



TOWN OF FAIRHAVEN, MASSACHUSETTS

CONSERVATION COMMISSION

Town Hall · 40 Center Street · Fairhaven, MA 02719

APPLICATION CHECKLIST REQUEST FOR DETERMINATION OF APPLICABILITY

Please submit the following to the Fairhaven Conservation Commission:

- ☐ A check for \$75.00, advertising fee
- ☐ A check for the Fairhaven Wetlands Bylaw filing fee
- ☐ \$150.00 single-family projects
- ☐ \$300.00 single-family after-the-fact
- ☐ \$300.00 commercial projects
- ☐ \$600.00 commercial after-the-fact
- ☐ **Two (2) collated packets (1 original, 1 copy)**, each containing the following:
 - ☐ Completely filled out and signed copy of the most recent WPA Form 1, available at <https://www.mass.gov/how-to/wpa-form-1-request-for-determination-of-applicability>
 - ☐ A brief narrative describing the proposed activity, including whether work will be done by hand or with equipment, location of storage of materials, how the site will be accessed by equipment, etc., and any other information that will help the Commission understand your project.
 - ☐ Complete copies of project plans that include the following information:
 - Locus map – i.e., USGS Quad topographic map
 - Location of all known resource areas
 - 50- and 100-foot buffer lines from resource areas
 - 200-foot Riverfront Area, if applicable
 - FEMA Flood Zone boundaries, if applicable
 - Location of existing structures and/or vegetation, including all trees 8" dbh or greater
 - Location of proposed structures and/or vegetation
 - Shortest distance from proposed disturbed areas to known resources
 - Erosion and sedimentation controls, if applicable
 - ☐ Abutters List (a list of property owners that are within **100 feet** of the property where the project is taking place, see [Abutter List Request Form](#))
 - ☐ [Notification to Abutters Form](#) – filled out by applicant
 - ☐ Any other information that will help the Commission understand your project
 - ☐ Proof of abutter notification by certified mail or hand delivery. *Failure to present proof will result in the Conservation Commission NOT hearing your application.*
 - ☐ Proof that **a complete copy** of the above packet was sent to:
 - ☐ MA Department of Environmental Protection
 - Southeast Regional Office
 - 20 Riverside Drive
 - Lakeville, MA 02347
 - ☐ An electronic copy of the entire application packet, thumb drive or emailed to conservation@fairhaven-ma.gov