

CHECK LIST FOR REQUEST FOR DETERMINATION OF APPLICABILITY

TO BE SUBMITTED TO THE HARWICH CONSERVATION DEPARTMENT:

Two copies of the completed application:            AND    A total of 10 copies of the plans - FOLDED

A Complete application includes the following:

- A. pages 1 – 4 of WPA Form 1 – Request for Determination of Applicability – include all pertinent information  
Please remember to sign the application or have your representative sign it.
- B. a copy of an 8½ x 11" section of the USGS Quadrangle Map of the area identifying the locus. This map is available in the Conservation Office if needed.
- C. a copy of an 8½ x 11" section of the Town Assessor's Map showing the location of the property.  
These maps are also available in the Town Hall Offices if needed.
- D. A completed copy of the Affidavit of Service
- E. A completed copy of the "Notification to Abutters" form you are sending to abutters.

Note:

These letters must be sent by Certified Mail at the time the Request for Determination of Applicability is filed and is at the expense of the applicant. It is the applicant's responsibility to return copies of the white slips once they have been post-marked at the post office or the slips themselves. This can be done prior to the hearing, or the night of the hearing. Failure to produce proof of abutter notification will result in an automatic continuance of your hearing.

- F. A list of the abutters – abutters are any property that is within 100-feet of the boundary of the property where the work is being proposed. Include the abutter's names and addresses. Be sure to check if the mailing address is the same as the street address. Some people have P.O. Boxes, others do not use their Cape address as their legal address, especially if it is a summer home. You can obtain an Abutter's List at the Assessor's Office on the first floor. The cost is \$50 for the first 25 abutters.

TO BE SUBMITTED TO THE DEP REGIONAL OFFICE:

One copy of the completed application (as listed in items A through C above) AND One copy of the plan(s)

Mailed to:

DEP – SERO  
20 Riverside Drive  
Lakeville, MA 02347  
Att: Wetlands

PLEASE NOTE:

*Abutter notification is not required by DEP for a Request for Determination of Applicability. However, under the Town of Harwich Wetland Protection Bylaw, abutter notification for a Request for Determination of Applicability is required. Items D-F do not have to be sent to the DEP Regional Office.*

PLANS:

- \* Should of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work
- \* Maximum Sheet Size: 24" x 36"

- \* If more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act
- \* Scale: not more than 1" = 50'
- \* Title Block: should be included on all plans located in lower right hand corner, oriented to be read from the bottom when bound at the left margin – include original date plus additional space to reference the title and dates of any revised plans

**ADDITIONAL INFORMATION:**

- \* A copy of the application and the plan(s) must be sent to the property owner, if different from the applicant.

**PROJECTS WHICH FALL WITHIN THE RIVERFRONT**

- \* Please speak with the Conservation Administrator regarding any specific questions concerning projects which fall in the Riverfront Area

**A TOWN FILING FEE OF \$75.00 MUST ACCOMPANY YOUR APPLICATION  
PLEASE MAKE CHECKS PAYABLE TO "TOWN OF HARWICH"**