



**Town of Barnstable**  
**Conservation Commission**  
200 Main Street, Hyannis, MA 02601  
E-mail: [conservation@town.barnstable.ma.us](mailto:conservation@town.barnstable.ma.us)

Office: 508-862-4093

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**CHAPTER 710**  
**GUIDELINES FOR SUBMITTING A REQUEST FOR DETERMINATION OF APPLICABILITY**  
**(RDA) APPLICATION**

- A. The Request for Determination of Applicability is typically used for minor projects. Advance consultation with Conservation Division staff is encouraged.
- B. Complete the Request for Determination of Applicability **application** (WPA Form 1) <http://www.mass.gov/eea/docs/dep/water/approvals/year-thru-alpha/w/wpaform1.doc> and attach the following to it:
1. Your **sketch** of the project on an existing engineering plan or GIS plan. The sketch or plan shall be drawn to approximate scale and shall depict both the project footprint and the offset distances to a wetland resource area (i.e. wetlands, coastal banks, dunes, etc.) The sketch shall also be signed and dated by the preparer. GIS plan may be obtained in Conservation.
  2. A copy of the U.S.G.S. **locus map** may be obtained from Conservation. Indicate project site with an arrow and write the word LOCUS.
  3. A **list** of direct abutters and **Assessors map** of their location. These are available on the town web site at [town.barnstable.ma.us](http://town.barnstable.ma.us) or you may request assistance from Conservation staff. Under Chapter 237, Wetlands Protection, of the General Ordinances of the Code of the Town of Barnstable, property owners actually touching on the subject parcel upon which work is proposed shall be notified.
  4. A copy of the abutter notification **letter**. Complete the letter supplied to you. The staff will issue you a date and time the public hearing will be held when the application is ready to be submitted. The notification letter should be sent by certified mail, the same day the application is submitted. Please plan on attending hearing.
  5. Written detailed **directions** to the project site.
- C. Make **11** copies of the application with items #1-5 attached. Submit the **original** plus **8** copies to the Conservation office along with the filing **fee**. Send **2** copies to MassDEP, 20 Riverside Dr., Lakeville, MA 02347-1676.
- D. Town filing fee is **\$100** (except **\$150** for vista pruning or **\$400** for wetland delineation confirmation). Fees shall be doubled for after-the-fact filings. Please make check payable to "Town of Barnstable".
- E. Have project **staked** (e.g. staking the corners of a proposed addition) by Tuesday 8:30 A.M., one week prior to public hearing to facilitate field review of your project.
- F. On the night of your hearing, make sure to bring a personal **check** to cover the cost of your legal ad (usually between \$10.00 and \$20.00). The exact amount will be posted at the table at the back of the Hearing Room. Make your check payable to "Town of Barnstable" and submit it to the Administrator when your hearing is called.

**REQUEST FOR DETERMINATION OF APPLICABILITY  
ABUTTER NOTIFICATION LETTER**

**DATE:** \_\_\_/\_\_\_/\_\_\_

**RE:** Upcoming Barnstable Conservation Commission Public Hearing

To Whom It May Concern,

As an immediate abutter of a proposed project, please be advised that a Request for Determination of Applicability application has been filed with the Barnstable Conservation Commission.

**APPLICANT:** \_\_\_\_\_

**PROJECT ADDRESS OR LOCATION:** \_\_\_\_\_  
\_\_\_\_\_

**ASSESSOR'S MAP & PARCEL:**                      **MAP**\_\_\_\_\_                      **PARCEL** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S AGENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC HEARING:**                                      **Barnstable Town Hall, 367 Main Street, Hyannis  
Hearing Room - 2nd floor**

**DATE:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**TIME:** \_\_\_\_\_

**NOTE: Plans and application describing the proposed project are on file with the Conservation Commission (508-862-4093)**

**IMMEDIATE ABUTTERS OF ASSESSOR'S MAP \_\_\_\_\_ PARCEL \_\_\_\_\_**

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Map \_\_\_\_\_ Parcel \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE ABUTTERS WERE IDENTIFIED:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_