



Rockport Wetlands By-law and MA Wetlands Protection Act
Application Guidelines for Requests for Determination of
Applicability (RDA's)
(Revised 11/18/15)

The following submission guidelines are intended to assist applicants and their consultants by providing the information necessary to address the concerns of the Rockport Wetlands Protection By-law and MA Wetlands Protection Act Regulations. The Rockport Wetlands Protection By-law and Regulations may be downloaded at www.Rockportma.gov; the MA Wetlands Protection Act Regulations may be downloaded at the MA DEP website at <http://www.mass.gov/eea/agencies/massdep/water/regulations/310-cmr-10-00-wetlands-protection-act-regulations.html>

- 1) **Review the Rockport Wetlands By-law and the MA Wetlands Protection Act Regulations with special attention to pertinent resource areas.**
- 2) **It is strongly recommended that you schedule an appointment to review your application materials before the filing deadline.** Our Conservation Agent is available to assist applicants during the permitting process. Please contact the Conservation Office at (978) 546-5005.
- 3) **Submit at least two (2) copies of a complete application and seven (7) copies of the plan(s) and project narrative to the Rockport Conservation Commission two weeks before a regularly scheduled hearing (see details below). Send one (1) complete copy, simultaneously via certified mail to the:**

MA Department of Environmental Protection (DEP)
Northeast Region - Wetlands & Waterways
205B Lowell Street
Wilmington, MA 01887

- 4) We recommend you keep one copy of the complete application for your own records, for a total of eleven (11) copies. The Rockport Conservation Commission (RCC) encourages electronic submittal of applications.

All portions of applications may be submitted to the RCC Office electronically including:

- The Plan(s)
- WPA forms
- Locus map
- Narrative letter
- Photos
- If within a Riverfront Area, an alternatives analysis

Electronic filing will also require the following paperwork:

- a. The narrative (7 copies);
- b. The site plan (7 copies, may reduce size but no smaller than 11"x 17"); and
- c. One (1) paper **original** and one (1) paper **copy** of the entire submission, including large scale 36"x 24" plan (where applicable).

The Conservation Agent will prepare a file for viewing the material at the meeting. A laptop computer, projector and screen are available for this purpose. The electronic presentation should be submitted in a protected format (such as pdf or CAD). Electronic submission will greatly

reduce the amount of paper used when filing requests and make the material easier to display for the public viewing during presentations to the RCC.

A complete application includes:

- a. **The WPA Form 1** - Request for Determination of Applicability.
 - b. **Fees: The local filing fee calculation worksheet with an enclosed check for the appropriate amount.** Make check payable to: The Town of Rockport *Please include the applicants name and address on the check.
Legal Ad Fee: Legal Ad Fee: There is a fee for placing a legal ad in the Gloucester Daily Times. Our Conservation Agent will create the legal ad and submit it to the paper. **Please contact our Agent @ 978-546-5005 for the most current fee amount.** Make check payable to: Gloucester Daily Times and submit to the Rockport Conservation Commission with the application. *Please include the applicants name and address on the check.
 - c. **A narrative cover letter** providing details of the project and the proposed work's location relative to the boundaries of each wetland resource area within 100 feet. Include details about the construction sequence, construction materials, equipment to be used, stockpiling areas, plans to mitigate for increased run-off, placement of erosion and sediment controls, the limit of work area, plantings, etc.
 - d. **A Plan showing the boundaries of all inland and coastal wetlands as well as their respective 100-foot buffer zones.** The drawing should cite the name(s) of all person(s) who prepared the Plan. The Plan requires a date, title, and compass rose, property boundaries, and significant topographic features. All Plans shall be a maximum of 24" x 36" and drawn to a preferred scale of 1": 20'. The Commission strongly encourages and may require if warranted, that a registered professional engineer, land surveyor, architect, or landscape architect prepare the Plan and/or calculations.
 - e. Indicate on **locus or USGS map** of Rockport, the location of the project (you may use the locus map found on our website).
 - f. **RDA's shall not be used for delineating wetland resource areas** - the Commission requires that an Abbreviated Notice of Resource Area Delineation (ANRAD) - WPA Form 4A be submitted for this purpose.
- 5) **Once the Conservation Office receives copies of a complete application, a public hearing will be scheduled. The Commission requires that a complete application be submitted a minimum of 2 weeks before a regularly scheduled, public hearing.** Please check in with the Conservation Office for upcoming deadlines.
 - 6) The Commission will arrange for the publishing of a legal notice in a local newspaper and at Town Hall. **Please note that the newspaper will not print the legal advertisement until the fee is prepaid (see 3b above).**
 - 7) **The applicant or a designated representative is required to attend the scheduled public hearing and give a brief on the proposed project to the Commission members and the public.** Most often our conservation Agent will have been to the site and reported findings during the first hearing, but a follow-up site visit by the Commission may also be required on the following Saturday morning. Hearings continue until the Commission members are satisfied that all necessary information to vote on the proposal has been presented.
 - 8) **The Commission will then vote on the RDA application at a public hearing.** The Determination of Applicability issued by the Commission will either be mailed to the applicant via certified mail within 21 days of the vote or the applicant may arrange to pick it up at Town Hall.