



MAYOR  
JON MITCHELL

**City of New Bedford Conservation Commission •**  
**Department of Environmental Stewardship**  
133 William Street • Room 304 • New Bedford, Massachusetts 02740  
Telephone: (508) 991.6188  
**Conservation • Environmental Stewardship • Resilience**

**Request for Determination of Applicability (RDA)**  
**Application Checklist**

*This checklist is for your convenience in assembling your application. In addition to the checklist below, be sure to refer to the specific instructions provided by the Department of Environmental Protection (DEP) for each specific application type. \*Note: RDA applications require filing the WPA Form 1 to both the New Bedford Conservation Office and DEP office at the same time.*

*All the below materials must be included and/or processed before your project is put on the Hearing agenda. Please allow yourself ample time to complete/ provide these items.*

Request for Determination of Applicability (RDA)

- One (1) original signed application '**WPA Form 1**' and one (1) copy.
- Two (2) hard copy sets of **full-size (24"x36") plans**, drawings, calculation worksheets, and other supporting documents; delivered/ mailed to Conservation Office (address in header).
- One (1) hard copy **proof of property ownership/ Deed**. Signatures of owners, representatives, and applicants required on all application forms. If the applicant is NOT the owner, they must comply with the 11/26/2006 memo from the City Solicitor's Office, (copy of memo can be found on Conservation webpage).
- One (1) filled out **Local Fee Calculation Worksheet** with check(s) or money order(s) made payable to the City of New Bedford.
- One (1) '**Certified Abutters List**' (follow directions on the form)
  - All the abutters on the list must be sent via Certified Mail the '**Abutters Notice**' – this is available on the Conservation Commission webpage.
  - Return the **Certified Mail Receipt(s)** (PS Form 3800) from the U.S. Postal Service as proof of the *Abutters Notice* mailing sent out on time (scan and send or deliver).
- Email this entire packet as a PDF to the Conservation Agent – Chance Perks (<mailto:chancery.perks@newbedford-ma.gov>) as well as the Office Administrator - Teresa Alves (<mailto:teresa.alves@newbedford-ma.gov>). Please do not include scans of checks or personally identifiable information in these files.
- The **Legal Ad** must be posted a minimum of 5 business days before the date of your application hearing. The Legal Ad is provided to the local newspaper (The Standard Times) and you are given instructions on how to make payment to them directly.

**RESUBMISSIONS:** if your Hearing was CONTINUED by the Conservation Commission, any new material submitted for your next scheduled Hearing must be received no later than 12:00pm (noon) the Wednesday before the next Hearing.

