

Request for Determination of Applicability (RDA) Guidelines

Town of Marion

Conservation Commission

I. Submit a Full Application to Conservation Commission

A full application includes the completed WPA Form 1, any attachments/plans, supporting documentation, and the necessary fee(s).

- 1) Complete the Permit Application
 - a) Review the [Wetland Protection Standards for the Town of Marion](#)
 - b) Download and fill out the [Request for Determination of Applicability application \(WPA Form 1\)](#) from the Massachusetts Department of Environmental Protection.
- 2) Submit 2 hard copies (**UNBOUND**) to the Conservation Commission office that include the WPA Form 1, any attachments, site plans, and necessary fees.
- 3) Submit 1 digital copy via email to the Conservation Commission Administrative Assistant.
- 4) Submit a \$25 check made out to "The Wanderer" for the Legal Advertisement Fee.
- 5) Submit a copy of the full application to the Department of Environmental Protection - Southeast Region, 20 Riverside Drive, Lakeville, MA 02347 via hand delivery or certified mail.

II. Assigning Public Hearing Date and Site Visit

- 1) Once a complete application is filed, you will be notified of a public hearing and site visit date.
 - a) Public hearings are typically held on the second and fourth Wednesday of each month. See the meeting schedule for filing deadlines and corresponding meeting dates: [Conservation Commission Meeting Dates](#)
 - i) At the hearing, the applicant, engineer, or representative must explain the proposed work, and the Commission may ask questions as necessary.
 - b) Site visits, conducted by the Commission and/or Conservation Agent, are typically scheduled for the Saturday before the hearing, starting at 8:30 a.m. Attendance by the applicant and/or the engineer is optional.

III. Issuance of Determination of Applicability

- 1) If a negative determination is issued, it must be picked up at the Marion Conservation Commission office at 2 Spring Street, Marion, MA, or requested by certified mail.
 - a) The determination is valid for three years from the date of issuance.
 - b) A determination cannot be extended, but a new application may be submitted for the same project.
- 2) If a positive determination is issued, a Notice of Intent (NOI) must be filed with the Conservation Commission. No work may begin until an Order of Conditions is issued. Positive determinations are also valid for three years.