

Ipswich Conservation Commission Mandatory Pre-Filing Checklist for an RDA

Filings must be complete, in compliance with the following checklist, or your project filing will not be accepted. Every blank below must be either initialed, indicating compliance, or designated as "N/A," if not applicable. *Ipswich Wetlands Protection Bylaw and Regulations and Ipswich Stormwater Bylaw and Regulations are available at the Town Clerk's Office or online at <http://www.town.ipswich.ma.us>.*

NOTE: If are proposing any activity in the No-Disturbance Zone or any structural activity (e.g., building, pool, sidewalk, patio, deck, pavement, gravel, etc.) in the No-Build Zone, a Request for Determination of Applicability (RDA) may not be used. You must file a Notice of Intent instead.

GENERAL REQUIREMENTS

___ Applicable sections of all forms are completed. We understand that incomplete or deficient information may cause delays in the hearing.

___ All forms are dated and contain contact names, addresses and telephone numbers, in addition to the proper project address. For the applicant, we understand that this must include having a **valid Massachusetts telephone number** for the legal advertisement bill. All information must be legible.

___ If this matter is not decided for any reason in the first session it is heard, and if any new information is required, or revisions to project plans required, the deadline for submission of any and all subsequent materials in this matter is 2:00pm on the Wednesday before the meeting date to which this matter was continued. All supplemental materials must comply with the Required Number of Copies section below, including one additional complete set of same submitted to DEP-Northeast Regional Office (NERO) on or before that date of submittal to the Commission.

REQUIRED PLANS:

___ We have included a Locus Map, which shows the project location, such as a Google map or portion of a USGS quadrangle, with the site circled.

___ We have included a sketch showing proposed work, and distances to wetland area(s).

FEES AND OTHER COSTS:

___ All fees required under **the local law** are enclosed. **If a delineation of resources is part of the project (box for B.1.b on WPA Form 1), we have included payment under the local law for review of the resource boundaries.** Fees are not refundable, including for voluntary project withdrawal. Miscalculation of fees or failure to pay fees will result in the filing being deemed incomplete.

___ We understand that all RDAs require published public advertisement/legal notices which the Commission will prepare and submit to the newspaper, but which are billed directly to the applicant based upon their telephone number and that **we agree to pay that fee.** Failure or refusal to pay that fee will constitute an incomplete filing and the matter will not advance until the fees are paid in full.

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MEETING DATE

____ We understand that this matter, if submitted in complete form, will normally be agendaed for the first meeting following our submittal of materials. The applicant or their duly-authorized representative **agrees to appear at the meeting in person.**

____ If, due to early deadlines related to the required legal advertisement, the matter cannot be heard within the required 21-day period, we agree to sign a waiver of the 21-day requirement for a hearing, and be present at the next regularly-scheduled public hearing.

AUTHORIZATION:

____ **If this document is not filled out by the applicant,** then any consultant or contractor or other representative so completing and submitting it hereby state(s) that they have full and complete knowledge and authority to make all the representations herein, that they agree to immediately notify the applicant of all aspects of this matter not decided by the applicant, and that the applicant has so authorized them to make those decisions on the applicant's behalf.

REQUIRED NUMBER OF COPIES:

____ We have signed and dated the original of this form, and submitted to the Conservation Office:

- **An original plus 2 copies of all 8½" by 11" documents** (e.g., RDA, etc.) **AND**
- **An original plus 4 copies of documents larger than 8½" by 11"** at actual scale (e.g. plans).

____ In addition, we have submitted via email to BrendanI@ipswichma.gov and Janetr@ipswichma.gov an electronic set of **all documents (RDA form, local fee form, this checklist, locus map, plan/sketch)**, as required by the Ipswich Wetland Protection Bylaw. If you require assistance with creating an electronic copy, contact the Conservation Office.

____ We have also submitted **one full set of all documents and plans except this checklist and the local fee form (RDA form, locus map, plan/sketch)** to the **DEP-Northeast Regional Office (NERO) at 205B Lowell Street, Wilmington, MA 01887** on or before this submission to the Commission.

I have reviewed and completed this form on ____ day of _____, 20 .

I am the (circle all that apply): applicant // site owner // consultant

Sign here: _____

Print name: _____

(Effective Version 1/3/2018--supersedes all other versions)



How to fill out a Request for Determination of Applicability

WPA Form 1

The Ipswich Conservation Commission must pre-approve all projects proposed within 100' of a wetland, 150' of an Area of Critical Environmental Concern (ACEC; elevation 10' in certain coastal areas), and 200' of a river or perennial stream. There are two types of applications to get your project approved: the **Request for Determination of Applicability (RDA)** and a **Notice of Intent (NOI)**. *The form you must use depends on the nature and location of your project.*

The Ipswich Wetland Protection Bylaw mandates a 50' No-Disturbance Zone (NDZ, areas within 50' of wetlands) and a 15' No-Build Zone (NBZ, areas within 65' of wetlands). For previously developed lots, such as existing single-family homes built before 2001, the NDZ is grandfathered at 25', within the 15' NBZ remaining the same (40' from wetlands). Properties where a change in use is proposed are subject to the more restrictive setbacks. When all work is outside of the above Mandatory Subzones, and the work is minor in nature (e.g.: repairing/ in-kind replacing of a deck, sidewalk or patio, or adding a shed), you can file a RDA for your project.

The RDA form packet is available on line and at the Conservation Office. The forms are relatively simple, and instructions are included. However, to make the process easier to follow, The Conservation Office has created these simplified instructions to fill out an RDA.

1. Section A: Fill in your name and mailing address under **Applicant**.
2. Section B: Fill in "Ipswich" on the line above **Conservation Commission**, and then check boxes a, c, and d, and fill in Ipswich again above **Name of Municipality**.
3. Section C.1.a: Fill in the project location's **Street Address** and **Assessor's Map and Lot number**. Your Map and Lot number can be found on the property's tax bill.
4. Section C.1.b: Fill in the **Area Description**, which means describe what the work area looks like (e.g., level lawn with existing patio/walkway; steeply sloping lawn area; etc.).
5. Section C.1.c: Fill in a brief **Work Description**, where you describe the work you want to do (e.g., replace concrete walkway with concrete paver walkway in same location/configuration.)
6. Section D: Fill in the **Name and address of the property owner**, even if it's the same as the Applicant, and then sign at the bottom.
7. Additional Requirements:
 - a. You must include a **Locus Map** so the Commission can find your property easily (Google map with your property circled is fine), and a **plan or sketch** of the work you want to do, *with dimensions*, and the estimated distance of the work to the wetland and other features such as the house, so the exact location can be identified by staff.
 - b. You must complete the **Mandatory Pre-Filing Checklist**. This document walks you through the process, and includes the number of copies to be submitted and to whom.
 - c. You must complete the **Fee Calculation Sheet**, and submit a **check to the Town of Ipswich for \$75.00**.
 - d. Submit the required number of copies of the RDA packet by the filing deadline. Filing deadlines are available on line and at the Conservation Office.

Homeowners are encouraged to include any work that they might want to do in the next 3 years, as this is the life of the RDA permit, and these permit can't be amended to add more work, or extended if all work is not completed. If you choose to not do the additional work, there is no obligation to do so.

If you have questions, you can contact the Conservation Office, and we'll try to help. But please try to fill out as much of the form as possible first.

Temporary Erosion Control Information

The purpose of temporary Erosion Controls (EC) is to slow and temporarily hold rain and snow melt, and allow the settling out of sediments, thereby filtering sediment-laden runoff. **The purpose of this TEC is not to stop soil from eroding; it is to keep eroded materials out of wetlands.** EC is placed downgradient of work areas, and upgradient of wetland resource areas to protect them from damage during construction. When all exposed areas are permanently stabilized (e.g., vegetated, paved, etc.) EC products must be removed and properly disposed of. Removal of EC must be pre-approved by the Conservation Office.

The Ipswich Conservation Commission (ICC) requires EC in the form of minimum 12" diameter staked filter rolls (compost or bark mulch-filled wattles), such as Filtrex® or Silt Sock®. In certain circumstances straw-filled wattles may be allowed, at the ICC's sole discretion, for smaller and shorter-term projects. **The ICC requires that netting associated with filter rolls contain NO plastic.** This includes photodegradable plastic netting. The ICC may allow, or may require on sites with steep slopes, the installation of double-staked and closely butted straw bales, backed by entrenched and staked siltation fence; or multiple rows of staked filter rolls along a slope. Additional erosion controls may be required to keep soil in place, such as a layer of straw mulch, erosion control mats or blankets (e.g., straw, excelsior, or coir fiber) or hydroseed with tackifier. **Netting associated with mats and blankets may not contain plastic.** Below is a list of local suppliers that carry or can order most EC products acceptable in Ipswich.

Local Suppliers (in alphabetical order)

D. R. Earp (Middleton)	(978)774-1667
E J Prescott Inc. (Middleton)	(978)777-7738
Middleton Farm Supply	(978)777-1050
MVK Silt Sock (Rowley)	(978)204-9483
Probark (Plaistow, NH)	(603)382-6860
State Supply (Ipswich)	(978)356-7950

Manufacturers (in alphabetical order) for information about many EC products

Name	Phone number	Website
American Excelsior Co.	(800)777-SOIL	www.curlex.com
Filtrex	(877)542-7699	www.filtrex.com
GEI Works	(772)646-0597	www.erosioncontrol-products.com
Sock	(608)438-7625	www.siltsock.net

DISCLAIMER: This list is not meant to imply endorsement or recommendation by the Ipswich Conservation Commission. The companies listed here are merely those with whom the Commission is aware of that may sell and / or install temporary erosion control measures. This list was produced to meet frequent requests from the public who wondering where erosion control can be purchased. The Commission in no way guarantees services provided by these companies.