



TOWN OF MATTAPoisETT  
Conservation Commission  
16 Main Street | P.O. Box 435 | Mattapoisett, MA 02739  
Phone: (508) 758-4100 ext. 219 | Fax: (508) 758-3030  
E-mail address : concomm@mattapoisett.net

Instructions for filing a  
REQUEST FOR A DETERMINATION OF APPLICABILITY  
With the Mattapoisett Conservation Commission  
ALL items on the list must be completed.

- ☐ Submit Town bylaw fee: \$50.00 Residential, \$100 Commercial
- ☐ Fill out the attached Request for a determination of applicability application (RDA).  
(Don't forget to sign and date last page)
- ☐ Make eight (9) copies-
  - o Submit seven (7) copies of the Request for a determination of applicability and plans and all other related documents, maps and sketches to the Mattapoisett Conservation Commission office,
  - o Certified mail one set to DEP Lakeville office, 20 Riverside Drive, Lakeville, MA 02347
  - o Keep one complete set for your records.
- ☐ Request a public hearing date from the Conservation Commission Office
- ☐ Obtain a (100ft) list of abutters from the Assessor's Office at the Town Hall (see attached form)  
(submit form as soon as possible (the office has two weeks to issue))
- ☐ Fill out the attached advertisement form and submit to a local newspaper (see attached list of publications and the form to be filled out). The public hearing notice MUST appear in one of the 3 publications (at least) 5 days business days prior to the scheduled public hearing date
- ☐ Notify abutters, from the obtained list, whether in person (see attached "HAND DELIVERY" form) or by certified mail/return receipt with the attached ("CERTIFIED MAIL") form, notify abutters (at least) 7 business days prior to the public hearing (bring all forms and/or certified mail receipts to the public hearing, you will be asked to submit them to the Chairman when your hearing is called then...)
- ☐ Send by certified mail/return receipt 1 copy to the RDA application and plans to the Dept. of Environmental Protection, 20 Riverside Drive/Route 105, Lakeville, MA 02347
- ☐ If applicable (confirm with the Conservation agent), send by certified mail/return receipt 1 copy of the RDA application and plans to the Natural Heritage and Endangered Species Program (NHESP), Division of Fisheries and Wildlife, 1 Rabbit Hill Road, Westborough, MA 01581.

Thank you, Mattapoisett Conservation Commission  
(508) 758-4100 ext 229 or 219



## TOWN OF MATTAPoisETT

### Conservation Commission

16 Main Street | P.O. Box 435 | Mattapoisett, MA 02739

Phone: (508) 758-4100 ext. 219 | Fax: (508) 758-3030

E-mail address : [concomm@mattapoisett.net](mailto:concomm@mattapoisett.net)

### Listings for Public Advertisement /Legal Ads

<u>Newspaper</u>	<u>Address</u>	<u>Phone Number</u>	<u>Fax</u>
1. The Wanderer	55 County Rd, Mattapoisett, MA 02739	508-758-9055	508-758-4845
2. The Standard Times	25 Elm St., New Bedford, MA 02740	508-979-4351	508-979-4495
3. The Sentinel	PO Box 959, Plymouth, MA 02362	508-748-1123 ext. 242	508-747-2148

Please note that the deadlines may vary for each local paper, so call in advance.

- **The Wanderer (weekly): Thursday issue. Ads must be placed before 10:00 a.m. on the previous Tuesday**
- The Standard Times (daily) Ads published on 2<sup>nd</sup> day is received before noon and on 3<sup>rd</sup> day if after noon.\*
  - The Sentinel (weekly): Ads must be placed before 10:00 a.m. Tuesday to appear in the Thursday issue.

\*Example: Submit an ad to the Standard times on Tuesday before 12:00 noon and it will appear in Thursday's paper; ads submitted after Noon will appear in the next Friday edition.

✓ Please be aware that deadlines for advertisements are subject to change. Call in advance for information. ✓  
Please promptly fill in the form below and submit it to:

**Mattapoisett Conservation Commission**  
**16 Main Street**  
**P.O. Box 435**  
**Mattapoisett, MA 02739**



I, \_\_\_\_\_ have placed my advertisement for  
(First and Last Name)

a Notice of Intent or a Request for Determination of Applicability (circle one). My advertisement will appear in

the \_\_\_\_\_, in the issue of \_\_\_\_\_.  
(Name of paper where you submitted the ad) (Date ad is scheduled to appear)

## ARTICLE 22

### CONSERVATION COMMISSION

#### 22.1. Notice of Intent or Request for Determination for Applicability

22.1.1. Any person filing a Notice of Intent or Request for Determination for Applicability with the Mattapoisett Conservation Commission under the provisions of the Wetlands Protection Act, G.L. c. 131, §40, shall, at the same time, give written notice of the hearing thereof, by certified mail (return receipt requested) or by hand delivery, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way.

22.1.2. The notice to abutters shall state the date, time and location for any hearing and include a copy of the Notice or Request and shall state where copies of the complete filing may be examined. Copies shall be available to abutters free of charge. An affidavit of the persons providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Conservation Commission at or before the time stated for the hearing.

22.1.3. When a person requesting a determination is other than the owner, the request, the notice of the hearing and the determination itself shall be sent by the Conservation Commission to the owner as well as to the person making the request.



**(Hand Delivered)**

a. The name of the applicant is \_\_\_\_\_.

**c. The address of the lot where the activity is proposed is**

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**d.**

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e. The public hearing will be conducted on (date and time)  
Monday, at 6:30 p.m. in the Town Hall.

**Abutter's Signatures** (*May use a blank sheet of paper for additional signatures if needed*)

\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
*(Name)* *(Date)*

\_\_\_\_\_  
*(Name)* *(Date)*

\_\_\_\_\_  
*(Name)* *(Date)*

\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
*(Name)* *(Date)*

\_\_\_\_\_  
*(Name)* *(Date)*

\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
(Name) (Date)

**NOTIFICATION TO ABUTTERS UNDER THE  
MASSACHUSETTS WETLANDS PROTECTION ACT AND  
MATTAPOISETT BY LAWS  
(By Certified Mail Receipt)**

**In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, and Article XXII of the Mattapoissett by Laws you are hereby notified of the following.**

a. The name of the applicant is \_\_\_\_\_.

b. The applicant has filed a Request for a Determination of Applicability with the Conservation Commission seeking permission to remove, fill, dredge or alter an Area Subject to Protection under the Wetlands Protection Act (General Laws Chapter 131, Section 40).

c. The address of the lot where the activity is proposed is \_\_\_\_\_

\_\_\_\_\_

d. The project consists of \_\_\_\_\_

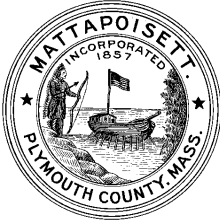
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e. Copies of the Request for a Determination of Applicability may be examined at the Town Hall Conservation Commission Office on Monday, Wednesday and Friday between 10:00 a.m. and 3:00 p.m. For more information call 508-758-4100 ext. 219.

e. The public hearing will be conducted on (date and time)

Monday\_\_\_\_\_, at 6:30 p.m. in the Town Hall.

g. The applicant shall submit certified mail proof to the Commission that abutters have been notified or shall hand deliver this notice and have it signed below by abutters proving they have been informed of the hearing. Abutter attendance at the public hearing is not required.



TOWN OF MATTAPoisETT  
Board of Assessors  
16 Main Street P.O. Box 435  
Mattapoisett, MA 02739

Tel (508) 758-4106 Fax (508) 758-3030

ABUTTERS REQUEST FORM

Please check appropriate block 100 feet \_\_\_\_\_ 200 feet \_\_\_\_\_ 300 feet \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Name of Parcel Owner: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Required: \_\_\_\_\_

Cost \$25.00

**Mailing labels are available for an additional \$5.00 fee.**

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Instructions for filing an RDA with the Conservation Dept. ([click here](#))

Thank you,

Mattapoisett Board of Assessors