



CITY OF SALEM CONSERVATION COMMISSION

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:

- Locus Map - USGS Quad topographic map with the site circled and labeled "locus"
- Street map or other aerial that shows the general location of the property
- Site Plans showing delineation of resource area boundaries, 25', 50', 100' buffer zones;
- FIRMette from FEMA's National Flood Hazard Layer database with site identified
- Any additional accommodating drawings, plans, narrative of the work

☐ 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. 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:

One paper copy of all application materials is required to be submitted with your online application. Please consult with the Conservation Agent in the event that an especially large document should be submitted only digitally.

☐ 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.

Rev. May 2024