

Sherborn Conservation Commission Making a Request for Determination of Applicability

The purpose of the Request for Determination of Applicability (RDA) is to allow the Commission to determine whether a proposed project will alter a resource area such that the filing of a Notice of Intent will be required.

The procedure described below is designed to help the applicant and the Commission through the review process as quickly and efficiently as possible. Close adherence to the procedure is advised.

The Request for Determination form is available at the Selectmen's Office in Sherborn Town Hall or it may be downloaded from the DEP website at the following address: <http://www.mass.gov/dep/water/approvals/wwforms.htm>. The completed form, all information required for the review and a \$120.00 or \$200.00 application fee. The fee amount is dependent on the scope of the project (see fee schedule below).

Basic Fee: \$120.00 The basic fee is applicable to all additions, renovations and modifications to an existing residence or an existing single family lot, exclusive to new subdivisions, lot reconfigurations, or establishments of an easement. Examples include: Residence additions (such as a patio or family room), septic systems and well related work, ancillary structures (such as a barn or a shed), and driveway installation/reconfigurations.

Comprehensive Fee: \$200.00 All projects that do not fit the criteria required to qualify for the basic fee shall be charged the comprehensive fee amount. Examples include, but are not limited to, all commercial projects, subdivisions or projects establishing new property lines or limits, dedication of easement or rights-of-way, and demolition and removal of existing structures for reconstruction of new structures on an existing lot or new lot.

Additional Inspections/Site Visit Fee: \$30.00 Additional site visits by the Agent, a Commissioner and/or a Commission designee may be required to fulfill the Commission's work. Such visits can arise due to plan modification or other filing changes. The Basic fee includes up to one site visit. The Comprehensive fee includes up to two site visits. Additional site visits shall be charged in the amount of \$30 per visit. The additional site visits are required due to a comprehensive redesign or resubmission of an application shall be either: (a) charged as an additional site visit or (b) at the Agent's discretion, part of a required re-application and its corresponding fee.

The Fee should be returned to the Conservation Agent or the Selectmen's Office. It may be mailed to:

Sherborn Conservation Commission
19 Washington St.
Sherborn, MA 01770

It is the applicant's responsibility to provide all the information required for the review. Please place a date on the Request for Determination form, complete the form carefully and sign in the place indicated.

The drawings/plans submitted along with the Request for Determination of Applicability form are especially important and must include (at a minimum):

1. locus map with street name
2. lot plan with North arrow
3. location of existing structures on the lot
4. location of proposed structures and/or project elements
5. limit of proposed work area (including vehicle access)
6. distances to any wetland resource areas to be protected, if known

General vegetation types, drainage directions, and spot elevations or contours are helpful if available.

Within 21 days of the filing of the Request for Determination, a Commissioner or Agent, if satisfied that the application is complete, will visit the site and will decide to recommend either a Positive or Negative Determination. If the land is snow-covered, a Positive Determination will be recommended. At the next public meeting of the Commission, the Commissioner or Agent who reviewed the Request for Determination will present his/her findings and recommend a specific determination. The Commission will then vote upon the recommendation; a majority vote is required for acceptance of the Determination. The signed, notarized determination will be mailed promptly to the owner or applicant.

(Revised July 2009)