

LINCOLN CONSERVATION COMMISSION

16 LINCOLN ROAD : LINCOLN, MA 01773
CONSERVATION@LINCOLNMA.GOV : 781-259-2612

Checklist for Filing a Request for Determination of Applicability

It is recommended that you hire a wetland scientist, landscape planner or engineer to assist you with preparing the permit application. Applications must generally include a plan certified by a registered professional engineer or land surveyor.

Step 1: Certified List of Abutters

Obtain a certified list of abutters within **300 feet** of the property from the Lincoln Assessors Office by submitting the [Request for Certified Abutters List](#) to blakeleyd@lincolntown.org with a \$20 check payable to the Town of Lincoln

Step 2: Fill out the Permit Application

Download and complete the RDA Form from the Massachusetts Department of Environmental Protection (DEP) website: <https://www.mass.gov/lists/wetlands-permitting-forms-massdep>. Please review Lincoln's Wetland Protection Bylaw and Regulations prior to filing.

Step 3: Submit the Following Application Materials to the Lincoln Conservation Department

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets on Wednesdays, every three weeks – please contact the Conservation Department for exact dates. Applications are due by noon on Wednesday, 21 days in advance of the Commission's meeting.

(A) RDA Application - one (1) copy (double-sided ok)

- Signed WPA Form 1 (RDA)
- Lincoln Wetland Fee Form and Check
- Copy of certified abutters list
- Priority & Estimated Habitat Map (no USGS map)
- DEP BVW Delineation field data forms
- RDA Tables & Checklist Form
- Legal Bill Acknowledgement Form

Please

- No plastic covers or TOC
- No page dividers or bindings
- Staples are OK
- Print materials double-sided
- **Fold plans**

(B) Project Narrative - two (2) copies double-sided

- Owner info, address, parcel id and date
- Resource area description & delineation details
- Summary of existing & proposed conditions with closest point of disturbance to BVW
- How does the project comply with each interest of the Act and Bylaw
- Construction sequencing & staging plan (if applicable)

(C) Plan Set @ 1"=10' or 1"=20' - two (2) copies full size & one (1) copy 11x17

- Title block with applicant's name, project address, map-block-lot, scale and date
- Wetland/Stream Boundaries (highlighted in BLUE), 50' Buffer (in PINK) & 100' Buffer (in GREEN); 100' Inner Riverfront Area (in PINK) and 200' Outer Riverfront (in PURPLE)
- Existing Conditions and Proposed Work (proposed work highlighted ORANGE)
 - Parcel lines, easements, structures, pavement, edge of lawn, canopy tree line
 - Topography and grading if relevant to the proposed project
 - Septic system, stormwater and drainage infrastructure
 - Limit of work, erosion controls and topsoil stockpile area

(D) Email the Electronic Submission to: conservation@lincolnma.gov – this material will be uploaded for public viewing

- Entire RDA Application

- Project Narrative (separate document from the application)
- Plan Set as full-size and 11x17 in .pdf format
- **DO NOT** include copies of checks and abutter lists as this contains sensitive information not for public viewing.

Step 4: Submit your Application to the Department of Environmental Protection:

- One copy of the entire submission (described above) **EXCLUDING** the copy of Lincoln's filing fee info to: DEP NE Regional Office, 150 Presidential Way, Woburn, MA 01801.

Step 5: You will be Given a Hearing Date and Time

By submitting a **complete** RDA application (see items listed in Step 3), you will be scheduled to attend the next available public meeting, which most likely will be held via virtual means (Zoom meeting). Incomplete applications will not be accepted by the Conservation Office. **The applicant or the representative must be virtually present at the scheduled public meeting.**

Step 6: Notify Abutters

Once you have been informed of the date and time for the hearing, you shall notify all abutters listed on your Certified Abutters List (within 300ft of the property). Please Wait to Notify Abutters until you are given Lincoln's specific "Notification to Abutters Form" (which will include a weblink where abutters can view the electronic filing) and **be sure to include the exact time and date of the hearing on this form**. These letters must be sent via Certified Mail or Certificate of Mailing at least **two weeks prior** to your hearing. The Applicant must email copies of the certified mail slips or certificate of mailing receipts for all abutters at least one week prior to your hearing.

Step 7: Stake the Property One Week in Advance of the Hearing

The Lincoln Conservation Commission requires that all new structures, additions, erosion control barriers, septic systems and stormwater systems within the Buffer Zone for which a Notice of Intent has been filed, must be staked one week prior to the hearing. The stakes must be labeled (please contact the Conservation Department for specific instructions). A plan demarcating the stakes in the field shall be submitted to the Conservation Department at the time of staking.

Step 8: Conservation Commission will Conduct a Site Visit

The Commission and their staff will perform a site visit to confirm the existing conditions and resource area delineation. The applicant will be notified about the date and time of the site visit, and is expected to be present at that time.

Step 9: Virtually Attend the Public Meeting

The applicant or the representative must be present at the virtual public meeting. Please contact the Conservation Dept (CD) about your plan for presenting at this virtual meeting. The CD can allow the applicant to be a co-host so that you can share your screen and show the plan and photos. It is important to color up the plan so that the wetland, limit of work, buffer zone can be easily seen on the screen.

Step 10: Receive a Determination of Applicability and READ IT

If you have any questions, contact the Conservation Department. Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group may follow separate provisions for appealing the decision under the Wetlands Protection Act and/or the Lincoln Wetlands Protection Bylaw.

Pre and Post Construction Reminders

- Contact the Conservation Department to schedule a pre-construction site meeting
- There will probably be several special conditions that must be adhered to during and after the project (these will be listed on your Determination)
- Complete the work within 3 years or request an extension 30 days prior to expiration of the permit

Other Permits to keep in mind:

- Relevant Building, Zoning, and Board of Health Permits (please contact the appropriate departments for more information)

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RDA Tables & Checklist Form

Project Address: _____ **Year lot was created** _____

Parcel Map_Block_Lot _____

Closest Distance of Work to Wetland Edge (in feet) _____

Is your project within the Cambridge Water Supply or Flints Pond Watershed? _____

Lincoln's Bylaw Fee of \$50 for RDA Submission included _____

Buffer Zone Resource Area Disturbance Table (Square Feet)

	0-50 FOOT BUFFER ZONE			50-100 FOOT BUFFER ZONE		
	Existing	Proposed	Difference	Existing	Proposed	Difference
Permanent & Temporary Alteration	N/A			N/A		
Semi-pervious *						
Impervious **						
Conversion of natural area to lawn						
Conversion of natural area to structure						
Total Disturbance	----	----		----	----	

* Semi-pervious includes pervious asphalt or paver driveway, decks, dry-laid walkways and patios.

** Impervious includes house, septic tanks, paved or gravel driveways, wet-set walkways and patios, pool.

Checklist for Best Stormwater, Construction Site & Landscape Maintenance Practices

- This project will not result in any new stormwater conveyances that will discharge untreated stormwater directly to or cause erosion in the wetland, buffer zone or riverfront resource areas.
 Proposed Green Infrastructure – (circle) sheet flow, swale, rain garden, other _____
 Proposed Hard Infrastructure – (circle) stone drip edge, drywell, chambers, other _____
- Post-development discharge rates will not exceed pre-development discharge rates.
- This project employs the following best construction practices in order to prevent pollutants and suspended solids from entering the wetland, buffer zone and riverfront resource areas.
 - Erosion controls and construction fencing will be installed and maintained.
 - Stone aprons and construction staging areas will be used and maintained.
 - Topsoil stockpile areas and waste & recycling dumpsters will be used and maintained.
 - Import and export of natural materials will be minimized.
- This project employs the following best landscape practices in order to prevent pollutants and suspended solids from entering the wetland, buffer zone and riverfront resource areas.
 - Salt, sand and deicing chemicals will be minimized and only used as needed.
 - Fertilizers, herbicides and pesticides will not be used in the buffer zone or wetland
 - All disturbed soils will be stabilized and planted with regionally native vegetation.
 - New infestations of invasive species will be properly managed.

Applicant's Signature

Date

Representative's Signature

Date