

**INSTRUCTIONS FOR FILING A
REQUEST FOR DETERMINATION OF APPLICABILITY
WITH THE WEYMOUTH CONSERVATION COMMISSION**

Note: In accordance with Section 7-301(D) of the Weymouth Wetlands Protection Ordinance, Requests for Determination of Applicability (RDA) require public hearings and notifications to abutters.

1. Carefully fill out the RDA form (WPA Form 1) and affix proper signatures. Forms are available from the DEP website www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html “Mass. Wetlands Protection Forms”, and the Weymouth Conservation Commission web page www.weymouth.ma.us/conservation-commission/pages/information-for-applicants
2. File the original RDA plus six (6) copies, along with the original plus six (6) copies of pertinent plans and Locus Maps (USGS map), with the Weymouth Conservation Commission.
3. A check in the amount of \$75.00, payable to the Town of Weymouth, must accompany the RDA. If a Positive Determination is issued, this filing fee will be subtracted from the fee for the Notice of Intent.
4. Notification to Abutters: *is the applicant’s responsibility*. The Weymouth Wetlands Protection Ordinance required forms are available at the office of the Conservation Commission or at www.weymouth.ma.us/conservation-commission/pages/information-for-applicants.

Abutter Notification

- Fill out **Abutters List Order Form** and bring to the Tax Collector’s Office (Town Hall, first floor, M-F 8:30-4:30) along with \$15.00 fee to order an Abutters List.
 - Town will provide abutters list, map, and set of labels. You’ll be notified when to pick up in the Conservation Office (usually 1 week or less).
 - Provide copy of map and abutters list to Commission, prior to the hearing
 - Must notify abutters immediately following submittal of the RDA, but no later than 1 week prior to meeting.
 - Fill out and copy the Notification to Abutters Form and deliver to abutters in one of the following ways:
 - Hand delivery (signature adjacent to name on abutters list is required)
 - Certified mail, return receipt
 - Certificate of mailing (less expensive)
 - Proof of notification must be provided to the Commission prior to or at the public hearing (original signatures, certified mail receipts, or certificate of mailing receipts)
 - Affidavit of Service must be signed and dated and provided to the Commission prior to or at the public hearing.
5. The Weymouth Conservation Office will submit the necessary legal notice; *the applicant will be contacted by Patriot Ledger for any needed payment information*. The Patriot Ledger requires that the notice be paid for in advance, otherwise the legal notice will not be published and the hearing will be delayed. *Billing name, address and telephone number for the billing address must be provided.*
 6. One (1) copy of the Request for Determination and one (1) copy of the plans **MUST BE SENT VIA CERTIFIED MAIL TO: DEPT. OF ENVIRONMENTAL PROTECTION (DEP), SOUTHEAST REGIONAL OFFICE, 20 RIVERSIDE DR., LAKEVILLE, MA 02347, Phone 508-946-2700**. A copy of the certified mail receipt must be provided to the Commission.