

**BILLERICA CONSERVATION COMMISSION**  
**REQUEST FOR DETERMINATION OF APPLICABILITY (RDA) FILING CHECKLIST**  
**MA Wetlands Protection Act (MGL Ch. 131, Sect. 40) Billerica Wetlands Protection By-Law (Article XXII - General By-Laws)**

---

**Application Forms** (available at the Conservation Department's webpage at: <http://www.town.billerica.ma.us>)

- Request for Determination of Applicability (RDA) Form** – Complete and sign; Plat / parcel numbers / deed information (Book & Page and/or Certificate Number)
- By-Law Application Form** - Complete and sign (including check & all supplemental forms)

**Maps and Plans**

- Engineered Plans** – Signed / stamped by a Registered Professional Engineer, Registered Land Surveyor, or, other qualified professional acceptable to the Commission. Plans must be folded. Plans shall clearly detail existing conditions, proposed site work and development, including: vegetative communities, existing / proposed grades, earthwork, landscaping, new site features, wetland resources, 100 ft. buffer zone, 25 foot or 50 ft. no alteration zone, limit of work, location of erosion/siltation controls, proposed mitigation, drainage controls and stormwater structures (drywells, infiltration, detention, vegetated swales, etc.), visual barrier along wetland (fence, shrub, boulders, etc.)
- Locus Plan** – From USGS Topographic Map for project area (8.5" x 11" sheet) → Available at
- FEMA Floodplain Map** – For project area (8.5" x 11" sheet) → Engineering
- Green Engineering Floodplain Map** – For project area (8.5" x 11" sheet) → Department

**Additional Required Material** (forms are on the Conservation Department's webpage at: <http://www.town.billerica.ma.us>)

- Project Narrative** – A detailed and thorough description of the site and the project, including construction methodologies and sequencing
- Explanation** – How projects meet State & local regulations & performance standards, including limited projects and exemptions under bylaw
- Wetlands Report** – Prepared by a Botanist or Professional Wetland Scientist, including a thorough description of the wetland resources on the site, their functions and role in the watershed, and, date of the wetlands flagging.
- Notification to Abutters** – Must be complete when filing is submitted; Abutter notice shall summarize / describe the project (below Question B); Complete and sign form, submit w/ ap; White certified mail slips or green certified mail return cards must be submitted at the hearing
- Certified Abutters List** – For direct abutters and abutters within 300 feet of the property of the applicant; Obtain list from Assessor's Office
- Affidavit of Service Form for Abutters** – Complete and sign
- Affidavit of Service Form** – From Board of Health and the Planning Board; Complete and sign
- Applicant Representative Form** (When owner is not the consultant / presenter) – Complete and sign
- Permission to Inspect Form** – Complete and sign
- Minimum of 6 photos** – Showing existing site conditions, and, representative shots of the property's wetland resource areas
- Filing Fees (\$Checks)** – Wetland bylaw fee & Commission's share of the WPA fee & a copy of the check to the State
- Permission to Advertise Form** – Complete form allowing the Lowell Sun to direct bill the applicant for the legal ad.

Submit one (1) full set of the all documents listed above to the DEP Northeast Regional Office, one (1) full set to the Board of Health, one (1) full set to the Planning Board, and nine (9) full sets to the Conservation Commission (the signed original, 1 file copy, and, 7 member sets). Member sets may include half-size plans *if* approved by the Commission and/or Director.