



Office of the  
Conservation Commission  
781-767-9058 Tel.  
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# *Town of Holbrook*

*50 North Franklin Street  
Holbrook, Massachusetts 02343*

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## **APPLICATION CHECKLIST**

### **Request for Determination of Applicability (RDA)**

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Please submit three (3) hard copies of the following information to the Holbrook Conservation Commission office at Town Hall, and also send an electronic copy to [djoyce@holbrookmassachusetts.us](mailto:djoyce@holbrookmassachusetts.us).

- ☐ WPA Form 1: Request for Determination of Applicability. The form and instructions are available here: <https://www.mass.gov/how-to/wpa-form-1-request-for-determination-of-applicability>.
- ☐ Project plans and any supporting documentation (e.g., wetlands report if available, project narrative, site photos, etc.). Hard copies of plans should be printed to scale.
- ☐ Separate checks for the Town of Holbrook Wetlands Protection Bylaw fee and for the abutters list. See the [Fee Schedule](#) for details. Note: once an application is submitted, Conservation staff will prepare and submit a public legal notice and the newspaper will invoice applicants directly.
- ☐ Proof (certified mail receipt or electronic confirmation) that a copy of the complete application with attachments was sent to the MA Department of Environmental Protection by one of the following:
  - 1) Mail by certified mail to MassDEP, Southeast Regional Office, 20 Riverside Drive, Lakeville, MA 02347.
  - 2) Alternatively (per MassDEP staff), e-mail to [SERO\\_NOI@mass.gov](mailto:SERO_NOI@mass.gov). The subject line should be "Holbrook – RDA – Project address – Applicant(s)".
- ☐ If the property owner is different from the applicant, proof that a copy of the complete application with attachments was mailed to the property owner.
- ☐ Abutter Notification. Conservation staff will request an abutters list from the Assessing Department for abutters within 100 feet of the property. Staff will notify applicants when the list is ready and will provide a copy of the legal notice. Applicants should notify abutters by certified mail, return receipt requested, or by certificate of mailing, and submit proof of mailing to the Conservation office or at the Commission meeting. Abutter notifications should be mailed at least seven (7) days before the public hearing.