Using eDEP to file Request for Determination of Applicability & Determination of Applicability under the Wetlands Protection Act

MassDEP Wetlands Program

May 2025



Submitting a Request for Determination of Applicability (RDA) to MassDEP



First: Fill Out the RDA Form in Word or Fillable PDF

- 1. Read the helpful <u>RDA Instructions Form</u>
 - This will help understand what the questions are asking and prepare you to fill out the form
- 2. Download and fill out the RDA Form in Word or PDF
 - WPA Form 1: Request for Determination of Applicability

You'll be uploading the completed form into eDEP



You will be uploading your complete/signed RDA to eDEP

A. General Information A. General Informatin A. General Information A. General Information	Massachusetts Department of Environmental Protection Bureau of Water Resources - Wellands Weatrander Protection of Applicability Date Massachusetts Verlands Protection Act M Q.L. c. 131, §40 B. Project Description (cont.) A Activity/Work Description (use additional paper and/or provide plan(s) of Activity. If necessary) Tagnate lasts part, metal an imprused pool, is part house, metalong wat, feese and landscaperg/ Work is about 50 feet from wetlands	Key and the the Beendance of the Wetlands Production Act. Server are accurately derivative and to panels and/or map(s) referenced above is an area subject to
Processes	Identify previous of the Watlando Protection Act or regulations which may exempt the applicant from having to the a Notice of Intent for all or part of the described work (use additional paper, if recession?). A if this application is a Request for Determination of Scope of Alternatives for work in the Riverfrom Area. Informs the sine classification below that term describes the project. Single family house on a lot recorded on or Sefare 21198 Single family house on a lot recorded after 21198	Protection Act and its regulations.
Conserv Name Conserv Name Constraint C	Expansion of an existing structure on a lot recorded after 5/198 Project, other than a single-tanky heads or public project, where the applicant exercises the list tables 5/7.98 New agriculture or aquatoriture project. Public project where funds were appropriated prior to 5/7.98 Project on a list shown on an approved, definitive subdivision plan where there is a recorded deed resistoon interaction point list. Industrial, or sommercial project Municipal project Municipal project Municipal project	I Hereity certify under the periettes of perjury that the foregoing theorem for Determination of Applicability and accompanying pairs, documents, and supporting data are true and complete to the beet of my knowledge. I further certify that the property owner, if atflerent form the applicant, and the appropriate DCP Regional Office were were accomplete to the beet of my knowledge. I further certify that the property owner, if atflerent form the applicant, and the appropriate DCP Regional Office were were accomplete to the beet of my knowledge. I further certify that the property owner, if atflerent form the applicant, and the appropriate DCP Regional Office were were accomplete to the formation of Applicable to other the superstance. Future by the applicant to send copies in a lively manner may result in discussed of the Request for Determination of Applicability. Bignatures:
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		1168494	Recent Forms		d Note	SIGNED	01/23/2020	Download
		1161440	247-1151	WPA Form 5 - OOC	Add Note	SIGNED	12/19/2019	Download
		1160160	135-0259	WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	12/13/2019	Download
		1146868	158-1503	WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	10/22/2019	Download
	~	1143723		WPA Form 3 - NOI	Add Note	WORK IN PROGRESS	10/09/2019	Download
		1120983	062-0774	WPA Form 5 - OOC	Add Note	SIGNED	07/11/2019	Download
		1120817	059-1447	WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	07/10/2019	Download
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Then fill out the General Information Section

- This page acts as a cover letter or transmittal form for your RDA form
- Enter the Project Location, Applicant and Property Owner information as entered on the RDA form.
- If Applicant's address is the same as the project location, or owner is the same as applicant, click the blue bar.
- After, click Error Check and Next









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Confirm your file is attached. Attach more files, if you'd like.

Click NEXT to proceed



Click the "SIGNATURE" box

Type in your name Click "I accept"



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Exit

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Transaction Overview Trans# 1555249 ID# Submittal Platform for WPA Form 1 - RDA

MassDEP's Online Filing System

ature			

Attach Files Signature

Signature

Please select the box below and then indicate your acceptance.

Submittal Platform for WPA Form 1 - RDA - 1 Form(s)

SIGNATURE

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.

Forms

By entering my name I acknowledge that I have read and agree with the certification statement.

Applicant Mia McDonald	Date	04/28/2023	
			I accept I do not accept
			MassDEP Home Contact Privacy Policy



Click "Next" (again) to submit



Confirm your email address is correct and hit Submit

PLEASE NOTE: This submittal to MassDEP is now complete. However, the completed WPA Form 1 and supporting documents must also be submitted to the local conservation commission according to their submittal guidelines and any associated local/town fees. (Even if you send confirmation to the local conservation commission by typing in their email ______ address, that is not an official submittal.)

Please contact the local conservation commission for legal ad process, fees and requirements.

No additional documents need to be submitted to MassDEP. There is no MassDEP fee for submittal of a WPA Form 1 to MassDEP, but there may be a local/town fee.

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Please review your transaction. If you are satisfied, scroll down	and click submit.			Submit
An email confirmation will be automatically sent to the owner o	of this account at			
mia.mcdonald@mass.gov				
If you would like to send this confirmation to others please enter	r their address below			
separated by a semicolon;				
DEP Transaction ID: 1555249				
Date and Time Submitted: 04/28/2023 09:57:24				
Other Email :				
Form Name: Submittal Platform for WPA Form 1 - RDA				
Project Location				
City/Town Name: WORCESTER				
Location: 8 NEW BOND ST				
Project Description: PATIO IN BZ WITH FENCE				
Applicant Information				
Name: MIA MCDONALD				
Company: MASSDEP				
Address: 8 NEW BOND ST, WORCESTER, MA,				
Ancillary Document Uploaded/Mailed				
RDA.Worcester.8NewBondSt				
				Submit



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IMPORTANT NOTES

- You cannot make any changes or upload any additional documents once you hit the <u>Submit</u> button.
- If you forgot to upload the RDA form, you submit it to the appropriate Regional MassDEP Office
- If you made an error on the RDA Form that you uploaded, you will need to hand correct it, and submit a copy to the appropriate Regional MassDEP Office
- Find your Regional Office <u>HERE</u>
- If you made an error on the eDEP Submittal Platform form, contact the <u>Regional</u>
 <u>Circuit Rider</u> for Assistance



Submitting a Determination of Applicability (DOA) to MassDEP



First: Fill Out the DOA Form in Word or Fillable PDF

- 1. Refer to the helpful **DOA Instructions**
 - The instructions may answer questions about what to put in the DOA Form
- 2. Download and fill out the RDA Form in Word or PDF
 - WPA Form 2: Determination of Applicability

You'll be uploading the completed form into eDEP



You will be uploading your completed/signed DoA to eDEP



Massachusetts Department of Environmental Protection Bureau of Water Resources - Wetlands
WPA Form 2 – Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

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

Important:



and Longitude

and how to convert to decimal degrees



after decimal e.g. XX.XXXXX)

Assessors Map/Plat Number

Property Name 02030 Zip Code City/Town Phone Numbe Email Address (if known) City/Town -70.55555 Longitude (Decimal Degrees Format with 5 Latitude (Decimal Degrees Format with 5 digits digits after decimal e.g. -XX.XXXXX) Parcel/Lot Numbe

B. Determination

2. Date Request Filed:

7/7/2023

Pursuant to the authority of M.G.L. c. 131, § 40, the Conservation Commission considered your Request for Determination of Applicability, with its supporting documentation, and made the following Determination.

Project Description (if applicable):

Regrade back yard and install an in ground pool, patio, pool house, retaining wall, and landscaping at single family house, approximately 30' wetlands.

Title and Date (or Revised Date if applicable) of Final Plans and Other Documents:

Sketch for 2023 Main Street Pool Project	7/1/2023
Title	Date
Title	Date
Title	Date

wpaform2.doc + rev. 4/28/2023

	Γ
Owner (if different from applicant):	
	_
State Zip Code	

WPA Form 2 - Determination of Applicability * Page 1

Municipality

Massachusetts Department of Environmental Protection Bureau of Water Resources - Wetlands WPA Form 2 – Determination of Applicability

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

B. Determination (cont.)

5. The area described in the Request is subject to jurisdiction under the Act. Since the work described therein meets the requirements for the following exemption, as specified in the Act and the regulations, no Notice of Intent is required;

Install temporary erosion and sedimentation controls. Call for pre- and post-work inspections. Stabilize all disturbed areas upon completion.

Exempt Activity (site applicable statutory/regulatory provisions)

6. The area and/or work described in the Request is not subject to additional review and approval by:

Name of Municipality

Pursuant to a municipal wetlands' ordinance or bylaw

Ordinance or Bylaw Citation

C. Authorization

Name

This Determination is issued to the applicant and delivered as follows:



A copy of this Determination has been sent on the same date, considered the date of issuance, to the appropriate DEP Regional Office and the property owner (if not the applicant) in the manner as follows:

DEP

By eDEP DOA Submittal Platform (Attach this form and supporting documents)



Property Owner (if not applicant)





Dover

Municipality

Massachusetts Department of Environmental Protection Bureau of Water Resources - Wetlands WPA Form 2 – Determination of Applicability Massachusetts Wetlands Protection Act M.G.L. c. 131, 840

C. Authorization (cont.)

This Determination is valid for three years from the date of issuance (except Determinations for Vegetation Management Plans which are valid for the duration of the Plan). This Determination does not relieve the applicant from complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations

Municipalit

This Determination must be signed by a majority of the Conservation Commission. As noted above, a copy must be sent to the appropriate DEP Regional Office (see https://www.mass.gov/servicedetails/massdep-regional-offices-by-community) and the property owner (if different from the applicant) on the same date that the Applicant is issued this Determination.



D. Appeals

ev. 4/12/2023

The applicant, owner, any person aggrieved by this Determination, any owner of land abutting the land upon which the proposed work is to be done, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate Department of Environmental Protection Regional Office (see https://www.mass.gov/service-details/massdep-regional-offices-bycommunity) to issue a Superseding Determination of Applicability. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and Fee Transmittal Form (see Request for Departmental Action Fee Transmittal Form) as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Determination. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant if he/she is not the appellant. The request shall state clearly and concisely the objections to the Determination which is being appealed. To the extent that the Determination is based on a municipal ordinance or bylaw and not on the Massachusetts Wetlands Protection Act or regulations, the Department of Environmental Protection has no appellate jurisdiction.

WPA Form 2 – Determination of Applicability + Page 5 of 5



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		1169949	All Forms		d Note	SIGNED	01/29/2020	Download
		1168494	Recent Forms		d Note	SIGNED	01/23/2020	Download
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	~	1143723		WPA Form 3 - NOI	Add Note	WORK IN PROGRESS	10/09/2019	Download
		1120983	062-0774	WPA Form 5 - OOC	Add Note	SIGNED	07/11/2019	Download
		1120817	059-1447	WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	07/10/2019	Download
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Wetlands		
Instructions: Find the form you want to complete below	w. Then click the button to the far right of the	e form name in the same row.
Form Name Wetlands	Description	Instructions
Submittal Platform for WPA Form 1 - RDA	This platform can be used to upload completed Request for Determinatio of Applicability to MassDEP.	a Start Transaction
Submittal Platform for WPA Form 2 - DOA	This platform can be used to upload completed Determination of Applicability to MassDEP.	a <u>Instructions</u> Start Transaction
	This form is for a Watlands Permit	t

Select Submittal Platform for WPA Form 2- DOA



Select NEXT DEP e MassDEP's Online Filing System Submittal Platform for WPA Form 2 - DOA - Transaction #1555677 Error Check Save Instructions Print Exit Massachusetts Department of Environmental Protection WOBURN Bureau of Resource Protection-Wetlands City/ Town Submittal Platform for WPA Form 2 - Determination of Applicability Massachusetts Wetlands Protection Act M.G.L. c. 131, §40 A. General Information 1. Project Location: a. Street Address 150 Presidential Way b. Cits/Town WOBURN c. State MA d. Zip Code w 🛛 N 🕄 View Map e. Latitude 42.52471 f. Longitude 71.14168 q. Map/Plat # 20 h. Parcel/Lot # I. Project Description Patio in Buffer zone with fire pit and fence 2. Applicant: O Individual Organization **Click here to clear the Applicant Address** Gellen a. First Name b. Last Name Alicia c. Organization MassDEP NERO 150 Presidential Way d. Mailing Address g. Zlp Code WOBURN MASSACHUSETTS e. City/Town f. State \sim h. Phone Number 617-519-73 alicia.gellen@masss.gov I. Email 3. Property Owner: Click here if Property Owner Address is same as Applicant Address more than one owner a. First Name b. Last Name Acme Real Estate Co. c. Organization 25 Main Street d. Mailing Address e. Cit//Town ARLINGTON g. Zlp Code f State MASSACHUSETTS h. Phone Number 978-555-1212 I. Email Bob@Acme.com Determination by Local Conservation Commission: DOA ---Select--- v

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Fill out the General Information Section

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- Enter the Project Location, Applicant and Property Owner information as entered on the RDA form.
- If Applicant's address is the same as the project location, or owner is the same as applicant, click the blue bar.
- After, click Error Check and Next



Error Check & Next

How to use View Map function

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- Click the View Map button, which will open another window.
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- 3. Click "Put Lat/Long in form"
- 4. Click OK 🛰

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e. Latitude	42.52471 N V t. Longitude 71.14168 W View Mr. 0	
g. Map/Plat#	20 h. ParcelLot # 8	
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2. Applicant:		Choose which
O IndiMidual 🔘 Org	ganization Click here to clear the Applicant Address	
a. First Name	Alicia b. Last Name Gellen	Determinations
d. Mailing Address	150 Presidential Way	Becommanie
e. City/Town	WOBURN V 1. State MASSACHUSETTS V g. Zip Code	annly
h. Phone Number	617-519-73 I. Email alicia genen@masss.gov	appry
Property Own	er:	
more than one own	er Click here if Property Owner Address is same as Applicant Address	
a. First Name c. Organization	b. Last Name Acme Real Estate Co.	
d. Mailing Address	25 Main Street	
e. City/Town	ARLINGTON V 1. State MASSACHUSETTS V g. Zip Code	
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Select "Choose File" to browse your computer for your fully completed and signed WPA Form 2.

 Enter a Description of file to be uploaded

Transaction Overview Trans# 1666877 ID# Submittal Platform for WPA Form 2 - DOA Attach Files Signature Attach Files Exit Will you attach or mail any (additional) files for this transaction? Yes, I will attach or mail (additional) files O No, I have no (additional) files at this time Enter a description or title for the file 2. Browse to the file you want to attach 3. Click to Confirm or Clear Browse... No file selected. DOA_150 Presidential Way_Woburn Clear Confirm OR Check to indicate that you will send by mail *Waste Site Cleanup filers are required to send all files under 50 MB electronically MassDEP Home | Contact | Privacy Policy

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Confirm your file is attached.

You'll know you were successful if your attachment is listed under "Confirmed Attachments/Mailings".

Attach more files, as needed. Make sure to **click "Confirm"** to upload <u>each document</u>.

13. Click NEXT to proceed



Signing the Submittal Form

- Click the "SIGNATURE" box
- Type in your name
- Click "I accept"

NOTE: Conservation Commission members do not need to sign the Submittal Platform. They sign the DoA (Form 2).



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Please select the box below and then indicate your acceptance.

Submittal Platform for VVPA Form 2 - DOA - 1 Form(s)

SIGNATURE

This Determination is valid for three years from the date of issuance (except Determinations for Vegetation Management Plans which are valid for the duration of the Plan). This Determination does not relieve the applicant from complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations. This Determination must be signed by a majority of the Conservation Commission. A copy must be attached with this submittal and sent to the property owner (if different from the applicant).

By entering my name I acknowledge that I have read and agree with the certification statement. e Alicia Geilen Co

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Date 04/28/2023
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Click "Next" (again) to submit



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then confirm your email address is correct and hit Submit. If not, go back to <u>Attach</u> <u>Files.</u>

- <u>PLEASE NOTE</u>: The DoA has <u>NOT</u> been officially issued to the applicant or owner (even if you type in their email address!)
- WPA Form 2 and any special conditions must be issued to the applicant (and owner if not applicant) via hand delivery or certified mail return receipt requested.

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Location: 150 PRESIDENTIAL WAY				
Project Description: PATIO IN BUFFER ZONE WITH FIRE PIT AND FENCE				
Applicant information				
Name: ALICIA GEILEN				
Company: MASSDEP NERO				
Address: 150 PRESIDENTIAL WAY, WOBURN, MA,				
Ancillary Document Uploaded/Mailed				
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Notification

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Confirmation of your submittal -

And that you uploaded the DoA form

DEP Submittal Confirmation for DEP Transaction ID: 1555677 edep.confirmation@mass.gov To • Gellen, Alicia (DEP) UTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do no ognize the sender and know the content is safe. ank you for using eDEP Online Filing from the Massachusetts Department of Environmental Protection. Your tran issDEP. s email is your receipt for the eDEP Online Filing transaction described below. Please review it and keep a copy for ase do NOT reply to this message, this email address will not receive messages. For assistance with eDEP Online poort@mass.gov or call 617-626-1111.	ply 《 Reply A	All → Forward Fri 4/2	28/2023 2	
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Project Location				
Location: 150 PRESIDENTIAL WAY				
Project Description: PATIO IN BUFFER ZONE	WITH FIRE PIT AND FENCE			
Applicant Information				
Name: ALICIA GEILEN				
Company: MASSDEP NERO				
Address: 150 PRESIDENTIAL WAY, WOBUR	N, MA,			
Ancillary Document Uploaded/Mailed				
WPA Form 2 DOA Form 150 Presidential W	av			

You will receive an email confirming your submittal to MassDEP. Print this for the file.



Project Location City/Town Name: WOBURN





IMPORTANT NOTES

- You cannot make any changes or upload any additional documents once you hit the <u>Submit</u> button.
- If you forgot to upload the DOA form, you will need to submit it to the appropriate Regional MassDEP Office
- If you made an error on the DOA Form that you uploaded, you will need to hand correct it, and submit it copy to the appropriate Regional MassDEP Office
- Find your Regional Office <u>HERE</u>
- If you made an error on the eDEP Submittal Platform form, contact the <u>Regional</u> <u>Circuit Rider</u> for Assistance or email <u>DEP.Wetlands@mass.gov</u>



For More Assistance

• Contact your Regional Circuit Rider:

https://www.mass.gov/info-details/massdeps-wetlandscircuit-rider-program

Email: DEP.Wetlands@mass.gov

