

Process for Filing a Request for Determination of Applicability

Application

An application and instructions for completing a Request for Determination (RDA) (Form 1) can be located at <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html>.

- A copy of the completed RDA must be sent to DEP at their regional office:

The Commonwealth of Massachusetts
Department of Environmental Protection
Northeast Regional Office
205B Lowell Street
Wilmington, MA 01887

- The original and seven copies must be sent to:

Salem Conservation Commission
Attn: Tom Devine
120 Washington Street, 3rd floor
Salem, MA 01970

Filing Fee

A \$25.00 local filing fee must be submitted to the Salem Conservation Commission.

Legal Advertisement

The Conservation Agent will draft a legal notice for publication in the Salem News. The Salem News requires that you submit a deposit payment prior to publication. Please follow the instructions on the Salem News Deposit Form available at <http://www.salem.com/conservation-commission>. Cathy Rowell, Salem News Legal Ads Clerk, can be reached at 978-338-2512 or SNLegals@salemnews.com.

Attend a Conservation Commission Meeting

The applicant or a representative must attend a meeting of the Conservation Commission to discuss the proposed project. The Commission's meeting schedule and submittal deadlines are posted on the Commission's webpage, listed above.

Questions

Please contact Tom Devine, Conservation Agent, at 978-619-5685 or tdevine@salem.com with any questions.