



## TOWN OF HINGHAM CONSERVATION COMMISSION

### APPLICATION CHECKLIST REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

The following checklist should be used when submitting a Request for Determination of Applicability (RDA) to the Conservation Commission under the MA Wetlands Protection Act and Hingham Wetlands Protection Bylaw. Please also refer to the DEP [Instructions for Completing WPA Form 1- Request for Determination of Applicability](#). Submit one (1) hard copy of the following to the Conservation office by hand delivery or certified mail and one electronic copy of the complete application to [conservation@hingham-ma.gov](mailto:conservation@hingham-ma.gov)

- WPA Form 1- *Request for Determination*: [WPA Form 1 Department of Environmental Protection](#)
- A check payable to the Town of Hingham for the [Town of Hingham Wetlands Protection Bylaw fee](#)
  - \$50 base fee for ancillary work on an existing single family house and all other requests for the first acre of land, \$40 for each additional acre of land
  - Please redact bank account information from photocopies
  - Note, a public legal notice is prepared and submitted by staff and the newspaper will invoice the applicant
- Narrative describing the area, proposed activity, the on-site wetland resources, existing/proposed impervious surface calculations and proposed mitigation (per the [Buffer Zone Mitigation Policy](#)), tree removal/replacement request (per the [Tree Removal and Replacement Policy](#)), and stormwater management features, as applicable.
- Project plan of adequate size, scale, and detail to describe the site, resource areas, and proposed work including the following information:
  - All wetland resource area boundaries including the 50 and 100 foot Buffer Zone\*
  - FEMA Floodplain boundaries, as applicable
  - Location of existing and proposed structures
  - Proposed mitigation areas, as applicable
  - Limit of work/erosion and sediment control line
  - Stockpile locations and other stormwater BMPs, as applicable
  - Trees of 6 inches or greater DBH in the Buffer Zone to be removed, as applicable

\* If a professional wetland delineation has not been performed, the most current GIS DEP wetlands layer may be used [MapsOnline Site Hingham, MA SimpliCITY Mapping by PeopleGIS](#) to estimate the resource area boundaries, in coordination with Conservation staff.

Please note the Commission may require supporting plans or materials be prepared by professionals including, but not limited, to a registered professional engineer, land surveyor, wetland scientist, etc.

- Proof of mailing the RDA to the MA Department of Environmental Protection (DEP), Southeast Regional Office at 20 Riverside Drive, Lakeville MA, 02347 (certified mail receipt from the post office) or proof of electronic filing (eDEP Transaction Number)
- The Conservation Commission's [Policy on Receipt of Information](#)
- Optional - [Voluntary Waiver of Deadlines](#) and [Permission to Access Site](#)



Massachusetts Department of Environmental Protection  
Bureau of Water Resources - Wetlands

**WPA Form 1- Request for Determination of Applicability**

Hingham  
Municipality

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

**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:

Elizabeth	Kenrick	
First Name	Last Name	
221 Boston Road		
Address		
North Billerica	MA	01862
City/Town	State	Zip Code
617-492-2808	ekenrick@lombardidesign.com	
Phone Number	Email Address	

2. Property Owner (if different from Applicant):

Lori and Gillis	Cashman	
First Name	Last Name	
100 Otis Street		
Address		
Hingham	MA	02043
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):

100 Otis Street	Hingham
Street Address	City/Town
42.24852	-70.89050
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)
50	3
Assessors' Map Number	Assessors' Lot/Parcel Number

[How to find Latitude and Longitude](#)

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

b. Area Description (use additional paper, if necessary):  
A steep vegetated slope in the 50'-100' buffer zone that is separated from the resource area by 3A.

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

Landscape Package, by Gregory Lombardi Design, Inc..	2025-11-20
Title	Date
Existing Conditions Site Plan, 100 Otis Street, by MetroWest Engineering, Inc	2023-09-18
Title	Date



**B. Project Description (cont.)**

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

We would like to remove the existing planting within the 100' wetland buffer zone so that the property is aesthetically consistent with the surrounding neighborhood. There is road work scheduled to start along Otis Street (Route 3A) in the next 2 years. The majority of the plants in the buffer zone will be disturbed and will most likely need to be removed for that road work. In particular the 2 existing trees over 6" caliper that fall within the 100' buffer will need to be removed due to the relocation of the sidewalk.

- 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).

CMR 10.02 minor activities in the buffer zone

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.)



**C. Determinations**

1. I request the Hingham Conservation Commission make the following determination(s). Check any that apply:

- 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:

Town of Hingham

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.

*[Handwritten Signature]*  
Signature of Applicant

2025/11/18  
Date

\_\_\_\_\_  
Signature of Representative (if any)

\_\_\_\_\_  
Date

**Request for Determination of Applicability**

**100 Otis Street, Hingham, MA**

**WPA Form 1, B., c. additional item**

Town Construction Plan, by Town of Hingham

2025-10-01 (received on)

Title

Date

**Narrative**

A portion of the property falls within the 50'-100' buffer in the front yard. This portion of the buffer zone is separated from the resource area by 3A (Otis Street) and the public sidewalk. The area within the 100' buffer is currently covered in a mixture of shrubs and trees and is on a steep slope. There are 2 trees in the buffer zone that are 6" or greater. One is a 6" Red Oak and one is an 8" caliper Black Cherry. We would like to remove all vegetation in the buffer zone. The two existing trees that are greater than 6", as well as the majority of the shrubs all fall within a zone that is scheduled to be removed by the town due to road construction. In addition to shifting the sidewalk further into the property the town will be regrading the slope which would have a negative impact on any roots.

# HINGHAM WETLAND REGULATIONS

## APPENDIX C

### Policy on Receipt of Information

(Revised March 4, 2024)

1. New applications/filings must be submitted to the Conservation office (by certified mail or hand delivery) two weeks prior to the meeting date, on Monday by noon, to facilitate the placement of the legal ad and to allow timely review by the Conservation Officer (if the office is closed on Monday due to a holiday, then the information is due on the preceding Friday by noon). Conservation staff will review the application for administrative completeness. Upon receipt of a complete application, a hearing or meeting will be scheduled in accordance with the 310 CMR 10.05(5) and the Wetland Regulations, Section 7.6.
2. If deemed necessary, based on the Commission's meeting schedule, Conservation staff may request the applicant *voluntarily* waive the 21 day statutory deadline for holding a public hearing or issuing a Determination of Applicability.
3. Requests for additional information may be made by the Commission members or their agent to clarify the scope of the project or determine compliance with the 310 CMR 10.00 and/or the Hingham Wetland Regulations. Such requests, if not made at the public hearing, will be communicated to the applicant or their representative as promptly as possible.
4. Additional information requested by the Commission or their agent in accordance with No.3, must be submitted to the Conservation office a minimum of 7 days prior to the meeting date, on Monday by noon. If the office is closed on Monday due to a holiday, the information is due on the preceding Friday by noon. *Revisions submitted after the established deadline may not receive a review, thereby resulting in a continuance to the next available meeting.*
5. The Commission may engage the peer review services of an outside consultant as provided by M.G.L. Ch. 44, § 53G, to be paid for by the applicant, for specific expert review deemed necessary to come to a final decision on a submitted application. Specific consultant services may include but are not limited to, review of a Notice of Intent, Wetland Resource Area Delineation, Stormwater/Drainage Reports, etc. The consultant shall be chosen by the Conservation Commission by vote at the public hearing, and report only to the Commission or its agent. *Requested additional information/revisions by the peer reviewer is required a minimum of two weeks prior to the hearing date.*
5. All supplemental documentation and revised plans must include a revision date and must be date stamped by the Conservation office upon receipt. If this information is not present, the documents may be considered incomplete and may not receive a timely review, thereby resulting in a continuance to the next available meeting.
6. Please note that all supplemental documentation and revised plans submitted to the Commission for a pending application, subject to the MA Wetlands Protection Act, must also be sent to the DEP Southeast Regional Office, 20 Riverside Dr., Lakeville, MA 02347

The Hingham Conservation Commission is committed to a thorough and timely review of each application and an efficient hearing process. Cooperation with this policy is appreciated to facilitate these efforts. Exceptions to this policy may be made by the Conservation staff if deemed warranted. Please sign and include with your filing. Thank you.



Applicant or Applicant's Representative Signature

2025/11/18

Date

## Receipt



### Summary/Receipt

print receipt

Exit

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1960238  
Date and Time Submitted: 11/18/2025 1:59:51 PM  
Other Email :

**Form Name:** Submittal Platform for WPA Form 1 - RDA

Project Location  
City/Town Name: HINGHAM  
Location: 100 OTIS STREET  
Project Description: ACTIVITY WITHIN THE 100' WETLAND BUFFER ZONE

Applicant Information  
Name: ELIZABETH KENRICK  
Company: GREGORY LOMBARDI DESIGN INCORPORATED  
Address: 221 BOSTON ROAD, NORTH BILLERICA, MA, 01862

**Ancillary Document Uploaded/Mailed**  
2025-11-18\_RDA Form

[My eDEP](#)



BILLERICA  
 460 BOSTON RD  
 BILLERICA, MA 01821-9998  
 www.usps.com

11/18/2025

02:48 PM

TRACKING NUMBERS  
 ER227604270US

TRACK STATUS OF ITEMS WITH THIS CODE  
 (UP TO 25 ITEMS)



TRACK STATUS BY TEXT MESSAGE  
 Send tracking number to 28777 (2USPS)  
 Standard message and data rates may apply

TRACK STATUS ONLINE  
 Visit <https://www.usps.com/tracking>  
 Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
PM Express	1		\$33.40
Flat Rate Env			
Hingham, MA 02043			
Flat Rate			
Signature Requested			
Scheduled Delivery Date			
Thu 11/20/2025 06:00 PM			
Money Back Guarantee			
Tracking #:			
ER227604270US			
Insurance			\$0.00
Up to \$100.00 included			
Return Receipt			\$4.40
Tracking #:			
9590 9402 9163 4225 6362 72			
Total			\$37.80

Grand Total: \$37.80

Credit Card Remit \$37.80

Card Name: [REDACTED]  
 Account #: [REDACTED]  
 Approval #: 04388B  
 Transaction #: 037  
 AID: A0000000031010 Chip  
 AL: VISA CREDIT  
 PIN: Not Required