

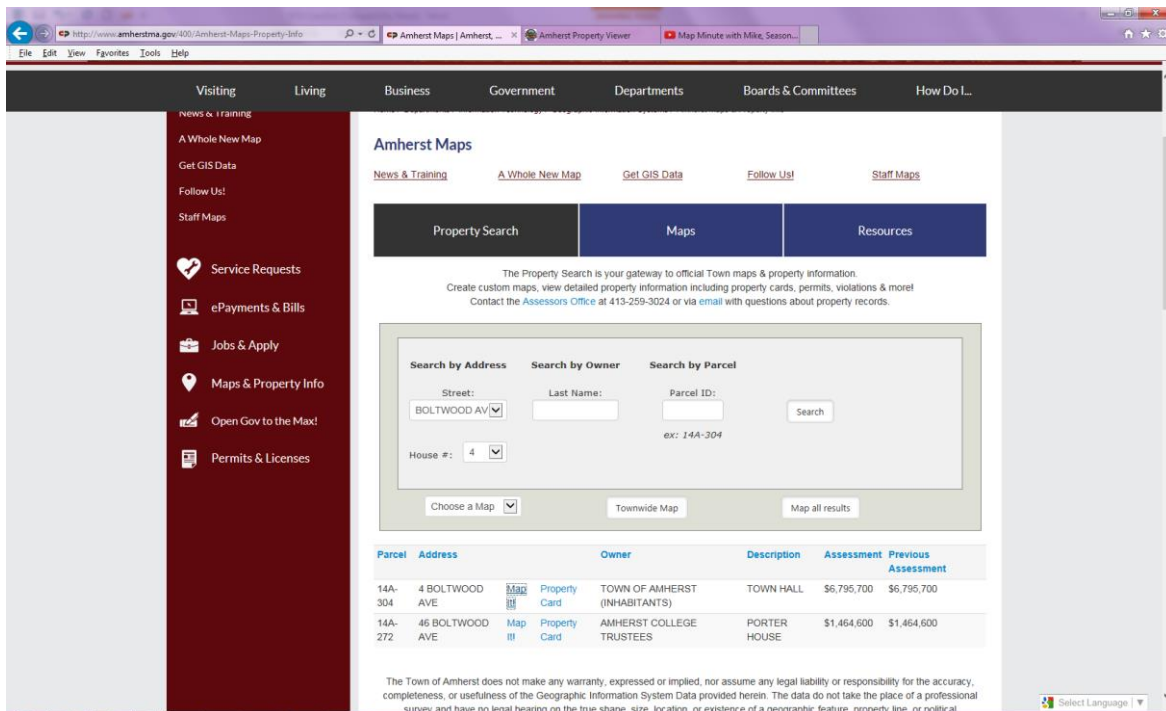
REQUEST FOR DETERMINATION OF APPLICABILITY (RFD) CHECKLIST

The following is a list of permit application submission requirements. Please be sure that each of the items listed below is included with your packet. An application will not be considered complete if one of them is missing.

- _____ **Two hard copies and one electronic copy (CD or email) of the complete RFD application packet.**
- _____ **WPA Form 1 – Request for Determination of Applicability application form.**
- _____ **Plans 1”= 40’ max.**
- _____ **USGS Quad Locus Map (8 1/2 x 11)**
- _____ **\$50.00 Application Fee – check made out to The Town of Amherst**
- _____ **Abutters List (within 300 feet of property boundary)**

NOTE: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.

However, non-certified lists can be obtained by using the Town’s Public GIS Viewer @ <http://www.amherstma.gov>
Click on **Maps**. In the dropdown menus, select the street name and house number and then click on the *Search* button.
Select the property and click on *Map It!* and the property map will open.



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Creating Labels for Abutters:

Under **< Selection** (in the dark blue box to the left of the map) use the dropdown menu under **Select**, select **Find All**, then in the box directly under Select, select **Within 300' of the Selected**, select **Parcels** in the other two boxes and then click on the **Select All** button. A list of addresses for the abutters will be brought up. At the bottom of the list of addresses you can choose to have the addresses go to labels or to a spreadsheet. (For help click on **Training Videos** in the map panel.)

The screenshot shows the Amherst Maps web application. On the left, the 'Selection' panel is active, showing a list of parcels. The 'Find all' dropdown is set to 'Find all', the 'Within 300' of the Selected' dropdown is set to 'Within 300' of the Selected', and the 'Parcels' dropdown is set to 'Parcels'. The 'Select All' button is highlighted. Below the list, the 'Mailing Labels' button is selected. The map shows a street grid with several parcels highlighted in pink. The details panel on the right shows information for 'TOWN HALL / 4 BOLTWOOD AVE', including parcel number, owner, assessment, and land use.

Notification to Abutters – *The Wetlands Administrator will assign date & time for hearing and will notify applicant.* The applicant shall notify abutters by certified mail (return receipt requested), or certificates of mailing, or hand delivery. Mailing at least (7) seven days prior to the public hearing shall constitute timely notice. The applicant shall present the certified mail or certificates of mailing receipts for all abutters at the beginning of the public hearing. The presentation of the receipts for all abutters identified on the tax list shall constitute compliance with abutter notification requirements.

Advertising Fee – the Conservation Department will place the legal ad and will notify applicant of the cost when proof is received from the Daily Hampshire Gazette. At that time applicants will be asked to **submit a check to the Conservation Department** made out to **The Daily Hampshire Gazette** for the appropriate amount.

Signature – the application must be signed by the property owner (or the owner's representative)

Copy to DEP – the applicant is required to send via certified mail one complete copy of the application to the Department of Environmental Protection (DEP – Western Regional Office, State House West – 4th Floor, 436 Dwight Street, Springfield, MA 01103)

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