

## Ipswich Conservation Commission Mandatory Pre-Filing Checklist for an RDA

**Filings must be complete, in compliance with the following checklist, or your project filing will not be accepted. Every blank below must be either initialed, indicating compliance, or designated as “N/A,” if not applicable.** *Ipswich Wetlands Protection Bylaw and Regulations and Ipswich Stormwater Bylaw and Regulations are available at the Town Clerk’s Office or on Town website.*

**NOTE:** If are proposing any activity in the No-Disturbance Zone or any structural activity (e.g., building, pool, sidewalk, patio, deck, pavement, gravel, etc.) in the No-Build Zone, a Request for Determination of Applicability (RDA) may not be used. You must file a Notice of Intent instead.

### **GENERAL REQUIREMENTS**

\_\_\_ Applicable sections of all forms are completed. We understand that incomplete or deficient information may cause delays in the hearing.

\_\_\_ All forms are dated and contain contact names, addresses and telephone numbers, in addition to the proper project address. For the applicant, we understand that this must include having a **valid Massachusetts telephone number** for the legal advertisement bill. All information must be legible.

\_\_\_ If this matter is not decided for any reason in the first session it is heard, and if any new information is required, or revisions to project plans required, the deadline for submission of any and all subsequent materials in this matter is on the Wednesday before the meeting date to which this matter was continued. All supplemental materials must comply with the Required Number of Copies section below, including one additional complete set of same submitted to DEP-Northeast Regional Office (NERO) on or before that date of submittal to the Commission.

### **REQUIRED PLANS:**

\_\_\_ We have included a Locus Map, which shows the project location, such as a Google map or portion of a USGS quadrangle, with the site circled.

\_\_\_ We have included a sketch showing proposed work, and distances to wetland area(s).

### **FEES AND OTHER COSTS:**

\_\_\_ All fees required under **the local law** are enclosed. **If a delineation of resources is part of the project (box for B.1.b on WPA Form 1), we have included payment under the local law for review of the resource boundaries.** Fees are not refundable, including for voluntary project withdrawal. Miscalculation of fees or failure to pay fees will result in the filing being deemed incomplete.

\_\_\_ Application must also include a separate check for \$75 made out to Town of Ipswich. We understand that all RDAs require published public advertisement/legal notices which the Commission will prepare and submit to the newspaper.

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## MEETING DATE

\_\_\_\_ We understand that this matter, if submitted in complete form, will normally be agendaed for the first meeting following our submittal of materials. The applicant or their duly-authorized representative **agrees to attend** the meeting.

\_\_\_\_ If, due to early deadlines related to the required legal advertisement, the matter cannot be heard within the required 21-day period, we agree to sign a waiver of the 21-day requirement for a hearing, and be present at the next regularly-scheduled public hearing.

## AUTHORIZATION:

\_\_\_\_ **If this document is not filled out by the applicant**, then any consultant or contractor or other representative so completing and submitting it hereby state(s) that they have full and complete knowledge and authority to make all the representations herein, that they agree to immediately notify the applicant of all aspects of this matter not decided by the applicant, and that the applicant has so authorized them to make those decisions on the applicant's behalf.

## REQUIRED NUMBER OF COPIES:

\_\_\_\_ We have signed and dated the original of this form, and submitted to the Conservation Office:

- **An original copy of all 8½" by 11" documents** (e.g., RDA, etc.) **AND**
- **An original plus 1 copy of documents larger than 8½" by 11"** at actual scale (e.g. plans).

\_\_\_\_ **In addition**, we have submitted via email to [Jennap@ipswichma.gov](mailto:Jennap@ipswichma.gov) and [Janetr@ipswichma.gov](mailto:Janetr@ipswichma.gov) an electronic set of **all documents (RDA form, local fee form, this checklist, locus map, plan/sketch)**, as required by the Ipswich Wetland Protection Bylaw. If you require assistance with creating an electronic copy, contact the Conservation Office.

\_\_\_\_ We have also submitted **one full set of all documents and plans except this checklist and the local fee form (RDA form, locus map, plan/sketch) to the DEP-Northeast Regional Office (NERO) at 205B Lowell Street, Wilmington, MA 01887** on or before this submission to the Commission.

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I have reviewed and completed this form on \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

I am the (circle all that apply):    applicant    //    site owner    //    consultant

**Sign here:** \_\_\_\_\_

**Print name:** \_\_\_\_\_