

FILING A REQUEST FOR DETERMINATION OF APPLICABILITY - (RDA) - WPA Form 1

The Town of Hingham Conservation Commission requirements for Filing a RDA can be found in the Hingham Wetland Regulations–(Rev. 3/1/10) which is located on the TOH Conservation website:

<http://www.hingham-ma.gov/conservation/index.html>

The Town of Hingham Wetlands Protection Bylaw–Article 22 was approved by the Attorney General on 8/7/08. This can also be found on the Conservation website page.

Reference copies are available to read in the Conservation Office or can be purchased.

 **CHECKLIST :**

Please go to the DEP website to download and print the instructions and the latest **WPA Form 1:**

Request for Determination of Applicability: <http://mass.gov/dep/water/approvals/wwforms.htm#wetlands>

Wetlands and Waterways Forms

Scroll down the website page to the section called *Wetland Protection Act Permits.*

Submit to Hingham Conservation Commission:

- a. Request for Determination of Applicability – WPA Form 1 - (2 copies)
- b. Plans* (2 copies - See below)
- c. Filing Fee(s) payable to the Town of Hingham (ByLaw fee). There is no state filing fee for a RDA.
- d. I have read and signed the Hingham Conservation Commission’s **Policy on Receipt of Information**
- e. The Applicant/Representative understands that a Public Legal Notice will be published in The Patriot Ledger placed by the Conservation Office staff. The Applicant/Representative will be billed directly by the Patriot Ledger for the Public Legal Notice and is responsible for payment.
- f. Please make sure that the application has an email address for the Applicant and Representative so that the hearing date and public legal notice can be emailed to them.
- g. One copy of the application and plans must be submitted to the DEP SERO Regional Office, Wetland and Waterways, 20 Riverside Dr. Lakeview, MA 02347 for review. Send via certified return receipt mail.

I understand that the Hingham Conservation Commission has a Voluntary Waiver of the 21 Day Deadline for Hearings and Decision Deadlines.

***PLANS:**

In addition to the requirements listed in the “General Instructions,” plans must detail the following information:

- _____ 1. Location of wetlands (must be a reliable wetlands line – less than 3 years old)
- _____ 2. Delineation of the 100’ buffer zone to the wetlands
- _____ 3. Delineation of the 50’ “no activity” buffer strip
- _____ 4. Measured distance from limit of work to wetland line
- _____ 5. A written description of the proposed work
- _____ 6. Photographs of the existing property conditions of the site are helpful.

Please note that unless all required components are included, your application will not be considered administratively complete. Upon receipt of the completed application, a public meeting will be scheduled between you and the Commission. You or your representative should attend the public meeting to explain the project and answer questions.

The final agenda for the meeting will be posted 48 hours in advance of the meeting date at Town Hall (Saturdays, Sundays and holidays do not count). To see the agenda go to <http://www.hingham-ma.gov/> and select the Events Calendar.

Applicant or Applicant’s Representative Signature

Date