

**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 AND 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
100 Tradecenter Drive, Suite 760
Woburn, MA 01801

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 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.