

**REQUEST FOR DETERMINATION OF APPLICABILITY CHECKLIST  
NEEDHAM CONSERVATION COMMISSION  
NEEDHAM GENERAL WETLANDS BY-LAW – ARTICLE 6**

THIS CHECKLIST MUST BE COMPLETED, SIGNED AND SUBMITTED WITH ANY REQUEST FOR DETERMINATION OF APPLICABILITY. ALL REQUIRED INFORMATION AND NOTIFICATIONS MUST BE INCLUDED IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE. SECTION 1.05(3) OF THE BYLAW REGULATIONS SHOULD BE CONSULTED.

**TWO (2) PAPER COPIES AND ONE (1) ELECTRONIC COPY OF ALL MATERIALS MUST BE SUBMITTED**

**CHECK IN THE AMOUNT OF \$100.00 MADE OUT TO TOWN OF NEEDHAM, FOR APPLICATION FEE**

**ABUTTER NOTIFICATION (by certified mail, return receipt or hand delivery)**

- List certified by the Assessor's Office of all abutters within 300 feet of the property line.
- Copy of draft notification made to abutters including date and specific time of public hearing.(See Sample online)
- Copy of the Assessor's Map or Subdivision Plan showing abutting and adjacent lots within 300 feet of the parcel on which work is proposed.
- Proof of notification to abutters and Board of Selectmen, Planning Board, Board of Health, and Building Inspector (SUBMIT AT OR PRIOR TO HEARING).

**PLANS (shall include the following)**

- An 8.5" x 11" section of the U.S. Geologic Survey quadrangle or other map of the area.
- At a minimum must include an 8 ½ x 11 Plot Plan
- Plans prepared by a Registered Professional Engineer or Registered Land Surveyor are recommended but not required.
- Shows existing conditions (grades, structures, roads, treelines, and limits of existing lawn).
- Clearly shows the boundaries of all regulated resource areas (Vegetated Wetland, Bank, Bordering Land Subject to Flooding, Isolated Land Subject to Flooding, Riverfront Area, Vernal Pools), including the 100-foot and 50- or 25-foot Buffer Zone limits as defined under the Wetlands Protection Act and the Needham General Wetlands By-Law and Regulations.
- Clearly shows the location and numbers of all wetland flags and method of survey.
- Show proposed limit of work, including but not limited to proposed grades, locations of all structures, roads, paths, utilities, drainage structures, trees to be removed, changes in lawn edges, plantings (including replacement trees per Town Guidelines), and proposed tree line.
- Shows the minimum distance between the limit of proposed work (erosion controls) and the edge of wetland.
- Details of any subsurface drainage structure.
- Detail of any erosion and sedimentation control measures.

**DOCUMENTS**

- WPA Form 1 – Request for Determination of Applicability.
- Application for a Permit (Needham General Wetlands Protection Bylaw Article 6).
- Written Description of the work proposed, including a description of any excavation, proposed structures, and erosion and sedimentation controls.
- Quantitative documentation to support the delineation of the vegetated wetland, with certification from the wetland scientist responsible for the delineation, stating the basis for the delineation and the date on which the delineation was performed. DEP Bordering Vegetated Wetland (310 CMR 10.55) Delineation Field Data Forms must document both upland and wetland plots.
- Request for a waiver from compliance with the regulations (including proposed basis for request) if regulatory performance standards cannot be met.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_