

**LITTLETON CONSERVATION COMMISSION**  
**REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)**

**FILING DIRECTIONS**

*This is a summary. Please refer specifically to the Littleton Wetlands Protection Bylaw (Chapter 171) and Wetlands Protection Regulations for more detailed information, or call the Conservation Commission office.*

1. Prepare abutter notification
  - a. Confirm with the ConCom office that an RDA is the appropriate form.
  - b. Get a certified abutters list from the Assessor's Office.
  - c. Prepare an Abutters Notification form (found at <https://www.littletonma.org/DocumentCenter/View/6351/Abutter-Notification->) which will have to be sent to each abutter by Certified Mail Return Receipt Requested on the day the filing is submitted.
  - d. Prepare an Affidavit of Service form (found at <https://www.littletonma.org/DocumentCenter/View/6350/Affidavit-of-Service->). This will be filled out and given to the ConCom office once the Certified Abutter Notification Mailings have been sent.
2. Fill out Form WPA Form 1 found at <https://www.mass.gov/lists/wetlands-permitting-forms> . A link is also provided on the ConCom webpage.

Conversely, you may file using eDEP but paper copies and a pdf are still required to be filed with the ConCom office.
3. Prepare plans, photos or other documents as needed to describe the project.
4. Submit two copies to ConCom with the filing fee of \$50, and one copy to MADEP at 8 New Bond Street, Worcester, MA 01606. Also submit an electronic copy to the ConCom as well as MADEP at [CERO\\_NOI@mass.gov](mailto:CERO_NOI@mass.gov) with the Subject Line of the email in this format: "LITTLETON – RDA - Street Address – Applicant Name".
5. If any work will occur within 50 feet of a wetland resource area, fill out a Waiver Form that can be found on the ConCom webpage, at <https://www.littletonma.org/FormCenter/Conservation-18/Waiver-Request-Form-79>
6. Meeting dates and submittal deadlines can be found on the ConCom webpage, along the left side <https://www.littletonma.org/620/Conservation-Commission>
7. When you submit, be sure to specify who the newspaper can contact for payment of the legal notice. The ConCom office will prepare the notice and submit it to the paper, but you must provide the name, address, phone and email of the person who will be responsible for payment directly to the newspaper.

8. Once the application has been determined by the ConCom office to be complete, you will be notified of the date and time of the public meeting.

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