

**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](http://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](http://www.weymouth.ma.us/conservation-commission/pages/information-for-applicants)
2. File the original RDA plus three (3) copies, along with the original plus three (3) 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. Site Access Authorization Form: Fill out and provide with application to allow Conservation Commissioners and staff to review the site.
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](http://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 for use during COVID" 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.*

**Copies/Submittals**

- Submit the original and 3 copies (total of 4) of the application form, plans, and other forms and submittals to the Conservation Commission, along with local ordinance fee of \$75.
- Submit application, plans and other submittals by **certified mail OR email** to Mass DEP.

Commonwealth of Massachusetts  
DEP – Southeast Regional Office  
20 Riverside Drive  
Lakeville, MA 02347

- Email application package to DEP following the instructions in the link below  
<https://www.weymouth.ma.us/sites/g/files/vyhlif4041/f/uploads/concom-guidance-during-office-closures-05052020.pdf>

S\Permit-Forms\Town Instr\RDA Instr  
2021\ 4-07-21 Rev.