



TOWN OF WESTFORD
CONSERVATION COMMISSION

TOWN HALL
 55 Main Street
 Westford, Massachusetts 01886

Request for Determination of Applicability (RDA) Application Checklist

	Completed WPA Form 1 with all required signatures (attach additional pages if necessary)
	Plan depicting the proposed work and/or activity on the project site, and resource area boundaries
	Copy of Westford GIS Map, USGS quadrangle, or other map sufficiently displaying subject property and surrounding area
	Certified List of Abutters prepared by the Assessor's Office (≤ 3 months old)
	Completed Notification to Abutters and Affidavit of Service forms
	Completed and signed Third Party Billing Form authorizing legal advertising expenses
	Application fees (check or cash) <input type="checkbox"/> Filing fee (\$25)

(2) Complete collated hard copy sets of all application materials are required including two-full size and two 11 x 17 copies of the plans, and a digital copy of complete application and plans submitted on a flash drive or compact disk or emailed to conservation@westfordma.gov.

- US Postal Service receipts (Certified Mail or Certificate of Mailing) of the mailed Notification to Abutters must be presented to the Commission prior to the opening of the public hearing.