

**WETLANDS PROTECTION COMMITTEE**

Town Hall, 525 Washington Street, Wellesley, Massachusetts 02482-5918

Requirements for a Request for Determination of Applicability

- ☐ Completed, signed and dated WPA Form 1, Request for Determination of Applicability (RDA)
- ☐ Supporting materials (photographs, plans, sketches, etc.)
- ☐ A description of the stormwater management if applicable
- ☐ A description of any encroachments onto abutting Town land
- ☐ Check payable to the Town of Wellesley for \$100
- ☐ Contact to mail the permit to: _____
- ☐ Submit the following complete application packages to the NRC office before the deadline*:
 - One (1) Original (paper)
 - One (1) Copy (paper)
 - One (1) of either of the following (please circle):
 - One (1) USB Flash Drive; or
 - One (1) PDF or Download link (electronic) to nrc@wellesleyma.gov AND jmeyer@wellesleyma.gov
- ☐ Submit a copy of the completed, signed, and dated WPA Form 1, Request for Determination of Applicability (RDA) to MassDEP at:
 - MassDEP Northeast Regional Office
100 Tradecenter Drive, Suite 760
Woburn, MA 01801

**** Please indicate who will pay for the Legal Ad:** _____

The local newspaper (Wellesley Townsman or MetroWest Daily News) will bill the applicant directly for the legal notice. The NRC Office staff will place the notice in the paper.

*Note: Wetlands hearings are typically held every three weeks. Application deadlines and meeting dates are posted on the Wetlands Protection Committee (WPC) website. Please contact Wetlands Administrator, Julie Meyer at jmeyer@wellesleyma.gov for further information and/or to have an item placed on the agenda. The applicant and/or applicant's representative should plan to attend the meeting to explain the proposal to the Committee.