



Checklist for Request for Determination of Applicability



This list is for your convenience. It is not meant to be exhaustive.

A third party consultant may be necessary to assist in your permit application. For general questions please contact us for an appointment by phone at 508-532-5460 or by email to ConservationCommission@framinghamma.gov. All forms must be submitted to the aforementioned e-mail address!

1. Fill-Out Forms & Sketch Plans

- Request for Determination of Applicability** – make 3 copies (no spiral bound) and submit one electronic copy to the e-mail address above!
- Locus Map** (Identify your property on a map of Framingham) – make 3 copies
- Project Narrative** – make 3 copies
- Site Plan folded** – make 3 copies showing:
 - o Existing Conditions: contours, trees, buildings, property lines, easements, etc.
 - o Proposed Project: what you want to do/change
 - o Erosion Controls: where the silt fence will go
 - o All Wetland Resource Areas within 125' of the parcel: wetlands, ponds, streams, vernal pools, flood zones, Riverfront Area, etc.
 - o Buffer Zone Lines: 30' No Alteration Zone, 50' No Build Zone, 100' buffer, 125' buffer, 125' vernal pool No Alt. Zone
 - o Unique Habitats:
 - Important Bird Areas
 - "Wild & Scenic" Riverfront Area
 - Estimated Habitat for Rare Wetlands Wildlife
 - NHESP BioMap Core Area and/or Supporting Landscape

2. Pay Application Fee

Please refer to the fees in accordance with the [local regulations](#)

- Write a \$100 check for the local filing fee** (see Local Regulations. The Commission uses this fee to pay for a legally required advertisement we submit in the local newspaper alerting residents of the date and time of your public meeting.)

3. Submit It All

- State Submittal** – 1 copy of each
 - o RDA, site plan, and locus map

*DEP-NE Regional Office,
Attn: Wetlands & Waterways Division
205B Lowell St., Wilmington, MA. 01887*

- Conservation Office Submittal**
(NO plastic inserts or spiral bindings)

RDA

- o RDA (2 copies)
- o Locus map (2 copies)
- o Site Plans (2 copies)
- o City check

*Conservation Office,
150 Concord St., Rm 213,
Framingham, 01702*

4. Upon submission of materials, you will be provided a date and time for the hearing

5. Attend the Hearing

Submit one electronic copy of all aforementioned forms, plans and maps to

conservationcommission@framinghamma.gov