

# RDA APPLICATION INSTRUCTIONS

Be sure to provide your correct mailing address, telephone numbers and email address in Section A.

Check all appropriate boxes in Section B as they apply to your application.

Section C must have the assessors map, block and lot numbers and a reference map that shows the location of your project.

Be sure to note the property owner in Section D and sign and date the application.

Include original and five copies of the application to the Conservation Commission.

Include six sets of plans consisting of an accurate project description, drawings and site map.

Include a Permission to Access Site form.

Include a check in the amount of \$100.00 payable to the Town of Sheffield with your application. This covers expenses for the required public notification ad in the local newspaper.

Submit application at least ten days prior to the date of the meeting at which you would like it to be considered.

The Sheffield Conservation Commission  
POB 325  
Sheffield, MA 01257

Any questions regarding this application may be addressed to:  
Jeffrey Waingrow, Chairperson  
413-229-0420