



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

**Request for Determination of Applicability
Submission Checklist**

A complete package (1 original and 6 collated hard copies) must be submitted by close of business at least 2 weeks in advance of a scheduled meeting. **Fax copies and e-mails are not acceptable.**

- Two** copies of completed, signed **Application Form** (WPA Form 1)
- Two** copies of **locus map**: 8½ x 11 copy of USGS map showing project location (or other map that locates the site).
- DO NOT** submit applications with acetate covers or plastic plan pockets. Other than GBC binders, plastic materials included in the application will not be accepted. Please also be sure to double-side all text materials.

Project Plans** (showing proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion control). Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed contours. Also include any necessary explanatory information. (Please see Minimum Plan Requirements Policy)

- Two full size copies, including graphic scale (not more than 1"=50') and title block
- Five half-size (11x17) copies of main project area, including graphic scale (**plans must be legible at reduced scale or full sized plans will be required**)

** Usually prepared by a professional such as a registered engineer, landscape architect, or wetland scientist.

NARRATIVE

SEVEN double-sided copies of a narrative including:

- Description of work within regulated resource areas and buffer zones, and any impacts to these areas.
- Description of the project's compliance with the WPA performance standards. If work is proposed in the Riverfront Area, you must provide an alternatives analysis.
- Description of the project's compliance with the Town's Wetlands Bylaw and 50-foot No Build Zone Policy
- Provide a written waiver request in accordance with Section 7.7 of the Concord Wetlands Bylaw for any work within 25 feet of wetlands.
- Provide a written waiver request in accordance with the 50-foot No Build Policy for any structures proposed within 50 feet of wetlands.
- Proposed mitigation for unavoidable project impacts

- Square footage of work proposed by type (i.e. disturbance, structures, impervious surface, etc.) within each zone (25-foot No Disturb Zone, 50-foot No Build Zone, 100-foot Buffer Zone, 200-foot Riverfront Area).
- Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation.
- Brief project description Legal Notice.
- Photos of the site, if applicable.

ELECTRONIC SUBMISSION

- All documentation, including any revised information, must be submitted to the Division on USB flash media (i.e., thumb drive), DVD, or CD.

DEP Mailings

- Send one complete copy of the Request for Determination of Applicability, including copies of the locus map, and project plans to:

DEP-NERO, Wetlands Division
205B Lowell Street
Wilmington, MA 01887