Globe\* (Updated 5/09/22)**

Upon submission of a complete application, the Conservation Commission will place a legal ad on your behalf with the Boston Globe- you will be cc'd on an e-mail with the Globe's Legal Ad Department and must provide proof of payment to the Conservation Office in order to be placed on an upcoming agenda.

**Step 4: You will be given a Public Meeting Date/Time**

By submitting a **complete** RDA application (see items listed in Steps 2&3), you will be scheduled to attend the next available public meeting, which most likely will be held via virtual means (Zoom meeting). **The applicant or the representative must be virtually present at the scheduled public meeting.**

**Step 5: Submit your Application to Department of Environmental Protection by Mail**

One copy of the entire submission (described above in (A) and (B)) mailed to: DEP-NE Regional Office, 205B Lowell St., Wilmington, MA 01887.

**Step 6: Conservation Commission will Conduct a Site Visit**

The Commission and their agent will perform a site visit to confirm the existing conditions and resource area delineation. The applicant will be notified about the date & time of the visit.

**Step 7: Virtually Attend the Public Meeting**

**The applicant or the representative must be present at the virtual public meeting.** Please contact the Agent about your plan for presenting at this virtual meeting. The Agent can allow the applicant to be a co-host so that you can share your screen and show the plan and photos. It is important to color up the plan so that the wetland, limit of work, buffer zone can be easily seen on the screen.

**Step 8: Receive a Determination of Applicability and Read it**

If you have any questions, contact the Conservation Commission.

**Step 9: You must wait until the Appeal Period is over before starting work**

Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group has 10 business days to appeal to the state Department of Environmental Protection on the grounds that the Commission failed to properly enforce the law.

**Pre and Post Construction Reminders**

- Contact Conservation Department to schedule pre-construction Site Visit.
- You have 3 years to complete the work approved
- Any changes to the approved plan must be reviewed and approved by the Commission
- Once completed, all ground surfaces must be stabilized with vegetative cover and the erosion controls (if any), must be properly disposed of.

**Other Permits to keep in mind**

- Relevant Building, Zoning, and Board of Health Permits (please contact the appropriate departments for more information)
- [Weston's Stormwater and Erosion Control Bylaw](#)