

c. RFDA/NOI Filing Fact Sheet

REQUEST FOR DETERMINATION OF APPLICABILITY = RFDA

NOTICE OF INTENT = NOI

For Commission Use Only:

DEP #: _____
RFDA filed Date: _____
NOI filed Date: _____
New Business: _____

CONTACT INFORMATION:

Proposed Site information:

Address: _____
Assessor's Map location: _____

Applicant's Representative Information

Company Name: _____
Engineer Name: _____
Address: _____
Phone : _____ Fax _____
Email Address: _____
Mobile Phone: _____

Wetland's Scientist Information

Company Name: _____
Wetland Scientist Name: _____
Address: _____
Phone : _____ Fax _____
Email Address: _____
Mobile Phone: _____

Applicant Information:

Name: _____
Address: _____
Phone : _____ Fax _____
Email Address: _____

Land Owner Information:

Name: _____
Address: _____
Phone : _____ Fax _____
Email Address: _____

ReferenceForm:

	RFDA COMPLETED WPA Form #1 2 Copies
	NOI COMPLETED WPA Form #4 2 Copies

In order for proposed project to be placed on a Conservation Commission meeting agenda the Site Plan(s) must contain, at minimum, two copies of the following:

They Need this on plan	<p>2 COPIES OF PLAN (1" = 20' SCALE)</p> <ul style="list-style-type: none"> A WRITTEN STATEMENT ON THE PLANS ABOVE THE SIGNATURE STATING: THESE PLANS AND SPECIFICATIONS COMPLY WITH THE TOWN OF SUTTON'S WETLAND AND RIVERFRONT, DISTRICT ADMINISTRATION BYLAW. SIGNED BY: _____ PRINT NAME: _____ WETLANDS SCIENTIST'S OR SPECIALIST STAMP SEAL AND/OR SIGNATURE SIGNED AND WET STAMPED BY PROFESSIONAL ENGINEER OR LAND SUVEYOR AS THE CASE MAY BE REQUIRED ALL NEW AND EXISTING STONEWALLS TO BE INDICATED ON PLANS CLEAR PLAN TITLE WITH DATE OF PLAN
They Need this	<p>LOCUS</p> <ul style="list-style-type: none"> MUST BE IN COLOR FROM AREA GIS MAP, CLEARLY SHOWING STREET'S IN SURROUNDING AREA
ok	<p>WETLANDS DELINEATION</p> <ul style="list-style-type: none"> TRANSECT LINES PERFORMED IN AREAS OF CONCERN AND LOW GRADIENT AREAS WETLAND FLAGS MUST BE NUMBERED
100' ok	<p>100' BUFFER ZONE **Note: highlighted in RED</p> <p>200' RIVER BUFFER ZONE **Note: highlighted in YELLOW</p> <p>200' GREAT POND **Note: highlighted in BLUE</p>
?	<p>STREAMS MARKED</p> <ul style="list-style-type: none"> PERENNIAL INTERMITTENT
They Need this	<p>EROSION CONTROL</p> <ul style="list-style-type: none"> Proposed Method & construction <u>detail</u> as per Conservation Regulations Proposed Placement(s) of control(s)
?	<p>REPLICATION</p> <ul style="list-style-type: none"> ALL AREAS OF PROPOSED RECLAMATION INCLUDING STOCKPILES
Do they Need This?	<p>VEGETATION IDENTIFICATION:</p> <ul style="list-style-type: none"> PROPOSED EXTENT OF LAWN **Note: highlighted in GREEN PLAN OF ALL PROPOSED TREE REMOVAL **Note: highlighted in ORANGE
?	<p>SITE INFORMATION</p> <ul style="list-style-type: none"> LAST RECORDING DATE OF PROPERTY NAME OF REGISTRY BOOK AND PAGE NUMBER
N/A	WETLANDS FEE (CALCULATED BY WETLAND PE)
N/A	BYLAW FEE: \$25.00
ok	ADVERTISING FEE: \$40.00
ok	CONSULTANT FEE: Calculate by using Consultant Schedule

For Commission Use Only:

New business: _____
 Site Walked: _____ Initials: _____

Items to be addressed as a result of Meeting/Site Walk:

Complete	Issue:

RFDA OR NOI COMPLETE

	APPLICANT IS TO SUBMIT AFFADAVIT OR GREEN CARDS FOR ABUTTERS LIST (ASSESSORS OFFICE) NOTICE SENT BY CERTIFIED MAIL
	ADVERTISE IN PAPER & POSTED FOR MEETING AGENDA \$ 40.00 FEE DUE FROM APPLICANT: MADE OUT TO TOWN OF SUTTON
	Public Hearing

For Commission Use Only:

Public Hearing: _____
 Continuation #1: _____
 Continuation #2: _____
 Public Hearing Close Date: _____
 Complete Date: _____

	Commission <ul style="list-style-type: none"> • Proposal Passed ORDER OF CONDITIONS (OOC) • Proposal Denied
	<ul style="list-style-type: none"> • ORIGINAL (OOC) MUST BE RECORDED AT WORCESTER REGISTRY OF DEEDS, BY APPLICANT • A COPY of the Issued Order of Conditions, SENT TO each dept.: <ul style="list-style-type: none"> • TOWN CLERK • BUILDING DEPT • BOARD OF HEALTH • D.E.P • THE FILE ITSELF
	BOOK AND PAGE ON PAGE 9 OF THE OOC TO BE STAMPED BY REGISTRY OF DEEDS AND ORIGINAL MAILED TO THE TOWN OF SUTTON