



**Boxborough Conservation Commission**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978.264.1722  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

---

**Instructions for Applicants  
Filing a Request for Determination of Applicability (RDA)**

**I. Purpose**

A Request for Determination of Applicability (RDA) asks the Commission to determine whether the Wetlands Protection Act and / or the Boxborough Wetland Bylaw apply to land or work that may affect a resource area.

**II. General Information**

In most cases, the interests of the applicant are better served by filing either an ANRAD or an NOI. Boxborough Wetland Bylaw Sec. 3.4 describes RDA process. Applicants are encouraged to consult with the Commission before filing an RDA.

**III. Instructions**

**SUBMIT TO THE STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION:**

Submit to the DEP Central Regional Office (8 New Bond St., Worcester, MA 01606) one set of the following information:

- a) Completed and signed copy of WPA Form 1 (current version);
- b) A copy of a 8 ½" by 11" section of the USGS quadrangle, topographic map of the area, marked to identify delineation location;
- c) A copy of plans identifying existing conditions and proposed work; certified engineer endorsement is not required.

**SUBMIT TO THE BOXBOROUGH CONSERVATION COMMISSION:**

Submit either by hand (Mon/Tues/Wed 9 – 4) or certified mail (Conservation Commission, 29 Middle Rd., Boxborough, MA 01719) the following:

- a) Two (2) completed and signed copies of RDA WPA Form 1 (current version);
- b) A certified list of all abutters within 300 feet of the proposed work. This list may be obtained from the Assessor's Office between 9:00 a.m. and 3:00 p.m. Allow one week to obtain the list.
- c) Two (2) copies of a 8 ½" by 11" section of the USGS quadrangle, topographic map of the area, marked to identify delineation location;
- d) Two (2) sets of plans identifying existing conditions and proposed work; certified engineer endorsement is not required.
- e) Eight (8) sets of reduced 11" x 17" plans as noted in (d) above.
- f) Proof of Notification to Abutters by U.S. postal service certified mail.
- g) Boxborough Wetland and Adjacent Land Resource Fee Calculation Worksheet
- h) A check made out to the Town of Boxborough for the filing fee.
- i) A meeting date will not be scheduled until the applicant has submitted all the required data and met all the filing requirements.
- j) The newspaper will bill the applicant directly for publishing the legal notice.