



How to fill out a Request for Determination of Applicability

WPA Form 1

The Ipswich Conservation Commission must pre-approve all projects proposed within 100' of a wetland, 150' of an Area of Critical Environmental Concern (ACEC; elevation 10' in certain coastal areas), and 200' of a river or perennial stream. There are two types of applications to get your project approved: the **Request for Determination of Applicability (RDA)** and a **Notice of Intent (NOI)**. *The form you must use depends on the nature and location of your project.*

The Ipswich Wetland Protection Bylaw mandates a 50' No-Disturbance Zone (NDZ, areas within 50' of wetlands) and a 15' No-Build Zone (NBZ, areas within 65' of wetlands). For previously developed lots, such as existing single-family homes built before 2001, the NDZ is grandfathered at 25', within the 15' NBZ remaining the same (40' from wetlands). Properties where a change in use is proposed are subject to the more restrictive setbacks. When all work is outside of the above Mandatory Subzones, and the work is minor in nature (e.g.: repairing/ in-kind replacing of a deck, sidewalk or patio, or adding a shed), you can file a RDA for your project.

The RDA form packet is available on line and at the Conservation Office. The forms are relatively simple, and instructions are included. However, to make the process easier to follow, The Conservation Office has created these simplified instructions to fill out an RDA.

1. Section A: Fill in your name and mailing address under **Applicant**.
2. Section B: Fill in "Ipswich" on the line above **Conservation Commission**, and then check boxes a, c, and d, and fill in Ipswich again above **Name of Municipality**.
3. Section C.1.a: Fill in the project location's **Street Address** and **Assessor's Map and Lot number**. Your Map and Lot number can be found on the property's tax bill.
4. Section C.1.b: Fill in the **Area Description**, which means describe what the work area looks like (e.g., level lawn with existing patio/walkway; steeply sloping lawn area; etc.).
5. Section C.1.c: Fill in a brief **Work Description**, where you describe the work you want to do (e.g., replace concrete walkway with concrete paver walkway in same location/configuration.)
6. Section D: Fill in the **Name and address of the property owner**, even if it's the same as the Applicant, and then sign at the bottom.
7. Additional Requirements:
 - a. You must include a **Locus Map** so the Commission can find your property easily (Google map with your property circled is fine), and a **plan or sketch** of the work you want to do, *with dimensions*, and the estimated distance of the work to the wetland and other features such as the house, so the exact location can be identified by staff.
 - b. You must complete the **Mandatory Pre-Filing Checklist**. This document walks you through the process, and includes the number of copies to be submitted and to whom.
 - c. You must complete the **Fee Calculation Sheet**, and submit a **check to the Town of Ipswich for \$75.00**.
 - d. Submit the required number of copies of the RDA packet by the filing deadline. Filing deadlines are available on line and at the Conservation Office.

Homeowners are encouraged to include any work that they might want to do in the next 3 years, as this is the life of the RDA permit, and these permit can't be amended to add more work, or extended if all work is not completed. If you choose to not do the additional work, there is no obligation to do so.

If you have questions, you can contact the Conservation Office, and we'll try to help. But please try to fill out as much of the form as possible first.