

Framingham Conservation Commission Permitting Flow Chart

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

Applicant: _____ **Application Number:** _____

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Completed Request for Determination (RDA) is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven business days (does not include weekends, holidays, or the night of the meeting).	A		
	5. Legal notice is published within five days of the hearing in the Metrowest Daily News.	B		
	6. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A, B		
	7. Conservation Commission Meeting Agenda is posted within 48 hours of the scheduled meeting on the Town website.	B, C		
	8. Application is heard within 21 days of completed RDA submittal.	B		
	9. A decision, in the form of a Determination of Applicability (DOA) is issued within 21 days of the RDA submittal.	B		
	10. Appeals must be made within ten days for state conditions and 60 days for Bylaw conditions.	A,O		
	11. Applicant may start work if a Negative DOA is issued, and the appeal period has passed without incident. The applicant must file a Notice of Intent if the Commission issues a Positive DOA.	A		

A= Applicant
 B= Conservation Commission
 C= Town Clerk
 O= Other Party



PERMIT | FRAMINGHAM
 plan • build • grow

