



**Town of North Attleborough  
CONSERVATION COMMISSION**  
**43 South Washington Street North Attleboro, MA 02760**  
**Phone (508) 699-0125 Fax (508) 699-0154**  
**E-mail [spalmer@nattleboro.com](mailto:spalmer@nattleboro.com)**

**INSTRUCTIONS FOR FILING  
REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)**

The Request for Determination of Applicability (RDA) is a process under the Massachusetts Wetlands Protection Act (M.G.L. c.131 § 40) to provide applicants with the option of seeking a determination on whether a site or a proposed activity is subject to the MA Wetlands Protection Act (WPA). The form can also be used to confirm the boundary delineation of a resource area however, before filing this form the applicant should discuss other delineation review options with the Conservation Commission. These instructions are to be utilized *in addition* to the DEP instructions and submittal requirements for filing an RDA. Please refer to the Wetlands Protection Act Regulations (310 CMR 10.00) and the *DEP Instructions for Completing Application WPA Form 1*.

**PLEASE SUBMIT THE FOLLOWING ITEMS TO THE COMMISSION:**

- Two (2) copies of the RDA for the file **AND** a digital copy of complete RDA package including any supporting documentation via email or thumb drive.
- The original RDA submitted to the Commission must be signed by the property owner/applicant. Applications shall be submitted via hand delivery or certified mail.
- Two (2) full size copies of the project plan of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work **AND** a digital copy
- Plans guidelines: sheet size not more than 24"x 36"; scales not more than 1"=40'; title block located at the lower right hand corner.
- Method used to determine the boundaries of Bordering Vegetated Wetlands, if applicable.
- A check **payable to "The Sun Chronicle", amount to be determined**, for the advertisement of the legal notice. The advertising fee shall be paid prior to the public meeting upon notification by the Conservation Department.
- USGS Map or other map showing location of project site.
- A copy of the application and all attachments must also be submitted simultaneously to the MA Department of Environmental Protection (DEP) at:

**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
SOUTHEAST REGIONAL OFFICE  
20 RIVERSIDE DRIVE  
LAKEVILLE, MA 02347**

After receipt of a complete application including all submittal requirements, a public meeting will be scheduled in accordance with the WPA Regulations, 310 CMR 10.05(5), and a notice will be published in the newspaper.

**Please note:** either the applicant or representative must attend the meeting on the scheduled date. The applicant and/or representative will be notified of the date and time of the meeting.

**Questions regarding these instructions should be directed to the Conservation Department at 508.699.0125 or [spalmer@nattleboro.com](mailto:spalmer@nattleboro.com).**