

**REQUEST FOR DETERMINATION OF APPLICABILITY**  
**SUBMITTAL CHECKLIST**  
**Reading Conservation Commission**

This checklist is intended as an aid only, to assist in the process of submitting a Request for Determination and to help avoid delays. Please consult MGL Chapter 131, Section 40, the Wetlands Protection Act and its accompanying Regulations, 310 CMR 10.00, available through the state website, [www.mass.gov](http://www.mass.gov). Also, please consult Reading General Bylaws, Section 5.7, and the Reading Wetlands Protection Regulations, available through the Town Clerk's office and on the town website, [www.readingma.gov](http://www.readingma.gov). It is only necessary to file one submittal under both State and Town law.

***A. Prior to submittal of a Request for Determination:***

1. It is strongly recommended that the applicant or representative meet with the Conservation Administrator to review the proposed work, research existing site information, and to become familiar with the wetlands regulations. Contact the Administrator at Town Hall, (781) 942-6616.
2. Submit a completed Request for Abutters List form, to be signed by the Conservation Administrator and then delivered to the Assessor's office. It might take up to 21 days for the Assessor to return the Certified List of Abutters.

***B. Request for Determination submittal:***

1. Submit to the Reading Conservation Commission the original plus nine copies of the following items:
  - a. A completed Request for Determination of Applicability form, Form 1. See link to forms on Conservation home page, or download the form from the State website, [www.mass.gov/dep](http://www.mass.gov/dep).
  - b. A Locus Map, showing the Town of Reading with the site location clearly marked (e.g., circled and located by a large arrow).
  - c. A description of the site, the proposed activity, and supporting data and calculations such as soils test data, drainage calculations, wetlands boundaries, proposed earth moving, impervious cover area, etc. (Please refer to the wetlands regulations for requirements.)
  - d. A site plan or plans no more than 2' by 3' in size, preferably prepared by an engineer, surveyor, or other licensed professional, having a title block with location, date, legend, scale (1"=20' or 1"=40'), and north arrow, that clearly shows as much of the following as needed to locate the wetlands and describe the

proposed work (please refer to the wetlands regulations for complete requirements):

- Property boundaries, easements, rights-of-way, etc.;
  - Boundaries of waterways, water bodies, banks, floodplains, and wetlands within and within 100 feet of the site, including locations of field flags;
  - Boundaries of the 100-foot Buffer Zone and 25-foot Zone of Natural Vegetation;
  - Existing topography (in one- or two-foot intervals), structures, and other physical features (walls, paths, trees, wells, drainage and utility lines, etc.);
  - Proposed topography, structures, and physical features, including temporary and permanent stormwater and erosion control features.
2. A check payable to “Town of Reading” for filing fee under Reading General Bylaws, Section 5.7. Fee for RDA is \$75.00.
  3. A check payable to the Daily Times Chronicle in the amount of \$75.00 for publication of the legal notice of the public hearing.
  4. A set of standard sized business envelopes (4.5” by 9.5”) addressed to: the certified list of abutters (excluding any duplicates and the planning boards of abutting towns), the applicant, and the applicant’s representatives. Envelopes should also bear standard first-class postage stamps. Please leave the return address blank. The Commission will send abutters the notice of the public meeting using these envelopes.
  5. On the same day that the Request is submitted to the Commission, mail one copy of the Request for Determination of Applicability form, site plans, locus map, all attached descriptions and data to the DEP Northeast Regional Office, attn: Wetlands Program, 205B Lowell Street, Wilmington, MA 01887.

***C. Prior to the Public Meeting***

1. The Conservation Commission will submit the legal notice of the public meeting to the Daily Times Chronicle for publication, along with the applicant’s check for the cost of the advertisement. The Commission will mail copies of the same notice to the abutters, etc. using the envelopes submitted by the applicant.
2. The Conservation Administrator and the Conservation Commission may inspect the site. The Administrator usually inspects during normal business hours Monday through Thursday. The Commission usually inspects on the Sunday morning (or Monday evening in summer) prior to the hearing. The boundaries of all resource areas should be marked on site with labeled flags. The corners of proposed structures and other important features (drainage systems, paved areas, limits of work,

etc.) should be marked with stakes or flags, preferably using different colors and labels for different features.

#### ***D. Public Meeting***

1. A public meeting will normally be scheduled within 21 days of receipt of a complete submittal. (If not possible, the Commission may ask the applicant to sign a waiver of the 21-day requirement. It is rare that the Commission can not open the meeting within 21 days.) Commission meetings are generally held every other Wednesday evening.
2. At the meeting, the applicant and his or her representatives will be given the opportunity to present and discuss the proposed work. The Commission, the Administrator, and the general public may comment upon the proposal and ask questions.

#### ***C. Determination of Applicability***

A Determination of Applicability will be issued by the Commission after the public meeting is closed. The Commission will vote on the wording of the Determination during a public meeting and will issue the Determination within 21 days of the receipt of the Request. The Determination may be appealed as provided by law.