

CHECKLIST FOR RDA SUBMITTALS

- ☐ **7 copies of plan** submitted to Conservation Department. **Pdf of plan emailed to the Conservation Department: conservation@mashpeeema.gov**
- ☐ **1 copy** of completed and signed RDA Application submitted to Conservation Department.
- ☐ **Mail to DEP copy of plan and RDA Application:**
DEP Southeast Region, 20 Riverside Drive, Lakeville, MA 02347. Telephone: 508-946-2714.
- ☐ **Dock, pier, ramp, float, gangway, elevated walkway and coastal engineering structure proposals:** Copy of plan and RDA Application must also be submitted to: Harbormaster, Shellfish Constable and Waterways Commission.
- ☐ **Contact information** must be included on RDA Application: mailing address, cell phone, email signatures.
- ☐ **FORM 2: You** must consult with the Building Inspector, prior to filing with the Conservation Department. A completed Form 2 signed off by the Building Inspector is required along with the application.
- ☐ **FORM 3:** Access to Property Permission form completed and signed.
- ☐ **7 copies of narrative. Detailed and descriptive project narrative** on the form (a plan is not a substitute for a narrative). One or two sentences will not suffice, regardless of project scope. If necessary, submit narrative on a separate sheet.
- ☐ **Project location:** Map and Block required. Describe existing conditions in the proposed project area.
- ☐ **Check** payable to Town of Mashpee: \$200 OR **\$400 for After-the-fact filing.**

Any RDA Applications missing these basic submittal requirements shall not be placed on the Conservation Commission hearing Agenda until the requirements are met.

I, _____, verify that this RDA Application has been
Applicant Signature
completed accurately and with all RDA submittal requirements on _____.
Application Submittal Date