



## TOWN OF WARE

Conservation Commission

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648

### **REQUEST FOR DETERMINATION (RDA) - APPLICATION GUIDELINE**

---

Property Owners Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Representative \_\_\_\_\_ Phone Number \_\_\_\_\_

Project Location \_\_\_\_\_ Assessors ID \_\_\_\_\_

Date RDA Mailed to DEP \_\_\_\_\_ Date RDA Mailed to Conservation \_\_\_\_\_

Date RDA was Received by Conservation \_\_\_\_\_ Meeting Date \_\_\_\_\_

---

This is a guideline of items to be submitted to the Ware Conservation Commission at the time of filing the Request for Determination (RDA) Application. **PLEASE NOTE:** As of August 11, 2021, the Commission voted anonymously to waive the requirement to notify abutters until further notice.

---

#### **Prepare:**

- Complete most recent DEP WPA Form 1 (Request for Determination Application)
  - Plans / Calculations - Clearly describing the location, nature of the work including all necessary stormwater documents if applicable
  - Copy of the filing fee check – \$75.00 and payable to Town of Ware
  - Assessor's GIS Field Card – Found on Townofware.com under the Assessor's Page
  - Assessor's Map identifying the locus and with a scale – Again the Assessor's Page
  - CD/Flash-drive of application and supporting documents scanned in PDF format or emailed
- 

#### **Submit:**

- Mail **1** copy of items above to: DEP Western Region, 427 Dwight Street, Springfield, MA 01103
  - Submit **7** copies of items above to the Ware Conservation Department
- 

#### **After Submission to Conservation Department:**

- Submit a legal ad to the local newspaper – Ware River News – confirm with the Conservation Department of meeting date. Legal ad should be published 2 weeks prior to meeting date.
- 

#### **At the Public Hearing:**

- Proof of Legal Ad – bring newspaper clipping to public hearing meeting
- 

#### **Notes:**