



# MINIMUM SUBMITTAL REQUIREMENTS FOR ALL FILINGS

## MA Wetlands Protection Act · Dalton Scenic Mountain Act

### Deadlines:

**Request for Determination of Applicability (RDA) and Notice of Intent (NOI) applications require public posting.** In order to be considered for an upcoming meeting, a completed application and all appropriate fees must be received by the Commission at least **12 business days** prior to the meeting. Other items that are not subject to the public notice should be submitted (email preferred) at least **7 business days** in advance of the meeting date.

### Fees:

- **RDA and NOI - Posting Fee**, paid to 'Town of Dalton' - \$125
- **NOI - Notice to Abutters** - \$25 – list must be obtained from the Dalton Assessor's Office
- **NOI for Wetlands Protection Act filing only - Permit Fee** - amount depends on the scope of project. Please see the NOI Instructions to calculate Permit Fee. The NOI fee is split between Dalton and the DEP. Send (1/2 fee + \$12.50) directly to Town of Dalton Conservation Commission with your application; send (1/2 fee - \$12.50) directly to DEP

### Application Submittal: [DO ALL THAT APPLY to application type]

- **RDA and NOI –**
  - Email your application and any supporting documents to [ConservationCommission@Dalton-MA.gov](mailto:ConservationCommission@Dalton-MA.gov)
  - Send original plus one copy of application and each supporting document, with applicable fee(s), to Dalton Conservation Commission, 462 Main St, Dalton, MA 01226
- **RDA for Wetlands Protection Act filing only –**
  - Submit a copy of your application and documents to [MA DEP Western Region](#) – Wetlands, 436 Dwight St. Springfield, MA 01103
- **NOI for Wetlands Protection Act filing only –**
  - Please file online at [eDEP](#) and share your application with “DaltonConservation” so we may review the digital copy. If online filing poses a hardship, please contact the Conservation Commission

**What To Expect after your application, including fees, is complete:**

- The Conservation Commission may request a site visit at your proposed project.
- A public notice will post in the local paper approximately one week before the Conservation Commission meeting when your project is on the agenda.
- Your appearance at the Conservation Commission meeting is appreciated, to answer questions and to discuss and accept conditions of approval of your application.
- You will be required to accept the Special Conditions that apply to all projects.
- You will be asked to sign and return a Letter of Understanding designating a person responsible for making sure your project complies with all conditions the Commission requires of your project.
- If erosion controls are required, the Commission may ask for a site visit after they are installed and before any other activity takes place.
- If you file a Notice of Intent, you're expected to contact the Commission when your project is complete, so we can issue you a Certificate of Compliance.