

CHECKLIST FOR RDA SUBMITTALS

- 7 copies** of plan submitted to Conservation Department.
- 1 copy** of completed and signed RDA Application submitted to Conservation Department.
- Copy of plan and RDA Application must be mailed to DEP.**
- Dock, pier, ramp, float, gangway, elevated walkway and coastal engineering structure proposals:** Copy of plan and RDA Application must also be submitted to Harbormaster **and** Shellfish Constable.
- Contact information** must be included on RDA Application: mailing address, phone, cell phone, email, signatures.
- FORM 2** Building Department/Zoning Board of Appeals Form completed and signed by Applicant/Representative and Building Official.
- FORM 3** Access to Property Permission form completed and signed.
- Detailed and descriptive project narrative** on the form (a plan is not a substitute for a narrative). One or two sentences are not sufficient regardless of project scope. If necessary, Applicant can 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: \$100 OR **\$200 for After-the-fact filing.**

Any RDA Applications missing these basic submittal requirements shall not be placed on the Conservation Commission hearing Agenda for which they are intended 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