

## **CHECK LIST FOR FILING A REQUEST FOR A DETERMINATION OF APPLICABILITY**

### **Prior to submitting the application:**

- Prepare an immediate abutters list (City Assessor's office) and submit list with the Request for Certification of Abutters form (attached as a cover sheet) to the Assessor's office **OR** for a fee, you may request an abutters list to be prepared for you (either in person at the Assessor's Office in City Hall or by making the request online at:  
<https://www.woburnma.gov/government/assessing-department/abutters-list/>
- Complete the WPA Form 1 - Request for Determination of Applicability (After you have completed the form, make 14 copies)
- Prepare relevant supporting data (text, calculations, etc.) and plans showing proposed work, existing structures, proposed and existing grades, Resource Areas, and Buffer Zones (have at least 14 copies/ prints)
- Complete the Application for Permit/ Determination form (then make 13 copies)
- Complete the Notice to Abutters form; make one copy for each abutter on the certified abutters list and one copy for yourself. The original form will need to be submitted to the Conservation Commission.
- Complete the Notice to City Departments form (then make 5 copies)
- Complete the Certification of Treasurer / Collector Form and submit it to the Conservation Department for forwarding to the Collectors office for Certification. Available online:  
<https://www.woburnma.gov/government/treasurer-collector/permit-certification/>

### **Forms are available online at:**

**<https://www.woburnma.gov/government/conservation/application-forms/>  
and from the Conservation Department office**

### **Submittal procedures:**

#### **To the Department of Environmental Protection (DEP):**

- Send one copy of the Request for the Determination of Applicability with plans and any supporting data to the DEP by certified mail or hand delivery with receipt to:

Department of Environmental Protection  
NERO-Wetlands Division  
150 Presidential Way  
Woburn, MA 01801

(Evidence of this in the form of a certified mail receipt or a copy of the first page of the form stamped received by DEP must be submitted to the Conservation Commission prior to the Public Hearing)

## To City Departments:

Send by certified mail or hand deliver with a receipt, a copy of:

- (1) the Notice to City Departments Form (as a cover sheet)
- (2) the Application for the Permit/Determination,
- (3) Request for the Determination of Applicability, and
- (4) a set of plans and supporting data

- to the City Engineer (office located in City Hall - basement floor)
- to the City Clerk (office located in City Hall - first floor)
- to the Board of Health (office located in City Hall - basement floor)
- to the Building Commissioner (office located in City Hall - basement floor)
- to the Planning Board (office located in City Hall on the second floor)

*(Evidence of this in the form of certified mail receipts or one photocopy of the cover sheet stamped by each City Department must be submitted to the Conservation Commission 14 days prior to the Public Hearing)*

## To Abutters:

Send the completed Notice to Abutters Form to the abutters on the certified list. This notification must be done by Certified Mail or delivery by hand with receipt at least fourteen days prior to the date of the Public Hearing.

*(Evidence of mailing and/or delivery must be submitted to the Conservation Commission at least three business days prior to the Public Hearing)*

## To the Woburn Conservation Commission:

### Submit the following:

- One original, single-sided Application for the Permit/Determination form
- One original, single-sided Request for Determination of Applicability
- One complete set of plans and supporting data
- Seven (7) collated sets of:
  - Application of Permit/Determination form
  - Request for Determination of Applicability
  - Set of plans and supporting data
  
- The application fee (see fee schedule) in the form of a check made payable to the City of Woburn)
- One photocopy of the application fee check (redact the routing numbers on the photocopy)
- Certified Abutters list (Original)
- The completed Notice to Abutters form (Original)
- One copy of the completed Notice to Departments Form
  
- Evidence of receipt of delivery of the Application package by the City Departments (submit at least 14 days prior to the Public Hearing)
  
- The Certification of Treasurer / Collector
  
- Evidence of receipt of the Request for a Determination of Applicability, supporting information and plans by DEP (submit prior to Public Hearing)
  
- Evidence of Notification to Abutters (all available certified mail return receipts "green cards" must be submitted by noon at least 3 business days prior to the Public Hearing)