

# **REQUEST FOR DETERMINATION OF APPLICABILITY**

## **Hopkinton Filing Checklist**

**Send to the Hopkinton Conservation Commission, 18 Main Street, Hopkinton, MA 01748, (508) 497-9757:**

- Submit **four** copies of the Request for Determination of Applicability (RFDA) Application (see all required RFDA Application documents and information listed below).
- The appropriate filing fee check made out to the Town of Hopkinton.

**Send to DEP, 627 Main Street, Worcester, MA 01608-2022, (978) 792-7650**

- Submit **two** copies of the Request for Determination of Applicability (RFDA) Application (see all required RFDA Application documents and information listed below).

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**The Request for Determination of Applicability Application for the Massachusetts Wetlands Protection Act and the Hopkinton Wetlands Protection Bylaw Consists of:**

**Request for Determination of Applicability (WPA Form 1):** (Submit copies to both addresses listed)

- Complete all portions as appropriate.

**Maps, etc.:** (Submit copies to both addresses listed)

- Include a site plan showing existing and proposed conditions (grading, landscaping, and construction)
- Circle the location of the project on the locus map (USGS or other map of the area).
- Include other attachments, as necessary, to describe the proposed project and protective measures
- Include habitat information and/or Natural Heritage habitat information, if necessary
- Include DEP Field Data Forms, if appropriate.

**Notification to Abutters within 300 feet Information:** (Submit copies to both addresses listed)

- Obtain list of abutters from Town Assessor's office within 300 feet (request form provided).
- Complete the Notification to Abutters Form.
- Distribute for signature to all abutters within 300 ft. a copy of the notification by Certified Mail or hand delivery.
- Complete the Affidavit of Service.
- Make copies of the list of all abutters, the Notification to Abutters Form, and the Affidavit of Service for the Hopkinton Conservation Commission and the DEP.

**Filing Fee:** (Submit to Hopkinton Conservation Commission)

- Include the applicable filing fee (check made out to the Town of Hopkinton) and the Wetlands Filing Fee Calculation Worksheet.