

Carlisle Conservation Commission Filing Checklist for the Request for Determination

Request for Determination (“RDA”) Documentation:

1. A fully completed and signed Wetlands Protection Act (“WPA”) Form 1. Follow the detail instructions for completing the form that are included as part of this form. A copy of this state form can be obtained online at www.state.ma.us/dep, on the Conservation Commission Website, or at the Conservation Commission office.
2. Submit a check for the \$50 to the Town of Carlisle required under the Non-zoning Wetland Protection Bylaw.
3. Submit a completed Notifications of Abutters and Affidavit of Service forms. Include evidence of notification of abutters of the project by certified mail. Append a certified abutters list, obtained from the Town Assessors’ office.

RDA Submittal Procedure:

1. As record copies to be retained by the Conservation Commission, submit 2 copies of all the documentation listed above. Follow WPA Form-1 instructions for submittal of information to the state.
2. For project review by the Conservation Commissioners, submit seven copies of the completed Form 1 and any appendices, including plans. Plan sets may be submitted half-scale if they remain legible. Plan sets should include a graphic scale.
3. If the Conservation Administrator finds the filing complete, a meeting will be scheduled. Coordinate meeting schedule with the Administrator (978.369.0336). All RDA’s must be submitted by Friday noon approximately two weeks prior to the desired scheduled hearing date. The Commission will submit the legal notice to a local newspaper. The newspaper will bill the applicant. The Commission generally meets on the second and fourth Thursdays of each month. Please confirm the schedule with the Conservation Administrator.