



# CITY OF SALEM CONSERVATION COMMISSION

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## Process for Filing a Request for Determination of Applicability

### ☐ **Application**

An application and instructions for completing a Request for Determination (RDA) (Form 1) can be located at <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html>.

- ☐ A copy of the completed RDA must be sent to DEP at their regional office:

The Commonwealth of Massachusetts  
Department of Environmental Protection  
Northeast Regional Office  
205B Lowell Street  
Wilmington, MA 01887

- ☐ Complete a digital copy of WPA Form 1 using Salem's online permitting portal, which can be located at <https://salemma.viewpointcloud.com/>.
- ☐ Attach/upload all required documents to your online submission. Please include site plans, aerial GIS, detailed drawings, indicate on plans showing resource areas, applicable buffer zones, and a FIRMETTE from FEMA's National Flood Hazard Layer database with site locus identified

### ☐ **Legal Advertisement**

The Conservation Agent will draft a legal notice for publication in the Salem News. The Salem News requires that you submit a deposit payment prior to publication, or you may pay directly over the phone. Please follow the instructions on the Salem News Deposit Form available at <http://www.salem.com/conservation-commission>. Please coordinate with Salem News directly to provide payment and upload a copy to your digital application. The Salem News Legal Ads Clerk can be reached at 978-338-2512 or [SNLegals@salemnews.com](mailto:SNLegals@salemnews.com). Legal Ads must print at least 7 days in advance of the public hearing. Because of print dates – Legal Notices should be coordinated no later than 14 days in advance of the public hearing.

### ☐ **Physical Materials for Conservation Commission: (Recycled Paper is Preferred)**

- (8) copies of Cover Letter and WPA Form 1, double-sided
- (8) copies of accommodating 11x17" site plans and drawings

### ☐ **Attend a Conservation Commission Meeting**

The applicant or a representative must attend a meeting of the Conservation Commission to discuss the proposed project. The Commission's meeting schedule and submittal deadlines are posted on the Commission's webpage, listed above.