



# MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL  
Manchester-by-the-Sea, Massachusetts 01944-1399  
Telephone (978) 526-4397 FAX (978) 526-2001

## Checklist to Request a Determination of Applicability (RDA)

*Last Revision: 5/5/2025*

The *Request for Determination of Applicability* form (WPA Form 1) can be downloaded from the Massachusetts Dept of Environmental Protection: <https://www.mass.gov/how-to/wpa-form-1-request-for-determination-of-applicability>

Or you may file electronically through eDEP [eDEP - MassDEP's Online Filing System](#)

### Items Required for a Request for Determination of Applicability:

- RDA Town By-Law Fee: \$150.00 plus \$100.00 for the hearing notice. The checks are payable to the "Town of Manchester". You may combine the full amount in one check.
- Completed RDA Form (WPA Form 1)
- A plan (land survey, plot plan, or an aerial view from Google maps or [MassMapper](#)) showing the area(s) where the work is proposed. Print a copy of the plan and mark the areas. Show the area(s) of wetlands or other wetland resource areas and note the distance between the wetlands and the project area.
- A brief narrative explaining the project and the methodology of how it will be done. Note on the plan where you'll place erosion control devices. Describe the equipment to be used, etc.
- Include a sketch, photos, or other supporting documentation.

**Submit** nine (9) full collated sets of items above along with an electronic version of the entire application (PDF) and e-mail it to the Conservations Administrator Bethany Barstow at: [barstowb@manchester.ma.us](mailto:barstowb@manchester.ma.us) and the Land Use Clerk Shannon Bianchi at [bianchis@manchester.ma.us](mailto:bianchis@manchester.ma.us) by the next filing deadline. **Applications and all materials MUST be received by noon of the filing deadline date.**

**You must attend the meeting to present your Request.** Conservation Commission meetings are held virtually via Zoom. Information on how to join the Zoom meeting is on the MCC agenda. Agendas are posted the Thursday before the meeting.

To the Commonwealth, mail one full set to MassDEP or use eDEP as noted above.  
If mailing a paper copy, address it to:  
MassDEP-Northeast Regional Office  
150 Presidential Way  
Woburn, MA 01801

If you have any questions, contact the Conservation Administrator, Bethany Barstow at [barstowb@manchest.ma.us](mailto:barstowb@manchest.ma.us) or (978) 525-6435.