



# SPENCER MASSACHUSETTS

## RDA APPLICATION REVIEW CHECKLIST

Spencer Conservation Commission Required Application Contents

Updated 4/25/2023

Site Address: 23 Jolicoeur Avenue, Spencer MA 01562

Applicant Name: Susan Tee

Phone: 508-868-4652

Representative Name: Andrew Gallagher (Pinecrest Builders)

Phone: 508-380-4301

**Check items included. Circle missing items.**

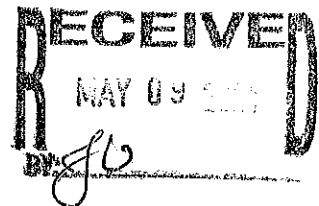
- Completed WPA Form 1 – RDA
- A photocopy of the checks used to pay fees: 2 separate checks, including bylaw fee.  
**DO NOT INCLUDE CHECK IN ELECTRONIC FORMAT.**
- A signed copy of the Application Process Signature Form.
- Signed Site Visit Access form.
- A project narrative with visual representation of the proposed project (including dimensions when applicable)

**Two complete paper sets and one digital set of all materials (except copies of checks) shall be submitted. Additional information may be requested: e.g. DEP Wetland Delineation Field Forms, after initial review.**

**Any revisions must be submitted NO LESS THAN 7 (SEVEN) DAYS to the hearing date. Revisions submitted less than seven days prior may not be accepted or may lead to a continuance.**

***Note: Send one copy of the complete application and plans to the Department of Environmental Protection:***

**Mass DEP Central Regional Office - Worcester, 8 New Bond Street, Worcester, MA 01606.**





# SPENCER MASSACHUSETTS

## APPLICATION PROCESS SIGNATURE FORM

There are three different application that can be submitted to undertake work in a jurisdictional area: a Notice of Intent (NOI), a Request for a Determination of Applicability (RDA) and an Administrative Approval. All three application have different criterial for submission and approval and the NOI & RDA are governed by both state law and the local by-law, whereas the administrative approval is governed by the local by-law only.

When potential applicant requests advise from the Conservation Agent on which application to file, the opinion of the Agent is based on information given by the potential applicant and any other information available to the Agents, e.g. the town's GIS system. The Agent has no legal right to go onto private property at any time until after and application is filed, or permission of the property owner is given.

It is important that all applicants understand that after an applicant is filed, additional information may come to light e.g. via a field inspection or application review, that may impact the scope of the submitted application and the approval process. In addition, the Agent is not the final approval authority on RDA's and NOI's, that authority rests with the Commission. Therefore, it is the applicant who has the ultimate responsibility to decide which application to file.

Considering the above, please sign below indicating an understanding of the policy and submit it with the application.

Susan M. Lee  
Signature of Applicant

05/11/2024  
Date



# SPENCER MASSACHUSETTS

## SITE VISIT ACCESS

"The conservation commission, its members and agents, and the Department employees may enter upon privately owned land for the purpose of performing their duties under M.G.L. c. 131, § 40, and 310 CMR 10.00." 310 CMR 10.08(1).

Prior to the approval of the project at \_\_\_\_\_ (street address), the Spencer Conservation Commission aims to schedule an in-person site visit and complete an inspection report. The Commission will contact the applicant or representative to schedule the initial visit and may request the presence of the applicant(s) or a representative.

Throughout the duration of the project, the Spencer Conservation Commission may conduct additional inspections to: ensure that the project is being executed within the parameters of the Order of Conditions (if applicable), inspect erosion control, inspect the site for disturbances caused by extreme weather conditions, or if there is a suspicion of a violation of the Wetlands Protection Act, 310 CMR.

A copy of any and all inspection reports completed by the agent, or its members can be requested, if one is not provided, for no cost.

I grant the Spencer Conservation Commission permission to enter the property for the purpose of performing their duties if I (the applicant) am not present or unavailable, until a Certificate of Compliance has been issued.

I DO NOT grant the Spencer Conservation Commission permission to enter the property for the purpose of performing their duties if I (the applicant) am not present or unavailable.

Please note that if the Commission is unable to fulfill their responsibilities and inspect the property to the best of their ability, the application may be denied and/or a Certificate of Compliance may not be issued upon completion.

\_\_\_\_\_  
Applicant/Representative Name  
*Susan M. Lee*  
\_\_\_\_\_  
Applicant/Representative Signature

*05/11/2024*  
Date



**Massachusetts Department of Environmental Protection**  
**Bureau of Water Resources - Wetlands**

**WPA Form 1- Request for Determination of Applicability**

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Municipality \_\_\_\_\_

**A. General Information**

**Important:**  
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Susan	Tee
First Name	Last Name
69 Jolicoeur Avenue	
Address	
Spencer	MA
City/Town	State
508-868-4652	01562
Phone Number	Zip Code
	smp9057@aol.com
	Email Address

2. Property Owner (if different from Applicant):

_____	_____
First Name	Last Name
_____	
Address	
_____	_____
City/Town	State
_____	01562
Phone Number	Zip Code
_____	_____
_____	Email Address (if known)

3. Representative (if any)

Andrew	Gallagher
First Name	Last Name
Pinecrest Builders	
Company Name	
18 Burncoat Street	
Address	
Leicester	MA
City/Town	State
508-380-4301	01524
Phone Number	Zip Code
	pinecrestbuilders@gmail.com
	Email Address (if known)

**B. Project Description**

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

23 Jolicoeur Avenue	Spencer
Street Address	City/Town
42.19146	-72.00244
Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)	Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
U26	25
Assessors' Map Number	Assessors' Lot/Parcel Number

How to find Latitude and Longitude

and how to convert to decimal degrees

b. Area Description (use additional paper, if necessary):

\_\_\_\_\_

c. Plan and/or Map Reference(s): (use additional paper if necessary)

<i>The Exposed sun room new footings</i>	<i>5/19/24</i>
Title	Date
_____	_____
Title	Date



Massachusetts Department of Environmental Protection  
Bureau of Water Resources - Wetlands

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Municipality \_\_\_\_\_

**B. Project Description (cont.)**

2. a. Activity/Work Description (use additional paper and/or provide plan(s) of Activity, if necessary):

Removal of existing 14' x 8' 3-season "sunroom" at lake-side of home. New structure will remain within existing footprint of previous "sunroom". New footings to be hand-excavated, new "bigfoot" base and concrete sonotubes installed & backfilled. Install new framing, insulation, windows, and interior/exterior finish for new 14' x 8' addition, which now will be part of the interior heated living space.

b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)



Massachusetts Department of Environmental Protection  
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Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Municipality \_\_\_\_\_

**C. Determinations**

1. I request the Town of Spencer make the following determination(s). Check any that apply:  
Conservation Commission

- a. whether the **area** depicted on plan(s) and/or map(s) referenced above is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the **boundaries** of resource area(s) depicted on plan(s) and/or map(s) referenced above are accurately delineated.
- c. whether the **Activities** depicted on plan(s) referenced above is subject to the Wetlands Protection Act and its regulations.
- d. whether the area and/or Activities depicted on plan(s) referenced above is subject to the jurisdiction of any **municipal wetlands' ordinance or bylaw** of:

Town of Spencer

Name of Municipality

- e. whether the following **scope of alternatives** is adequate for Activities in the Riverfront Area as depicted on referenced plan(s).

**D. Signatures and Submittal Requirements**

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Signatures:

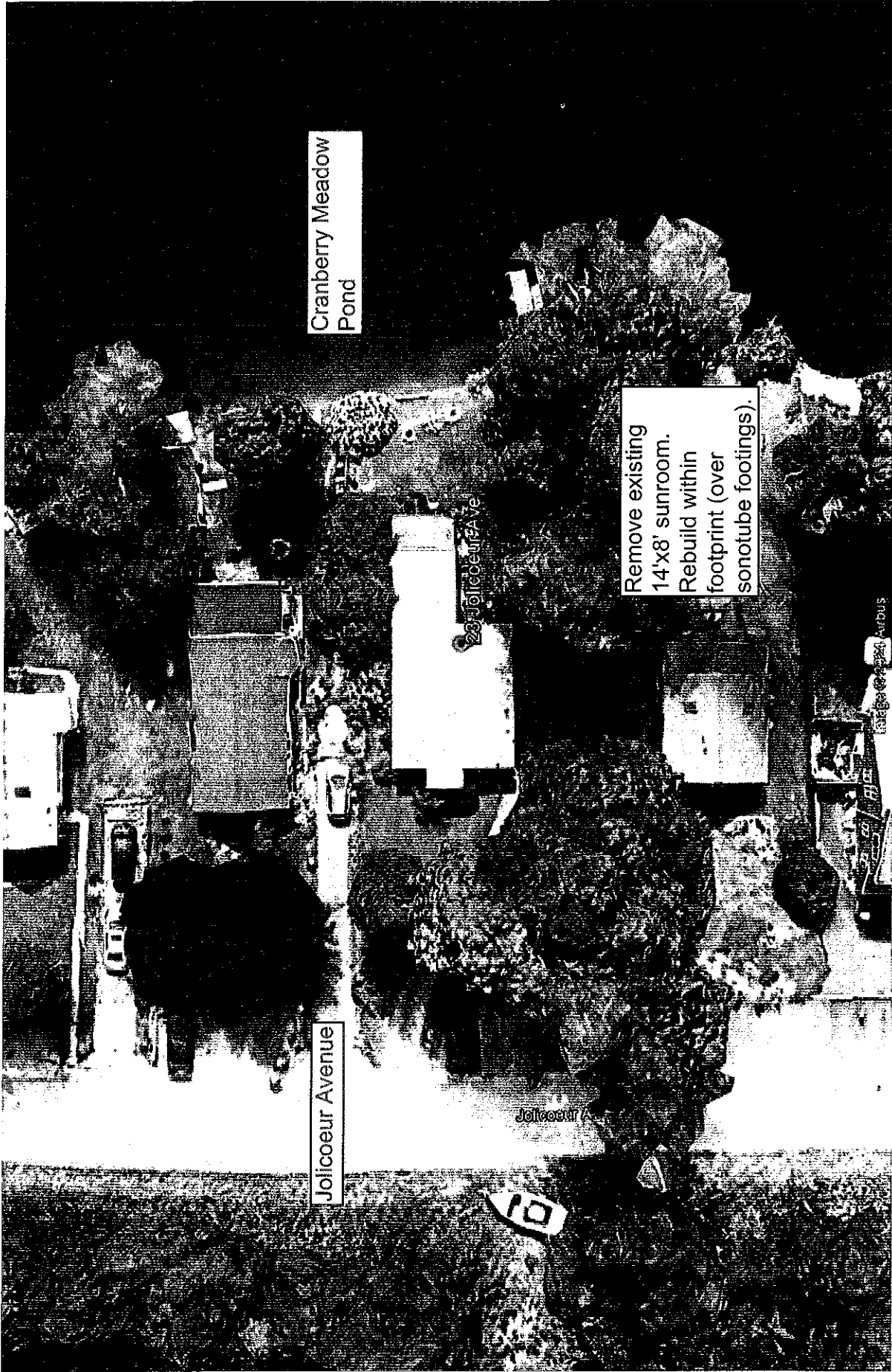
I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

Susan M Lee  
Signature of Applicant

05/11/2024  
Date

\_\_\_\_\_  
Signature of Representative (if any)

4/30/24  
Date



Cranberry Meadow Pond

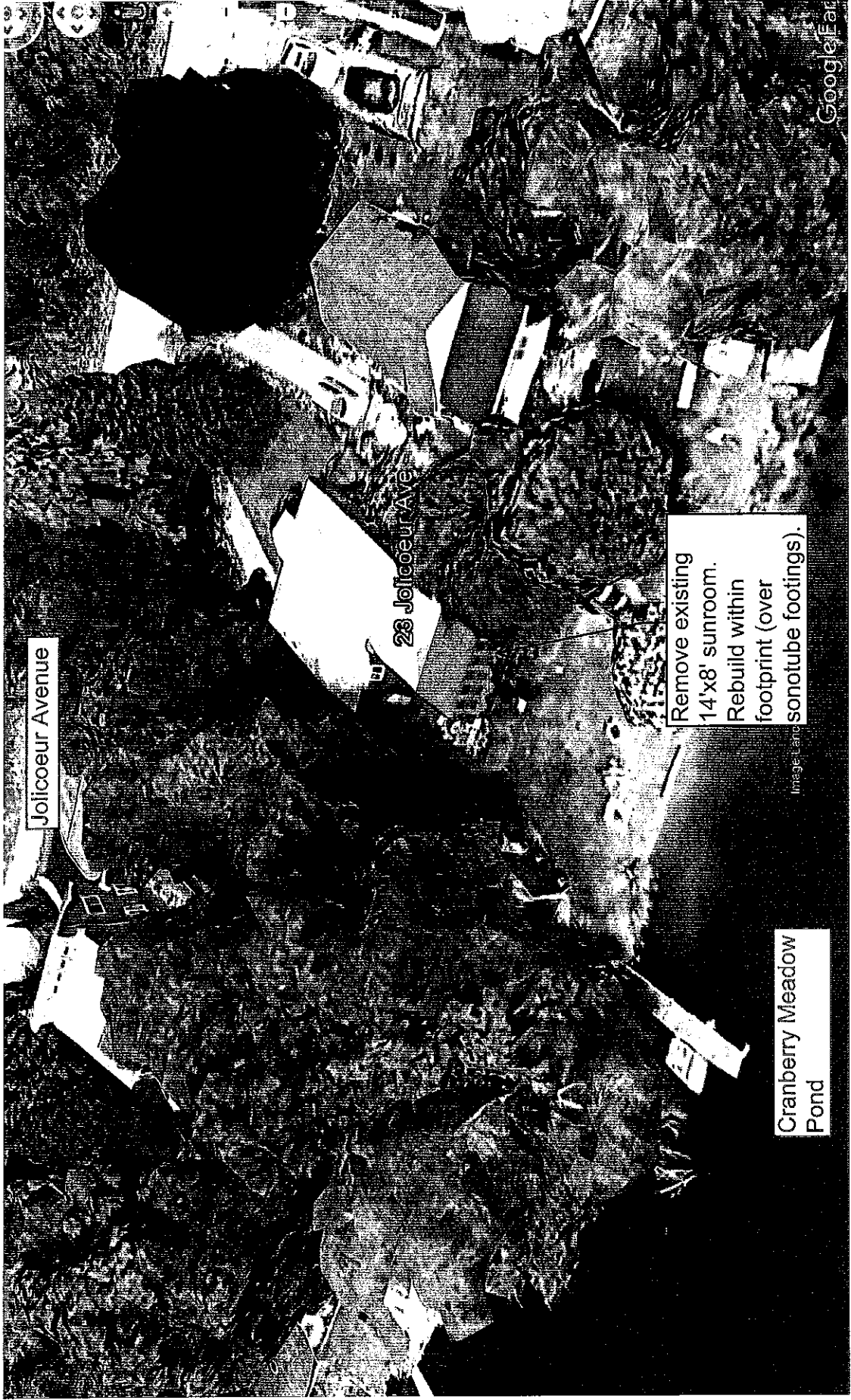
Remove existing 14'x8' sunroom. Rebuild within footprint (over sonotube footings).

Jolicoeur Avenue

23 Jolicoeur Ave

Jolicoeur Ave

Jolicoeur Ave



Jolicoeur Avenue

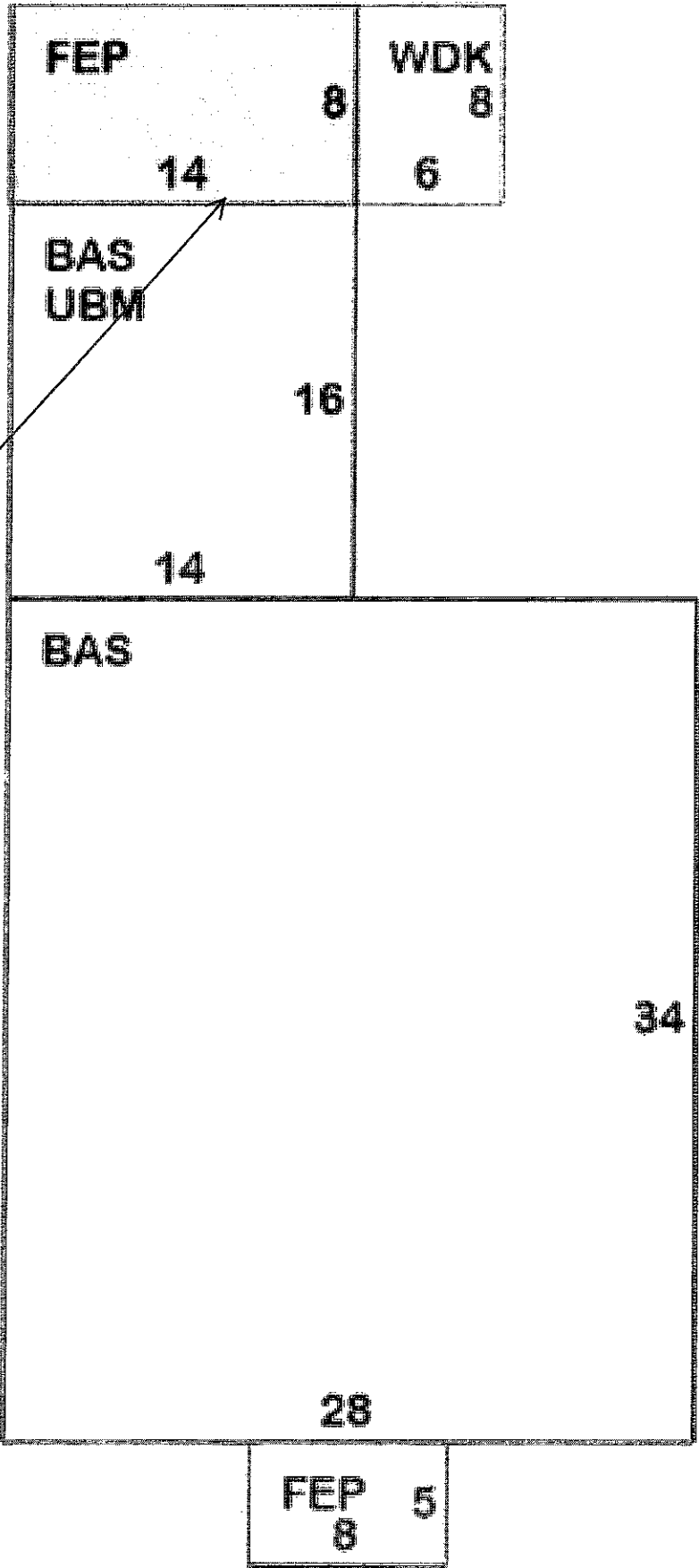
28 Jolicoeur Ave

Remove existing  
14'x8' sunroom.  
Rebuild within  
footprint (over  
sonotube footings).

Cranberry Meadow  
Pond



Remove existing  
14'x8' sunroom.  
Rebuild within  
footprint (over  
sonotube footings).



23 Jolicoeur Avenue - Spencer  
Assessors Database Building  
Dimensions

