

FILING A REQUEST FOR DETERMINATION OF APPLICABILITY- (RDA) HINGHAM CONSERVATION COMMISSION



CHECKLIST: THE HINGHAM CONSERVATION COMMISSION WILL NOT ACCEPT INCOMPLETE FILINGS. You must check off all items applicable to your project, sign and return to the HINGHAM Conservation Commission with the completed Request for Determination of Applicability form.

Read attached “General Instructions for completing *Request for Determination of Applicability - WPA Form 1*” or go to the DEP website for the instructions and the latest WPA Form 1: <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.*

The Conservation Office will not accept outdated forms.

Submit to Hingham Conservation Commission:

PLEASE NOTE THAT THERE IS A NEW TOWN OF HINGHAM WETLANDS PROTECTION BYLAW - ARTICLE 22 THAT WAS APPROVED BY THE ATTORNEY GENERAL ON 8/7/08.

THIS IS AVAILABLE ONLINE. <http://www.hingham-ma.gov/conservation/index.html>

- 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)
- d. ___ Wetland Fee Category Summary on how you calculated the Hingham Bylaw fee(s).
- e. ___ I have read and signed the Hingham Conservation Commission’s **Policy on Receipt of Information.**
- f. ___ I have read and signed the Hingham Conservation Commission’s **Waiver of 21-Day Deadline.**
- g. ___ **PLEASE MAKE SURE THAT WE HAVE BOTH A PHONE NUMBER AND AN EMAIL ADDRESS TO CONTACT THE APPLICANT AND REPRESENTATIVE.**
- h. ___ The applicant/representative understands that a Public Legal Notice will be published in The Patriot Ledger placed by the Conservation Office. The applicant/representative will be billed directly for the Public Notice and is responsible for payment.

***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)
- ___ 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.

Please note that unless all required components are included, your application will not be considered complete. We will hold a public hearing and the Commission will issue a decision within 21 days of the receipt of a complete filing. The final agenda for the meeting will be posted 48 hours in advance of the meeting date at Town Hall. To see the agenda, go to <http://www.hingham-ma.gov/> and select the events calendar.

Applicant or Applicant’s Representative Signature

Date