



## WETLANDS PROTECTION COMMITTEE

Town Hall, 525 Washington Street, Wellesley, Massachusetts 02482-5918

### Requirements for a Request for Determination of Applicability

- Completed, signed and dated WPA Form 1, Request for Determination of Applicability (RDA)
- Supporting materials (photographs, plans, sketches, etc.)
- A description of the stormwater management if applicable
- A description of any encroachments onto abutting Town land
- Check payable to the Town of Wellesley for \$100
- Contact to mail the permit to: \_\_\_\_\_
- Submit the following complete application packages to the NRC office before the deadline\*:
  - One (1) Original (paper)
  - One (1) Copy (paper)
  - One (1) of either of the following (please circle):
    - One (1) USB Flash Drive; or
    - One (1) PDF or Download link (electronic) to [nrc@wellesleyma.gov](mailto:nrc@wellesleyma.gov) AND [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov)
- Submit a copy of the completed, signed, and dated WPA Form 1, Request for Determination of Applicability (RDA) to MassDEP at:
  - MassDEP Northeast Regional Office
    - 205B Lowell Street
    - Wilmington, MA 01887

The local newspaper (Wellesley Townsman or MetroWest Daily News) will bill the applicant directly for the legal notice. The NRC Office staff will place the notice in the paper.

\*Note: Wetlands hearings are typically held every three weeks. Application deadlines and meeting dates are posted on the Wetlands Protection Committee (WPC) website. Please contact Wetlands Administrator, Julie Meyer at [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov) for further information and/or to have an item placed on the agenda. The applicant and/or applicant's representative should plan to attend the meeting to explain the proposal to the Committee.