

**SUBMISSION INSTRUCTIONS FOR REQUEST FOR DETERMINATION OF  
APPLICABILITY**

1. When filing a Request for Determination of Applicability (RDA), the original and four copies (5 total) are to be submitted to the Wareham Conservation Commission along with a check made out to the **Town of Wareham in the amount of \$75.00**. Your application and plan must also be submitted electronically by emailing PDF's of these documents to [dpichette@wareham.ma.us](mailto:dpichette@wareham.ma.us). One (1) additional copy must be submitted to the D.E.P., 20 Riverside Drive, Lakeville, MA 02347. Each copy must be accompanied by a Locus map and detailed plans of the proposed project.
2. The Commission cannot process your RDA without making an on-site inspection. To do this, we need your completed application and plans. All aspects of the proposed construction must be completely staked and identified, i.e., all building corners, septic and leaching field corners, and walls and fences must be marked along their entire length. We will also need to know the area in which construction activity will take place. For instance, the building you propose may only come within 50 feet of the marsh, but we want to know how much closer the construction vehicles/activity will come.
3. Your RDA will be advertised in the ***Wareham Week***, as required by law, in the legal section. A separate check made out to **Wareham Week in the amount of \$50.00** must be submitted to Commission when filing your RDA to cover the cost of the advertisement.
4. Direct abutters of the property boundaries must be notified in writing by Certified Return Receipt, first class mail. The return receipts must be provided to the Commission either before or at the scheduled hearing.
5. The Commission will make every effort to schedule your public hearing at the next available meeting, pending receipt of your completed RDA which should be delivered to our office at Memorial Town Hall, 54 Marion Rd., Wareham, MA 02571.
6. Upon receipt of a Negative Determination, **only** the work proposed in the RDA is permitted. Performing any other work which impacts a wetland resource area may result in the issuance of fines by the Commission.
7. Upon receipt of a Positive Determination, you will be required to file an NOI.
8. After a Determination has been issued by the Commission, there is a ten (10) day appeal period in which the Determination may be appealed to the D.E.P. The project is not to commence until the ten (10) day appeal period has elapsed.
9. Any questions may be answered by calling the Conservation Office at 508-291-3100, extension 6505, Monday through Thursday, 8:30 A.M. to 6:00 P.M.

***REQUEST FOR DETERMINATION  
OF APPLICABILITY***

**ABUTTER NOTIFICATION**

**You are hereby notified that a public hearing will be held before the Wareham Conservation Commission to consider the Request for Determination of Applicability for:**

**Applicant:** \_\_\_\_\_

**Project Location:**

**Street Address:** \_\_\_\_\_

**Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Proposal to be considered:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information regarding the date, time, and place of the public hearing may be obtained from the Wareham Conservation Office between the hours of 8:30 A.M. to 6:00 P.M., Monday through Thursday or by calling 508-291-3100 ext. 6505 or ext. 6504.**

**NOTE:** Notice of the public hearing, including its date, time, and place, will be published at least five days in advance in *Wareham Week*.

**NOTE:** Notice of the public hearing, including its date, time, and place, will be posted in the city or Town Hall not less than 48 hours in advance.