



## Department of Planning and Community Development

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Mayor Joseph C. Sullivan

### **FILING REQUIREMENTS-** *Updated May, 2013*

### **REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)**

- RDA form should include this wording “& Braintree Wetland Bylaw Chp. 12.20” to indicate you are filing under the local bylaw as well as the state Wetlands Protection Act
- Mail one copy of application via Certified Mail to  
DEP  
Southeast Regional Office  
20 Riverside Dr.  
Lakeville, MA 02347
- Original application to the Braintree Conservation Commission
- A list of all abutters within 100 feet of the property line – based on the most recent Assessors records (i.e. a Certified Abutters list from the Assessors office), including those across a road, waterbody or in another municipality if within 100 feet of the property line. Please note that this includes all individual condominium owners in cases where there is a condominium abutter.
- A set of stamped envelopes [no return address] addressed to each abutter and submitted in the order the names appear on the list of abutters
- Proof that the owner of the property has been notified of the filing of the Request [in the event that the Applicant is not the owner]

**The RDA form is available for download from the DEP website**

**<http://www.mass.gov/dep/water/approvals/wwforms.htm>**