Town Of Mendon
Conservation Commission
18 Main Street
Mendon, Massachusetts 01756
Phone: (508) 634-6898   Fax: (508) 478-8241
mendonma.gov/223/Conservation-Commission

Request for Determinability (RDA) Checklist

Applications are due at least two weeks prior to the next scheduled meeting date. The Conservation Commission meets the second and fourth Thursdays every month.

Requests for Determination of Applicability (RDAs) are primarily used for minor activities occurring only in the Buffer Zone over 50 feet from a Wetland Resource Area that would not require significant conditions to protect the wetland, such as the construction of a shed 50 feet from a wetland. Work proposed within a Wetland Resource Area or new site disturbance will likely require the filing of a Notice of Intent (NOI).

Please note the application must meet the requirements listed in Mendon Wetlands Protection Regulations prior to the filing date. Incomplete applications will not be considered.

A complete application will include:

☐ Complete Request for Determination of Applicability (WPA Form 1)
☐ Detailed project narrative/description
☐ Plans. You may wish to obtain professional assistance from a consultant, engineer, or land surveyor to assist in preparing a plan
   o Entire parcel, lot lines, distances, north arrow, scale
   o Wetlands on or within 200 feet of the property
   o Certified and potential vernal pools
   o Estimated and Priority Habitat areas
   o All streams: perennial (with 200-foot Riverfront Area and mean annual high-water mark (MAHW)) and intermittent (with inland bank)
   o All isolated wetlands
   o All bordering or isolated land subject to flooding
   o All buffer zones (25 ft No Disturbance Zone, 50 ft No Build Zone, 100 ft buffer zone)
   o Existing and proposed conditions
      ▪ Building & Structures
      ▪ Pavement
      ▪ Edge of lawn / landscaping
      ▪ Stormwater Structures
      ▪ 2 ft contours or smaller
      ▪ Erosion and Sediment Controls
   o Distances to proposed structures from the wetland and from sediment controls to wetland
   o Limit of work and closest distance from LOW to wetland
   o Notes regarding temporary and permanent site stabilization
   o All replication, restoration and/or floodplain compensation areas
☐ Locus (USGS) Map
☐ FEMA Flood Insurance Rate Map (FIRM)

12/17/2025

☐ Priority Habitat Map from Natural Heritage and Endangered Species Program
☐ Filing Fee: $25 RDA By-law fee, $150 legal ad fee, payable to 'Town of Mendon'

Submit for Review
☐ Applicants shall submit two (2) copies of the complete application with plans to the Conservation Office by certified mail or hand delivery.
☐ An email of the application package and plans to concom@mendonma.gov
☐ Submit the application package to the MassDEP Central Regional Office, 8 New Bond St., Worcester MA 01606 by certified mail or hand delivery, or online with the eDEP portal

Once the RDA application has been received and deemed complete, you will be scheduled for the next available Conservation Commission public meeting. The Conservation Agent will notify you of the public hearing date and will place the legal ad in the Milford Daily News. The applicant or representative must be present at the hearing.

The Conservation Commission and/or their agent will perform a site visit to confirm existing conditions prior to the public meeting. If you wish to be contacted regarding the time of that visit, please contact the Conservation Office at the time of your application.

At the meeting, the Commission will make its decision, either:
- A Negative Determination means that the applicant may proceed with the work as proposed, subject to any conditions, but no further action under the Wetlands Protection Act is required,
- A Positive Determination means that the applicant may **not** proceed until they obtain an Order of Conditions by filing a separate Notice of Intent application, or
- A continuation allowing the Commission the chance to request more information or a change of plans.

The applicant is responsible for complying with the Determination of Applicability issued by the Conservation Commission.

12/17/2025