



TOWN OF WARE

Conservation Commission

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648

REQUEST FOR DETERMINATION (RDA) - APPLICATION GUIDELINE

Property Owners Name _____ Phone Number _____

Representative _____ Phone Number _____

Project Location _____ Assessors ID _____

Date RDA Mailed to DEP _____ Date RDA Mailed to Conservation _____

Date RDA was Received by Conservation _____ Meeting Date _____

This is a guideline of items to be submitted to the Ware Conservation Commission at the time of filing the Request for Determination (RDA) Application. **PLEASE NOTE:** As of August 11, 2021, the Commission voted anonymously to waive the requirement to notify abutters until further notice.

Prepare:

- Complete most recent DEP WPA Form 1 (Request for Determination Application)
 - Plans / Calculations - Clearly describing the location, nature of the work including all necessary stormwater documents if applicable
 - Copy of the filing fee check – \$75.00 and payable to Town of Ware
 - Assessor’s GIS Field Card – Found on Townofware.com under the Assessor’s Page
 - Assessor’s Map identifying the locus and with a scale – Again the Assessor’s Page
 - CD/Flash-drive of application and supporting documents scanned in PDF format or emailed
-

Submit:

- Mail **1** copy of items above to: DEP Western Region, 427 Dwight Street, Springfield, MA 01103
 - Submit **7** copies of items above to the Ware Conservation Department
-

After Submission to Conservation Department:

- Submit a legal ad to the local newspaper – Ware River News – confirm with the Conservation Department of meeting date. Legal ad should be published 2 weeks prior to meeting date.
-

At the Public Hearing:

- Proof of Legal Ad – bring newspaper clipping to public hearing meeting
-

Notes:

LEGAL AD INFORMATION

Below are samples of legal ads for RDAs and NOIs. Please replace the underlined information below with information related to your filing (i.e. meeting date, type of filing, name of applicant, brief description of project work, and location of project).

The contact at Turley for legal ads may be reached at **notices@turley.com**. Please contact Jamie directly for deadlines; especially around holidays. The legal ad should run **two weeks** before the Conservation meeting. Meetings are normally the second Wednesday. Please confirm with Conservation Admin for publication date.

CONFIRM WITH THE DEPARTMENT PRIOR TO PLACING LEGAL AD FOR MEETING DATE!

Legal Notice Template for RDA:

LEGAL NOTICE

The Ware Conservation Commission will hold a public hearing on Wednesday, September 11, 2019, at 6:30 PM pursuant to the Wetlands Protection Act, M.G.L. 131 c40. The hearing will include consideration of a Request for Determination of Applicability (RDA) by Joe Smith, for construction of a UV disinfection treatment system at the existing Ware Disinfection Facility at 735 Belchertown Road. Said hearing will be held in the Selectmen's Meeting Room, Town Hall, 126 Main Street, Ware, MA 01082. To view application and related plans, contact the Conservation office at 413.967.9648.

Pursuant to MGL Chapter 4, Section 13, a copy of this legal notice can be found on the Massachusetts Newspaper Publishers Association's (MNPA) website: <http://masspublicnotices.org>.

Legal Notice Template for NOI:

LEGAL NOTICE

The Ware Conservation Commission will hold a public hearing on Wednesday, September 11, 2019, at 6:30 PM pursuant to the Wetlands Protection Act, M.G.L. 131 c40. The hearing will include consideration of a Notice of Intent (NOI) by Joe Smith, for construction of a UV disinfection treatment system at the existing Ware Disinfection Facility at 735 Belchertown Road. Said hearing will be held in the Selectmen's Meeting Room, Town Hall, 126 Main Street, Ware, MA 01082. To view application and related plans, contact the Conservation office at 413.967.9648.

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CONSERVATION PLAN REQUIREMENTS

When submitting plans to the Conservation Department, all plans must be prepared by a MA Licensed Professional Land Surveyor or a MA Licensed Professional Engineer and include, at a minimum, the following:

- ✓ Comprehensive narrative explaining the proposed work, including how the project meets Performance Standards as outlined in the WPA
- ✓ Title Block
- ✓ North Arrow
- ✓ Scaled at 1:20 and Not Greater than 1:40
- ✓ Topography with 2-foot Contours
- ✓ Property Boundaries
- ✓ Footprint of all Structures and Improvements in Buffer Zone for Project Area
- ✓ Existing and Proposed Conditions
- ✓ Resource Area Boundaries with Flag Numbers
- ✓ 100-foot Buffer Zone
- ✓ 200-foot River Front Area, if applicable
- ✓ 100-Year Flood Plaine Elevations, if applicable
- ✓ Wetland Replication Area(s) Locations with Existing and Proposed Cross Sections, Including Square Footages of Each Area
- ✓ Plans Must Provide Sufficient Details to Allow the Commission to Make an Informed Decision. See 310 CMR 10.05(4)(h).
- ✓ NO HAND DRAWN plans will be accepted.

The list above is not comprehensive and additional project specific details may be required. When submitting plans, please submit **2** sets to scale (example 18"x24" or 24"x36") and **7** Ledger Size (11"x17").



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126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 x180

Environmental Consultants & Engineering Firms

This list is provided as a courtesy from the Department. The Town of Ware is neither affiliated with any of the below companies, nor do we make any endorsements or guarantees regarding their suitability. Updated Sept 2021.

BSC Group

33 Waldo Street, #5
Worcester, MA 01608
508-792-4500

Cold Springs Environmental Consultants

350 Old Enfield Road
Belchertown, MA 01007
413-323-5957

Environmental Planning Associates

12 Ridge Road
South Deerfield, MA 01373
413-665-7903

Fuss & O'Neill

1550 Main Street, Suite 400
Springfield, MA 01103
413-452-0445

Graves Engineering

100 Grove Street
Worcester, MA 01605
508-856-321

GZA GeoEnvironmental, Inc

1350 Main Street, #1400
Springfield, MA 01103
413-726-2100

Haines Hydrogeologic Consulting

141 Old Enfield Road
Belchertown, MA 01007
413-323-7156

Heritage Surveys, Inc

241 College Highway & Clark Street, PO Box 1
Southampton, MA 01073
413-527-3600

Huntley Associates

30 Industrial Drive East
Northampton, MA 01060
413-584-7444

Jalbert Engineering, Inc

54 Main Street
Sturbridge, MA 01566
508-347-5136

McClure Engineering

119 Worcester Road
Charlton, MA 01507
508-248-2005

New England Environmental, Inc

9 Research Drive
Amherst, MA 01002
413-256-0202

Oxbow Associates

409 Massachusetts Ave., Suite 201, PO Box 971
Acton, MA 01720
978-929-9058

Sherman & Frydryk

3 Converse Street
Palmer, MA 01069
413-283-6210

Tighe & Bond

53 Southampton Road
Westfield, MA 01085
413-562-1600

VHB / Vanasse Hangen Brustlin, Inc.

1 Federal Street, BLDG 103B
Springfield, MA 01105
413-747-7113



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands

WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Municipality _____

A. General Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

First Name _____ Last Name _____

Address _____

City/Town _____ State _____ Zip Code _____

Phone Number _____ Email Address _____

2. Property Owner (if different from Applicant):

First Name _____ Last Name _____

Address _____

City/Town _____ State _____ Zip Code _____

Phone Number _____ Email Address (if known) _____

3. Representative (if any)

First Name _____ Last Name _____

Company Name _____

Address _____

City/Town _____ State _____ Zip Code _____

Phone Number _____ Email Address (if known) _____

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

Street Address _____ City/Town _____

Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX) _____ Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX) _____

Assessors' Map Number _____ Assessors' Lot/Parcel Number _____

b. Area Description (use additional paper, if necessary):

c. Plan and/or Map Reference(s): (use additional paper if necessary)

Title _____ Date _____

Title _____ Date _____

[How to find Latitude and Longitude](#)

[and how to convert to decimal degrees](#)



Massachusetts Department of Environmental Protection

Bureau of Water Resources - Wetlands

WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Municipality

B. Project Description (cont.)

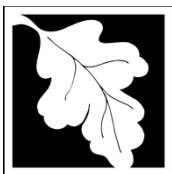
2. a. Activity/Work Description (use additional paper and/or provide plan(s) of Activity, if necessary):

b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)



WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Municipality

C. Determinations

1. I request the _____ make the following determination(s). Check any that apply:
Conservation Commission

- a. whether the **area** depicted on plan(s) and/or map(s) referenced above is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the **boundaries** of resource area(s) depicted on plan(s) and/or map(s) referenced above are accurately delineated.
- c. whether the **Activities** depicted on plan(s) referenced above is subject to the Wetlands Protection Act and its regulations.
- d. whether the area and/or Activities depicted on plan(s) referenced above is subject to the jurisdiction of any **municipal wetlands' ordinance** or **bylaw** of:

Name of Municipality

- e. whether the following **scope of alternatives** is adequate for Activities in the Riverfront Area as depicted on referenced plan(s).

D. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Signatures:

I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

Signature of Applicant

Date

Signature of Representative (if any)

Date