

REQUEST FOR DETERMINATION OF APPLICABILITY (RDA) FILING INSTRUCTIONS

Procedures and requirements for filing a request for determination of applicability (RDA) pursuant to MGL C.131 s. 40 (the Wetlands Protection Act) and Article 3.7, the Town of Bourne Wetlands Protection Bylaw.

1) Complete the information required on the WPA Form 1:

- a. It is the applicant's responsibility to provide the Commission with all the required and requested information needed to review the subject proposal.
- b. Include a plan of the proposed work or project site showing:
 - a. Boundaries of all the wetland resource areas. (Ponds, dunes, coastal banks, etc.)
 - b. Existing and proposed contours at 2' intervals.
 - c. Boundaries for all A & V flood zones.
 - d. Mean high water and mean low water lines.
 - e. Distances between proposed structures and the wetland resource boundary.
 - f. A clearly defined LIMIT OF WORK, including areas to be landscaped.
 - g. Title box (lower right hand corner) with date.
 - h. North arrow.
- c. Requirements to be completed at the project site:
 - a. The project limit should be staked so as to display the perimeter of the project at least 5 **DAYS** prior to the meeting date.
 - b. All wetland resource boundaries (ponds, dunes, coastal banks, etc.) must be marked with numbered flags corresponding with the boundary shown on the plan.
 - c. A and V flood zone boundaries should be staked at the site to correspond with the plan's boundary.
 - d. Include a locus map and/or instruction on locating the property. A clearly visible house number or lot number should be posted on the property when this application is filed with the Commission.

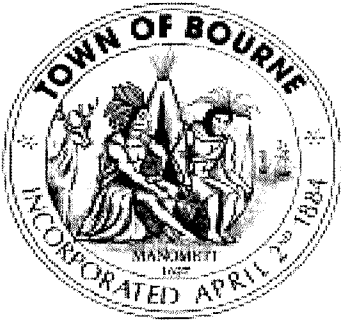
2) Fill out and sign additional documents to complete RDA submission packet:

- a. Filing Fee Form
- b. RDA Filing Worksheet
- c. Site Inspection Authorization
- d. Waiver Agreement

3) Abutter notification: Notify all direct abutters by certified mail/return receipt or hand delivery and provide the Commission with proof of notification (green cards or a signed letter). Abutters must receive notification at least five days prior to the hearing date. This is a requirement of the Town of Bourne Wetland Protection Bylaw only.

4) Submit complete packet: Submit the application through Open Gov and three (3) paper copies of the *plans only* to the Commission. **Fee:** Checks are payable to Town of Bourne for \$75, or E-check using the online payment center. Digital copy must include WPA form, maps, proof of certified mail receipts to abutters, and site plans. Send a copy of the WPA and site plan (minus the fee) to DEP SERO, 20 Riverside Drive, Lakeville, MA 02347. (Certified mail/return receipt) or MassDEP's online filing system.

5) Attend Public Meeting: A meeting date will be set within 21 days of receiving the RDA application and notification of this date will be sent to the applicant. A legal notice of the hearing will appear in a local newspaper at least five days prior to the meeting. The bill for this notice will be sent to the applicant. Determinations will not be released until payment of the legal ad fee is received.



Town of Bourne CONSERVATION COMMISSION

24 Perry Avenue
Buzzards Bay, Massachusetts 02532

RDA FILING INFORMATION WORKSHEET

In order to expedite the processing of your Request for Determination of Applicability, please complete this information sheet and submit it with your application.

1. Applicant Name: _____

2. Applicant Address: _____

3. Property Owner Name: _____

4. Property Owner Address: _____

5. Representative Name: _____

6. Representative Address: _____

7. Project Address: _____

8. Project Map and Parcel Number: Map _____ Parcel _____

9. Project Description: _____

10. Is this project in an AE flood zone?	Yes	No
--	-----	----

11. Is this project in a V flood zone?	Yes	No
--	-----	----

12. Is this project within 100 feet of a wetland resource area?	Yes	No
---	-----	----

13. Is this project within 200 feet of a riverfront?	Yes	No
--	-----	----

14. Plan Title and Date: _____

BOURNE CONSERVATION COMMISSION

Wetland Bylaw Filing Fee Submittal Form

On January 6, 1993 the Conservation Commission adopted the following fee schedule for projects reviewed under the Town of Bourne Wetland and Natural Resource Protection Bylaw Article 3.7. The fee schedule was reviewed again on November 6, 2003 and revisions were implemented on July 1, 2004 and again on January 1, 2007 with the approval of the Bourne Conservation Commission and the Board of Selectmen.

All categories refer to G.L. Ch. 131 s. 40 filing fee schedule. **4/12/06**

CATEGORY 1. _____ X \$110.00 = _____
No. Category 1 Activities Total Category 1 Fee

CATEGORY 2. _____ X \$500.00 = _____
No. Category 2 Activities Total Category 2 Fee

CATEGORY 3. _____ X \$1,050.00 = _____
No. Category 3 Activities Total Category 3 Fee

CATEGORY 4. _____ X \$1,450.00 = _____
No. Category 4 Activities Total Category 4 Fee

CATEGORY 5. \$4.00 per linear foot with a \$100.00 minimum fee and a \$2000.00 maximum fee. **(DOCKS)**

_____ X \$4.00 = _____
Total Linear Feet Total Category 5 Fee

**FOR NOTICES OF INTENT THERE IS A MINIMUM CHARGE OF \$125.00. ANY
CALCULATION LESS THAN \$125.00 MUST PAY \$125.00, ANY CALCULATION PRODUCING
A FIGURE GREATER THAN \$125.00 MUST PAY THE CALCULATED RATE.**

CATEGORY 6 (ANRAD) \$2.00/LIN.FT. UP TO \$200 FOR SFH, NO MORE THAN \$2000 (ALL OTHER ACTIVITIES)

_____ X \$2.00 = _____
Total Linear Feet Total Category 6 Fee

CATEGORY 7. \$50.00 per activity listed below.
Request for Emergency Certification - \$50.00

_____ X \$50.00 = _____
No. Category 7 Activities Total Category 7 Fee

CATEGORY 8. \$75.00 per activity listed below.

Request for Determination - \$75.00

Request for Certificate of Compliance - \$75.00

Request for Extension Permit - \$75.00

Request for Amended Order of Conditions - \$75.00

_____ X \$75.00 = _____
No. Category 8 Activities Total Category 8 Fee

TOTAL WETLAND BYLAW FILING FEE SUBMITTED TO THE TOWN OF BOURNE =

***This fee is completely separate from the fee calculated on the NOI Wetland Fee Transmittal Form (WPA Form 3) and must be paid in addition to the City/Town share of filling Fee.**

Name _____

Address _____

Tel. _____ Signature _____

Date _____

Fees may be waived at the discretion of the Conservation Commission for non-profit or educational organizations or for those projects considered by the Commission to be an environmental improvement project. Extenuating circumstances or hardship the applicant may be experiencing may also be considered for reason to waive the filing fee.

Town of Bourne
CONSERVATION COMMISSION

24 Perry Avenue
Buzzards Bay, Massachusetts 02532

Site Inspection Authorization

This form must be signed and dated by the property owner:

As the owner of the property which is the subject of this permit application, I grant to members and agents of the Bourne Conservation Commission the right to enter, inspect and sample the premises for the following:

1. To evaluate site conditions and verify information contained in the application prior to and during the hearing process.
2. To monitor the site during construction.
3. To verify compliance with the permit after the project's completion.

Signature

Date

Address of Proposed Work (*include map and parcel*)

Town of Bourne
CONSERVATION COMMISSION

24 Perry Avenue
Buzzards Bay, Massachusetts 02532

Waiver Agreement

Bourne Conservation Commission
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

Commissioners:

I hereby waive the time requirement set forth in Chapter 131 s. 40 (Wetlands Protection Act), its regulations at 310 CMR 10.00, and the Town of Bourne Wetlands Protection Bylaw Article 3.7. I understand the Commission will make every effort to hold a public meeting within the mandated 21 day time frame and render a decision within the subsequent time frame.

In agreeing with this waiver the public meeting will take place within 35 days of receiving the Request for Determination of Applicability.

Applicant's or Representative's

Date

Signature

Applicant's Name: (*print*)_____

Address:_____

Telephone:_____

Project Location:_____

REQUEST FOR CERTIFIED ABUTTERS LIST

REQUESTED BY:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____

PURPOSE OF CERTIFIED ABUTTERS LIST:

SUBJECT PROPERTY:

LOCATION _____

MAP/PARCEL _____

Check appropriate purpose:

Planning Board

- ☐ Special Permit
- ☐ Sub-division
- ☐ Waiver of SP/SPR
- ☐ Site Plan Review

Zoning Board of Appeals

- ☐ Variance
- ☐ Special Permit

☐ Cape Cod Commission

☐ Board of Selectmen:

- ☐ Special Permit
- ☐ Liquor License

☐ Board of Health

☐ Conservation Commission

- ☐ RDA
- ☐ NOI

Assessors Office Use Only

ABUTTERS:

MAP/PARCEL

MAP/PARCEL

MAP/PARCEL

**PUBLIC MEETING NOTIFICATION TO ABUTTERS
UNDER THE MASSACHUSETTS WETLANDS PROTECTION ACT, CHAPTER 131, SECTION 40 AND
THE TOWN OF BOURNE WETLANDS PROTECTION BYLAW ARTICLE 3.7**

Please be advised that the BOURNE Conservation Commission will review the Request for a Determination of Applicability (RDA) application of:

(Applicants/owners) _____ for work proposed at

Location: _____ Bourne, MA
(Assessors Map _____ -Parcel _____).

The purpose of this notification is to allow the public the opportunity to review and comment on the proposed work.

PROPOSED WORK:

The applicants propose to:

The *Abutters List* was prepared by the Assessor's Department of Bourne and the list indicates that you are one of the abutters to the locus (see the enclosed list.) *We look forward to your participation in the review process.*

The PUBLIC MEETING on this matter is scheduled for:

Date:

Time:

Place:

The PLAN & the RDA application concerning this matter are on file with the Bourne Conservation Commission. They may be reviewed during normal business hours Monday-Friday from 8:30 AM to 4:30 PM. You may call the department at (508)-759-0600 X1344 to arrange an appointment or to ask questions. The plans can be viewed by emailing SFitch@townofbourne.com or AAmado@townofbourne.com.

Additional questions can be directed to:



Instructions for Completing WPA Form 1 – Request for Determination of Applicability

Please read these instructions before completing the Request for Determination of Applicability (WPA Form 1) for more information on certain items that are not self-explanatory.

Purpose of the Request for Determination of Applicability

The Request for Determination of Applicability (RDA or Request) is a process that provides applicants with the *option* of obtaining a determination on the applicability of the Wetlands Protection Act (WPA or the Act) and its regulations to a proposed site and/or activity. Before filing this form to confirm the boundary delineation of a resource area, the applicant should discuss other delineation review options with the Conservation Commission. The Commission may require the submission of WPA Form 3 (Notice of Intent), WPA Form 4 (Abbreviated Notice of Intent), or WPA Form 4A (Abbreviated Notice of Resource Area Delineation).

The applicant is responsible for submitting a complete and accurate description of the site and project to the Conservation Commission. This will minimize requests for additional information by the issuing authority which may result in an unnecessary delay in the issuance of a Determination of Applicability (DOA).

The Conservation Commission also may require that supporting materials (plans and calculations) be prepared by professionals including, but not limited to, a registered engineer, registered architect, registered landscape architect, registered land surveyor, registered sanitarian biologist, environmental scientist, geologist, or hydrologist when the complexity of the proposed work warrants specialized expertise.

To complete this form, the applicant should refer to the Wetlands Protection Act Regulations (310 CMR 10.00) at [MassDEP's website](#). Copies of the regulations are available for viewing at public libraries and county law libraries across the state, as well as at the Department's Regional Service Centers. Official copies of the wetland regulations are available for sale from the State House Bookstore (617.727.2834) and State House Bookstore West (413.784.1378).



Massachusetts Department of Environmental Protection

Bureau of Water Resources – Wetlands Program

WPA Form 1 - Request for Determination of Applicability

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

Submit a Completed WPA Form 1 – Request for Determination of Applicability

For Conservation Commission:

Submit one (1) copy of the completed Request for Determination of Applicability, with all attachments, to the local Conservation Commission.

For MassDEP:

Submit one (1) copy of the completed Request for Determination of Applicability, with all attachments, to the appropriate MassDEP Regional Office. The RDA and supporting documents may be mailed to the MassDEP regional office at the same time that the RDA is filed with the Local Conservation Commission.

Submitting a copy of the RDA to MassDEP can be accomplished electronically using the eDEP RDA Submittal Platform or by mailing the RDA to the appropriate MassDEP regional office. Both methods of submitting the RDA fulfill the regulatory requirement to 'mail' a copy of the RDA to the MassDEP regional office. Separate instructions are provided below for each submittal method.

Submit RDA Electronically – eDEP Submittal Platform Option

An eDEP Submittal Platform option is now available for applicants to electronically attach and submit a completed copy of the RDA to MassDEP. Using the Submittal Platform fulfills the applicant's requirement to mail a copy of the RDA to the MassDEP Regional Office. It also eliminates the cost of mailing the form and provides a dated email receipt as proof of submittal. Applicants are encouraged to use this option to electronically submit RDAs to MassDEP.

A link to the instructions for uploading an RDA using the RDA Submittal Platform can be found on the eDEP Wetlands Forms page in your [My eDEP](#) account. These step-by-step instructions will walk you through the process to successfully submit the RDA, including how to attach the hard copies for submitting to MassDEP.

When submitting electronically, filling in the Latitude and Longitude fields on the WPA Form 1 – Request for Determination of Applicability is not required as this will be accomplished after the form is submitted.

Submit RDA by Mail Option

A copy of the RDA and supporting documents may also be mailed to the MassDEP regional office when the RDA is filed with the Local Conservation Commission. Find the appropriate MassDEP regional office on the web at <https://www.mass.gov/service-details/massdep-regional-offices-by-community>.



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Bureau of Water Resources – Wetlands Program

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Completing WPA Form 1 Section B: Project Description

In this section, the applicant must describe the area and proposed activities (if any). The type of information required depends, in part, on the type of determination requested in Section C. In all cases, the applicant should describe the site based on the wetland jurisdictional areas and their boundaries under the Wetlands Protection Act and regulations.

1a. Project Location. Include a street address (if one exists) and, if known, the Assessors' map or plat number, the parcel number, and the lot number. The map or plat, parcel, and lot numbers must be included if the lot subject to the Request does not contain a residence, school, or commercial or industrial establishment, or if the lot is being subdivided.

There are **two different ways** to obtain the latitude and longitude for the project site location depending on whether you are submitting the RDA to MassDEP electronically or by mail.

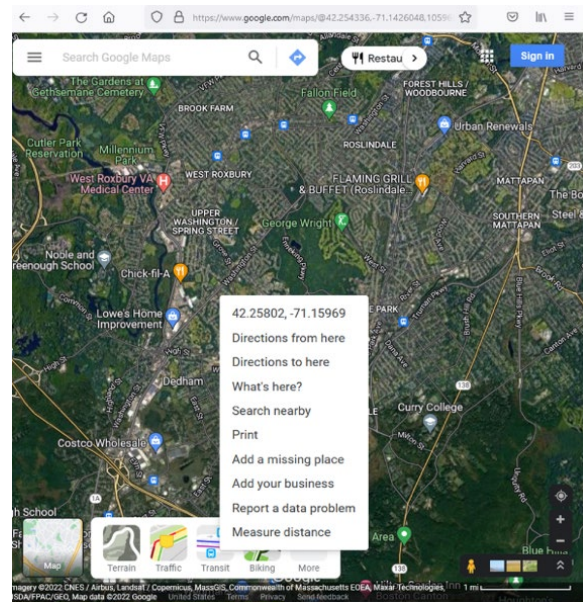
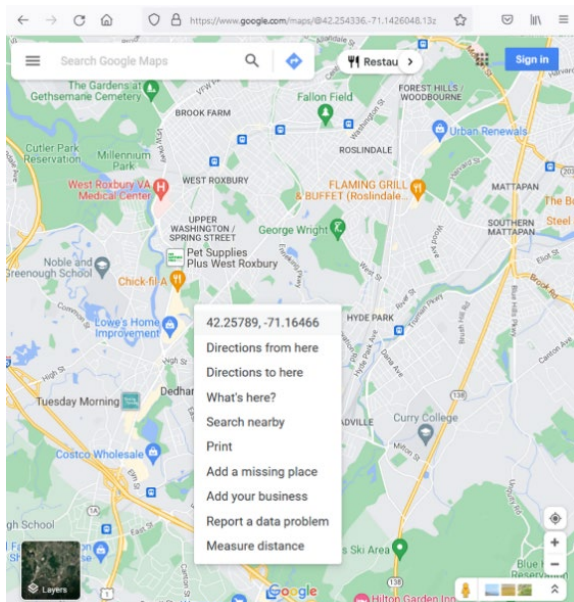
When attaching and submitting the RDA using the eDEP Platform

Do this **only** if you are planning to attach and submit the RDA via the eDEP platform. Leave the latitude and longitude fields **BLANK** on the hard copy form. When you go into the eDEP submittal platform there will be a map viewer for you to enter the latitude and longitude. Step by step instructions on how to use the Map Viewer is on the [eDEP RDA Information Page](#).

When mailing a hard copy to the MassDEP Regional Office

Do this **only** if you are mailing a hard copy of the RDA form to the MassDEP regional office. Use Google Maps or another mapping program to get the latitude and longitude in decimal degrees format. [A link to video instructions](#) for google maps is also on the RDA form. To find the coordinates of the project location:

1. On your computer, open Google Maps. <https://www.google.com/maps>
2. Right-click the project location or area on the map. This will open a pop-up window. You can find the latitude and longitude in decimal format at the top.
3. To copy the coordinates automatically, click on the latitude and longitude.
4. Enter the Latitude and Longitude data into the RDA **to 5 places after the decimal point**.
5. Save your work and continue completing the form.





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1b. Area Description. Describe the physical characteristics of the area where the activity/work will occur in narrative form (e.g., level lawn, steep vegetated slope, moderately steep paved area). If needed, attach additional sheets for a more complete description of the area; a map or plan may also be used as part of the area description (see instructions for 1c for plan and map requirements).

1c. Plan and/or map reference(s). On the application form, list the titles of all attached plans and maps, as well as the most recent revision date.

Submit an 8.5" x 11" section of the U.S. Geologic Survey (USGS) quadrangle or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site.

Plans should be of adequate size, scale, and detail to describe the site, resource area boundaries, and proposed work completely and accurately. The following guidelines are provided to encourage uniformity:

Sheet Size

- Maximum 24" x 36"
- If more than one sheet is required to describe the proposed site and/or proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to jurisdiction under the WPA.

Scale

- Not more than 1" = 50'
- If plans are displayed, include graphical scales

Title Block

- Included on all plans
- Located at the lower right-hand corner, oriented to be read from the bottom when bound at the left margin.
- Include original date plus additional space to reference the title and dates of revised plans.

2a. Activity Description. Activity Subject to Regulation under the WPA is described in 310 CMR 10.02. If the Request is to determine jurisdiction over proposed activity, the applicant is asked to describe the activity in detail. Proposed activity can be described in narrative form. If needed, attach additional sheets for a more complete description of the activity; a map or plan may also be used to describe the work (see 1c. instructions above for plan and map requirements).

Provide the following information below for the WPA, depending on which boxes you are checking under **Section C: Determinations.**

If checking box 1c. - Describe the proposed Activities and precise location relative to the boundaries of each wetland resource area and the Buffer Zone on the site.

If checking box 1d. - Describe the proposed Activities and precise location relative to the boundaries of areas which may be subject to municipal wetland ordinance or bylaw.

If checking box 1e. - Describe the proposed Activities and precise location relative to the boundaries of the Riverfront Area.

2b. Exemptions. Exemptions are allowed under the Wetlands Protection Act for certain mosquito control, commercial cranberry bogs, agricultural, and aquacultural projects and for projects authorized by Special Act prior to 1/1/73. These exemptions are defined, in part, in 310 CMR 10.002(2)(a)2 and 10.02(2)(b) and in the definitions of agriculture and aquaculture in 310 CMR 10.04. In addition, there are



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exemptions for certain stormwater management projects (310 CMR 10.02(3)); specific minor activities in the Buffer Zone (310 CMR 10.02(2)(b)); and certain other projects in the Riverfront Area (310 CMR 10.58(6)(b)).

3a. Riverfront Area Scope of Alternatives. Complete this section only if 1e. under Section C is checked. In 3a, check one box that best describes the project. The classifications listed in 3a and the scope of alternatives which projects in each classification must analyze are explained in 310 CMR 10.58(4)(c)2.

Completing WPA Form 1 Section C: Determinations

Check one or more of the boxes that apply to your Request:

1a. To determine whether the area depicted on plan(s) and/or map(s) referenced below is an area subject to jurisdiction under the Wetlands Protection Act and its regulations at 310 CMR 10.02.

1b. To confirm the precise boundaries of any delineated wetland resource area. NOTE: before checking 1b., consult with the Commission to determine if they will issue a confirmation of wetland resource area boundaries in response to the filing of WPA Form 1.

1c. To determine whether the WPA applies to Activities which are planned within a resource area or within the Buffer Zone to a resource area. Activities Subject to Regulation under M.G.L. c.131, s.40, or Areas Subject to Regulation are found in 310 CMR 10.02.

1d. To determine whether the city or town has a local wetlands ordinance or bylaw which applies to any particular area of land and/or to work which is planned within this area of land.

1e. To determine if the scope of alternatives to be considered is adequate for Activities in the Riverfront Area. The scope of alternatives which must be considered for various types of projects in the Riverfront Area is contained in the wetland regulations at 310 CMR 10.58(4)(c)2.

For the reviewing agency to obtain a complete description of the project site, resource area boundaries must be clearly delineated. Further explanation of Boxes 1a – 1e follows.

Resource Areas: Boundaries.

For boundaries of inland resource areas (including the Riverfront Area, which may be either inland or coastal), refer to subsection (2), “Definitions, Critical Characteristics and Boundaries” for each resource area covered under 310 CMR 10.54 – 10.58.

For boundaries of coastal resource areas, refer to the definitions in 310 CMR 10.04 and 10.24 for each resource area covered under 310 CMR 10.25 – 10.35, as well as in the text of Section 10.25 – 10.35.

The boundary of the Buffer Zone is determined by measuring 100 feet horizontally from those areas specified in 310 CMR 10.02(1)(a).

1a. Describe the site and, if possible, the boundary of any area that may be subject to jurisdiction under the WPA (including the Buffer Zone).



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1b. As noted earlier, 1b., should only be checked with approval of the Conservation Commission. If checked, submit:

- plans identifying the precise boundaries of the resource area(s) delineated.
- method used to determine the boundaries of Bordering Vegetated Wetland. Note whether the boundary was delineated based on the presence of one or more of the following:
 - 50% or more wetland indicator plants
 - Saturated/inundated conditions
 - Groundwater Indicators
 - Direct Observation
 - Hydric soil indicators
 - For disturbed sites: specific, credible evidence of conditions prior to disturbance.
- Use one of the methods indicated above to determine the boundaries of Bordering Vegetated Wetlands (BVW). On the form, check all the methods that are used to determine the boundary. These methods are discussed in the wetland regulations at 310 CMR 10.55(2)(c). When undertaking BVW delineations, whether by vegetation alone or by vegetation and other indicators of wetland hydrology, applicants are encouraged to use the Department's BVW Handbook: [Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act \(2023\)](#). This document is available for purchase from the State House Bookstore (617.727.2834) and State House Bookstore West (413.784.1378). The Department encourages applicants to complete the [BVW Field Data Form](#) cited in the handbook and submit it with the Request for Determination of Applicability. If detailed vegetative assessments are not required for a particular site, the reasons should be noted on the Field Data Form.

1c. Describe the boundaries of all resource areas and Buffer Zones where work will occur, or which could be impacted by the activity.

1d. Describe the site, and if possible, the boundary of any area that may be subject to a municipal wetland ordinance or bylaw. If there are areas on the site which are not subject to the Wetlands Protection Act, but which may be subject to a municipal wetland ordinance or bylaw (if any), specifically note the boundaries of such areas. Describe all areas where work is planned if such work may be subject to a municipal wetland ordinance or bylaw.

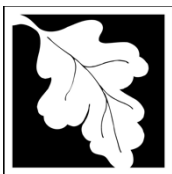
1e. Indicate the precise location of all work relative to the boundaries of the Riverfront Area.

Completing WPA Form 1 Section D: Signatures and Submittal Requirements

A completed WPA Form 1, with all attachments, must be submitted to the Conservation Commission. The applicant also must send a copy of WPA Form 1 and all attachment to the appropriate DEP Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community> for locations of regional offices and the communities they serve) **and** to the property owner, if different from the applicant. **The original and copies must be sent simultaneously.** Failure by the applicant to send the copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Note that if the applicant opts to use the eDEP submittal platform the completed signed hard copy of the RDA must be uploaded onto the platform to ensure that the submittal is complete. Once the eDEP submittal is sent, the Applicant will be sent a confirmation email of the date of receipt by MassDEP.

Fees: Under the Wetlands Protection Act and at 310 CMR 10.00 there is no application fee for the Request for Determination of Applicability. However, Conservation Commissions may charge fees under their local by-laws, if applicable. Although RDA fees are not required under WPA and its regulations, a notice of the Request must be placed in a local newspaper and published at least five days prior to the public meeting, at the applicant's expense. Please contact your Conservation Commission regarding the procedure for public newspaper notice.



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:

First Name _____

Last Name _____

Address _____

City/Town _____

State _____

Zip Code _____

Phone Number _____

Email Address _____

2. Property Owner (if different from Applicant):

First Name _____

Last Name _____

Address _____

City/Town _____

State _____

Zip Code _____

Phone Number _____

Email Address (if known) _____

3. Representative (if any)

First Name _____

Last Name _____

Company Name _____

Address _____

City/Town _____

State _____

Zip Code _____

Phone Number _____

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):

Street Address _____

City/Town _____

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)

Assessors' Map Number _____

Assessors' Lot/Parcel Number _____

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

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

Title _____

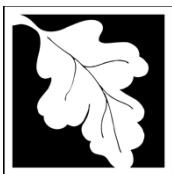
Date _____

Title _____

Date _____

[How to find Latitude and Longitude](#)

[and how to convert to decimal degrees](#)



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Municipality

B. Project Description (cont.)

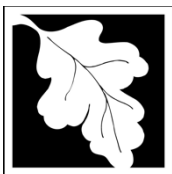
2. a. Activity/Work Description (use additional paper and/or provide plan(s) of Activity, if necessary):

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).



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Municipality _____

C. Determinations

1. I request the _____ 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:

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.

Signature of Applicant

Date

Signature of Representative (if any)

Date