

# **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 Assessor's 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 the original and five copies of the application to the Conservation Commission.

Be sure to send a copy of the complete Request (including all appropriate documentation) to the DEP Regional Office simultaneously with the submittal of this Request 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 made payable to the Town of Sheffield with your application. This covers the expense for the required public notification ad in the local newspaper.

Submit application a least two weeks prior to the date of the meeting at which you would like it to be considered.

The Sheffield Conservation Commission  
21 Depot Square  
Sheffield, MA 01257  
Phone: (413) 229-7000 ext. 157