

**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 [RDA Instructions Form](#)

- 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



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands
WPA Form 1- Request for Determination of Applicability Dover Municipality
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Important: When filing out forms on the computer, use only the left key to move your cursor - do not use the right key.

Printed Name
 Printed Address
 Printed City/Town
 Printed State
 Printed Zip Code
 Printed Phone Number

A. General Information

1. Applicant
 Name: Jane Q. Title: Public
 Street: 2023 Main Street Last Name: _____
 City/Town: Dover State: MA Zip Code: 01929
 Phone Number: 617-555-1234 E-mail Address: JaneQPPublic@interweb.com

2. Property Owner (if different from Applicant)
 First Name: _____ Last Name: _____
 Address: _____
 City/Town: _____ State: _____ Zip Code: _____
 Phone Number: _____ E-mail Address (if known): _____

3. Representative (if any)
 First Name: _____ Last Name: _____
 Company Name: _____
 Address: _____
 City/Town: _____ State: _____ Zip Code: _____
 Phone Number: _____ E-mail 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: 2023 Main Street Dover
 City/Town: Dover
 Latitude (decimal degrees format with 4 digits after decimal e.g. 42.00000): 42.94567 Longitude (decimal degrees format with 4 digits after decimal e.g. -80.00000): -71.55555
 Elevation (feet): 00
 Assessor's Map Number: _____
 Parcel ID Number: _____

b. Area Description (use additional paper, if necessary):
Level lawn and landscaped area

c. Plan and/or Map Reference(s) (use additional paper if necessary):
Search for 2023 main Street Pool Project Date: 7/1/2023
 Title: _____
 Date: _____

WPA Form 1- Request for Determination of Applicability - Page 1 of 2



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands
WPA Form 1- Request for Determination of Applicability Dover Municipality
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

B. Project Description (cont.)

2. a. Activity/Work Description (use additional paper and/or provide plan(s) of Activity, if necessary):
Regrade back yard, install an inground pool, a pool house, retaining wall, fence and landscaping. Work is about 50 feet from wetlands.

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 8/1/98
 Single family house on a lot recorded after 8/1/98
 Expansion of an existing structure on a lot recorded after 8/1/98
 Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/98
 New agriculture or aquaculture project
 Public project where funds were appropriated prior to 8/7/98
 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 - Page 2 of 2



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands
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Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Determinations

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

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:
 Dover
 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 06C(b)(1) of the Wetlands Protection Act regulations.
 Signature of Applicant: Jane Q. Public Date: 7/1/2023
 Signature of Representative (if any): _____ Date: _____

WPA Form 1- Request for Determination of Applicability - Page 3 of 2



My eDEP **Forms** My Profile Help Notifications

- Air & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water
- NPDES
- Service Centers
- Toxics & Hazards
- Underground Injection Control (UIC)
- Waste & Recycling
- Wastewater
- Wetlands**
- All Forms
- Recent Forms

Work In Progress | [View Submitted](#) | [Bulk Files](#) | [Favorites](#)

Track #	Form #	Form Name	Add Note	Status	Last Update	Download to Print
<input type="checkbox"/>		Wetlands	Add Note	SIGNED	02/04/2020	Download
<input type="checkbox"/>	1169949	All Forms	Add Note	SIGNED	01/29/2020	Download
<input type="checkbox"/>	1168494	Recent Forms	Add Note	SIGNED	01/23/2020	Download
<input type="checkbox"/>	1161440	247-1151 WPA Form 5 - OOC	Add Note	SIGNED	12/19/2019	Download
<input type="checkbox"/>	1160160	135-0259 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	12/13/2019	Download
<input type="checkbox"/>	1146868	158-1503 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	10/22/2019	Download
<input checked="" type="checkbox"/>	1143723	WPA Form 3 - NOI	Add Note	WORK IN PROGRESS	10/09/2019	Download
<input type="checkbox"/>	1120983	062-0774 WPA Form 5 - OOC	Add Note	SIGNED	07/11/2019	Download
<input type="checkbox"/>	1120817	059-1447 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	07/10/2019	Download
<input type="checkbox"/>	1113640	098-0798 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	06/11/2019	Download



Sign into your eDEP account at <https://edep.dep.mass.gov/>
Click on “Forms” and select “Wetlands” from the dropdown menu.

Select Submittal Platform for WPA Form 1- RDA

Wetlands

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Wetlands		
Submittal Platform for WPA Form 1 - RDA	This platform can be used to upload a completed Request for Determination of Applicability to MassDEP.	Instructions Start Transaction
Submittal Platform for WPA Form 2 - DOA	This platform can be used to upload a completed Determination of Applicability to MassDEP.	Instructions Start Transaction
This form is for a Wetlands Permit. It		



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eDEP MassDEP's Online Filing System

Username: MMCDONALD
Nickname: MIADEP **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

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

Forms → Signature → Submit

Forms

Print Transaction | Delete Transaction | Share Transaction | Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
-	Submittal Platform for WPA Form 1 - RDA

Next

First, Select NEXT

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

eDEP MassDEP's Online Filing System

Submittal Platform for WPA Form 1 - RDA - Transaction #1555249

Error Check | Save | Instructions | Print | Exit

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands

Submittal Platform for WPA Form 1 - Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WORCESTER
City/Town

A. General Information

1. Project Location:

a. Street Address 8 New Bond St
b. City/Town WORCESTER c. State MA d. Zip Code 01603
e. Latitude 43.30775 N f. Longitude 71.80405 W
g. Map/Plat # 37 h. Parcel/Lot # 004-001-2
i. Project Description PATIO IN BZ WITH FENCE **View Map**

2. Applicant:

Individual Organization **Click here if Applicant Address is same as Project Location**

a. First Name Mia b. Last Name McDonald
c. Organization MassDEP
d. Mailing Address 8 New Bond St
e. City/Town WORCESTER f. State MASSACHUSETTS g. Zip Code
h. Phone Number 857-303-2114 i. Email mia.mcdonald@mass.gov

3. Property Owner:

more than one owner **Click here to clear the Property Owner Address**

a. First Name Liberty Norton Drive b. Last Name LLC
c. Organization C/O Liberty Companies
d. Mailing Address 1 Gateway Center
e. City/Town NEWTON f. State MASSACHUSETTS g. Zip Code
h. Phone Number 857-303-2114 i. Email mia.mcdonald@mass.gov

Error Check & Next



How to use View Map function

1. Make sure your popup blocker is off
2. Click the **View Map** button, which will open another window
3. If the map doesn't take you to the correct location, click and drag the mouse to the correct location. Scroll out if needed.
4. Click the project location on the map
5. Click **Put Lat/Long in form**
6. Click OK

MassDEP's Online Filing System
WPA Form 3 - NOI - Transaction #1685836

Error Check Save Instructions Print Exit

Section A
Section B
Section C
Section D

A. General Information

1. Project Location:

a. Street Address: 150 Presidential Way

b. City/Town: WILMINGTON

c. Zip Code: 01801

d. Latitude: N

e. Longitude:

(Click "View Map" button to obtain Latitude/Longitude coordinates.)
(If you are having trouble using the view Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

f. Map/Plat #

g. Parcel/Lot #

2. Applicant:

The Center of Project Activity; Put Lat/Long in Form

Estimate Horizontal Accuracy: Unknown

Map viewer window showing a map of the project location. A red dot indicates the selected location.

Dialog box: edep.dep.mass.gov
Please confirm you want to report the Lat/Long value back to the form? The map viewer window will be closed after you click OK.
OK Cancel



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eDEP MassDEP's Online Filing System

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

Forms → Attach Files → Signature → Submit

Forms

Print Transaction | Delete Transaction | Share Transaction | Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Submittal Platform for WPA Form 1 - RDA

Next

MassDEP Home | Contact | Privacy Policy

First, select NEXT (again) to proceed to the ATTACH FILES section

Then, select YES, I will attach or mail additional files

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eDEP MassDEP's Online Filing System

My eDEP | Forms | My Profile | Help | Notifications LOG OFF

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

Forms → Attach Files → Signature → Submit

Attach Files

Exit

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files

No, I have no (additional) files at this time

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

MassDEP Home | Contact | Privacy Policy



Select “Choose File” to browse your computer for your previously and fully completed RDA WPA Form 1

Enter a Description

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

Attach Files

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files

No, I have no (additional) files at this time

1. Enter a description or title for the file
RDA Worcester 8 New Bond St

2. Browse to the file you want to attach
Choose File RDA.Worc...BondSt.pdf

3. Click to Confirm or Clear
Confirm Clear

OR

Check to indicate that you will send by mail

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

Click CONFIRM to proceed



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



Attach Files

Exit

1. Enter a description or title for the file

2. Browse to the file you want to attach

No file chosen

3. Click to Confirm or Clear

OR

Check to indicate that you will send by mail

Confirmed Attachments/Mailings

RDA Worcester 8 New Bond St

RDA.Worcester.8NewBondSt.pdf

[View](#) | [Remove](#)

Next

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

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"

MassDEP's Online Filing System

My eDEP | Forms | My Profile | Help | Notifications

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

Forms Attach Files Signature Submit

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.

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

Applicant Date

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MassDEP's Online Filing System

My eDEP | Forms | My Profile | Help | Notifications

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

Forms Attach Files Signature Submit

Forms

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Submittal Platform for WPA Form 1 - RDA

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.



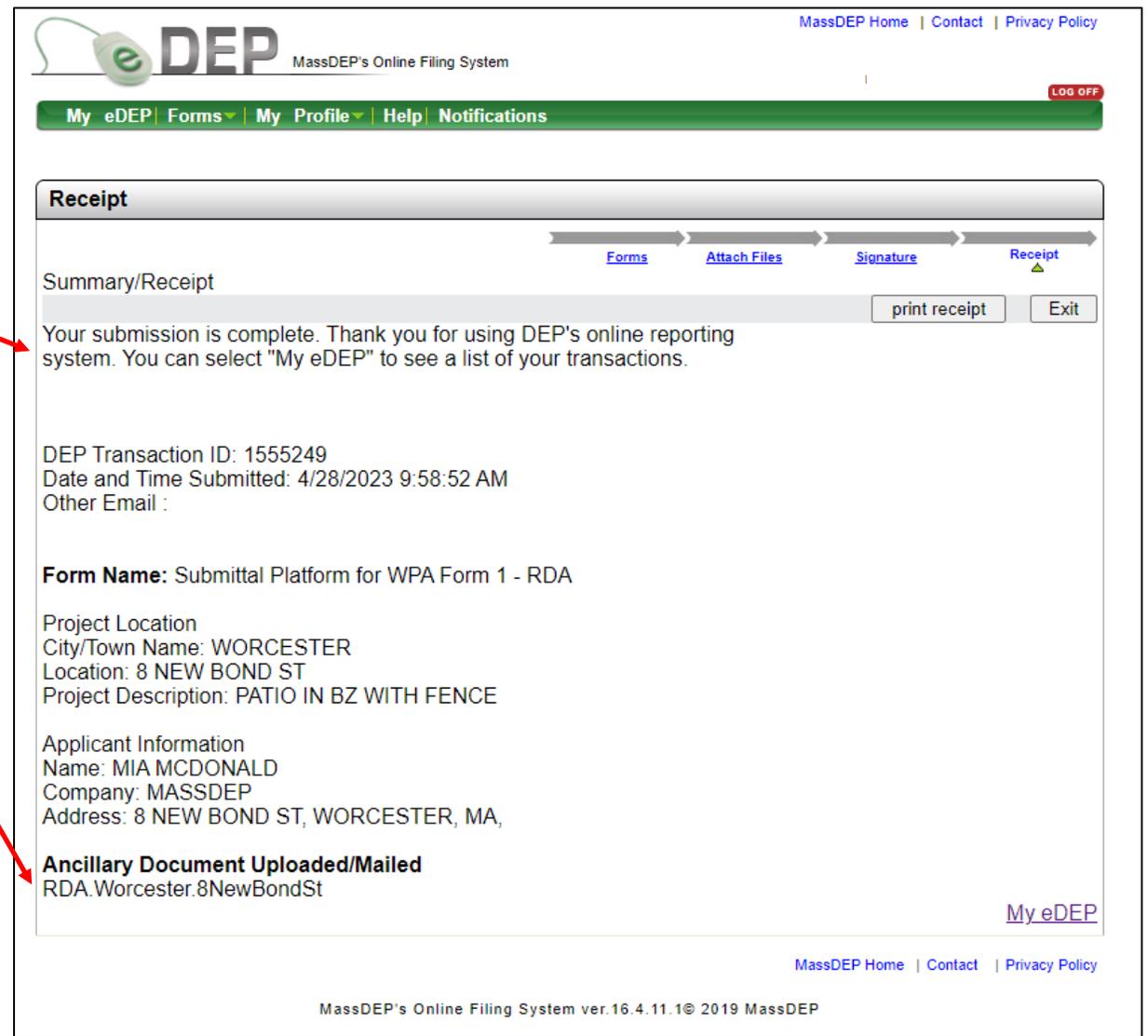
The screenshot displays the MassDEP online filing system interface. At the top, there is a navigation bar with links for 'MassDEP Home', 'Contact', and 'Privacy Policy'. Below this is a green header with 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. The main content area is titled 'Transaction Overview' and shows a progress bar with steps: 'Forms', 'Attach Files', 'Signature', and 'Submit'. The 'Submit' step is currently active. Below the progress bar, there is a section for 'Review and Submit your Transaction' with an 'Exit' button. A message prompts the user to review the transaction and click 'Submit'. An email confirmation will be sent to the owner of the account at 'mia.mcdonald@mass.gov'. There is a text input field for other email addresses. Transaction details include: DEP Transaction ID: 1555249, Date and Time Submitted: 04/28/2023 09:57:24, Other Email: (empty). 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. A 'Submit' button is located at the bottom right of the form area. The footer contains 'MassDEP's Online Filing System ver 16.4.11.1 © 2019 MassDEP'.

Confirmation of your submittal

AND that you uploaded the RDA form

You will receive an email confirming your submittal to MassDEP

You can print or save the receipt of the transaction by clicking "print receipt"



The screenshot shows the MassDEP online filing system interface. At the top, there is a navigation bar with links for "MassDEP Home", "Contact", and "Privacy Policy". Below this is a green header with "My eDEP", "Forms", "My Profile", "Help", and "Notifications". A "LOG OFF" button is in the top right corner. The main content area is titled "Receipt" and features a progress bar with four steps: "Forms", "Attach Files", "Signature", and "Receipt", with the "Receipt" step currently active. Below the progress bar, there is a "Summary/Receipt" section with a "print receipt" button and an "Exit" button. The text in this section reads: "Your submission is complete. Thank you for using DEP's online reporting system. You can select 'My eDEP' to see a list of your transactions." Below this, the following information is displayed: "DEP Transaction ID: 1555249", "Date and Time Submitted: 4/28/2023 9:58:52 AM", and "Other Email :". The "Form Name" is "Submittal Platform for WPA Form 1 - RDA". The "Project Location" is "City/Town Name: WORCESTER", "Location: 8 NEW BOND ST", and "Project Description: PATIO IN BZ WITH FENCE". The "Applicant Information" includes "Name: MIA MCDONALD", "Company: MASSDEP", and "Address: 8 NEW BOND ST, WORCESTER, MA,". At the bottom of the receipt section, it states "Ancillary Document Uploaded/Mailed" with the filename "RDA.Worcester.8NewBondSt". A "My eDEP" link is located at the bottom right of the receipt area. At the very bottom of the page, there are links for "MassDEP Home", "Contact", and "Privacy Policy", and a footer that reads "MassDEP's Online Filing System ver.16.4.11.1© 2019 MassDEP".



IMPORTANT NOTES

- You cannot make any changes or upload any additional documents once you hit the Submit 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 [HERE](#)
- If you made an error on the eDEP Submittal Platform form, contact the [Regional Circuit Rider](#) 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



My eDEP Forms My Profile Help Notifications

- Air & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water
- NPDES
- Service Centers
- Toxics & Hazards
- Underground Injection Control (UIC)
- Waste & Recycling
- Wastewater
- Wetlands
- All Forms
- Recent Forms

Work In Progress | [View Submitted](#) | [Bulk Files](#) | [Favorites](#)

Form #	Form Name	Action	Status	Last Update	Download to Print
<input type="checkbox"/>	Wetlands	Add Note	SIGNED	02/04/2020	Download
<input type="checkbox"/>	1169949 All Forms	Add Note	SIGNED	01/29/2020	Download
<input type="checkbox"/>	1168494 Recent Forms	Add Note	SIGNED	01/23/2020	Download
<input type="checkbox"/>	1161440 247-1151 WPA Form 5 - OOC	Add Note	SIGNED	12/19/2019	Download
<input type="checkbox"/>	1160160 135-0259 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	12/13/2019	Download
<input type="checkbox"/>	1146868 158-1503 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	10/22/2019	Download
<input checked="" type="checkbox"/>	1143723 WPA Form 3 - NOI	Add Note	WORK IN PROGRESS	10/09/2019	Download
<input type="checkbox"/>	1120983 062-0774 WPA Form 5 - OOC	Add Note	SIGNED	07/11/2019	Download
<input type="checkbox"/>	1120817 059-1447 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	07/10/2019	Download
<input type="checkbox"/>	1113640 098-0798 WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	06/11/2019	Download



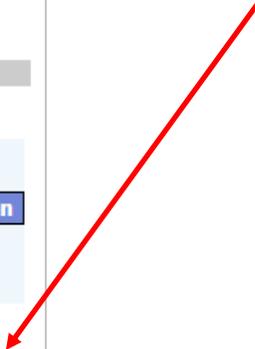
Sign into your eDEP account at <https://edep.dep.mass.gov/>
Click on Forms and select "Wetlands" from the dropdown menu.

Wetlands

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Wetlands		
Submittal Platform for WPA Form 1 - RDA	This platform can be used to upload a completed Request for Determination of Applicability to MassDEP.	Instructions Start Transaction
Submittal Platform for WPA Form 2 - DOA	This platform can be used to upload a completed Determination of Applicability to MassDEP.	Instructions Start Transaction
This form is for a Wetlands Permit. It		

Select Submittal Platform for WPA Form 2- DOA



Select NEXT



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**
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WOBURN
City/ Town

A. General Information

1. Project Location:

a. Street Address: 150 Presidential Way
b. City/Town: WOBURN
c. State: MA
d. Zip Code:
e. Latitude: 42.52471 N
f. Longitude: 71.14168 W
g. Map Plat #: 20
h. Parcel Lot #: 8
i. Project Description: Patio in Buffer zone with fire pit and fence

2. Applicant:

Individual Organization [Click here to clear the Applicant Address](#)

a. First Name: Allicia
b. Last Name: Gellen
c. Organization: MassDEP NERO
d. Mailing Address: 150 Presidential Way
e. City/Town: WOBURN
f. State: MASSACHUSETTS
g. Zip Code:
h. Phone Number: 617-519-73
i. Email: allicia.gellen@mass.gov

3. Property Owner:

more than one owner [Click here if Property Owner Address is same as Applicant Address](#)

a. First Name:
b. Last Name:
c. Organization: Acme Real Estate Co.
d. Mailing Address: 25 Main Street
e. City/Town: ARLINGTON
f. State: MASSACHUSETTS
g. Zip Code:
h. Phone Number: 978-555-1212
i. Email: Bob@Acme.com

4. Determination by Local Conservation Commission:

DOA:

Error Check & Next

Transaction Overview Trans# 1555677 ID# Submittal Platform for WPA Form 2 - DOA

Forms Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	
-	Fill out the following forms for this transaction: Submittal Platform for WPA Form 2 - DOA

[Next](#)

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



How to use View Map function

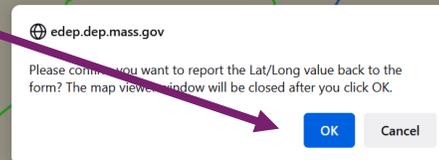
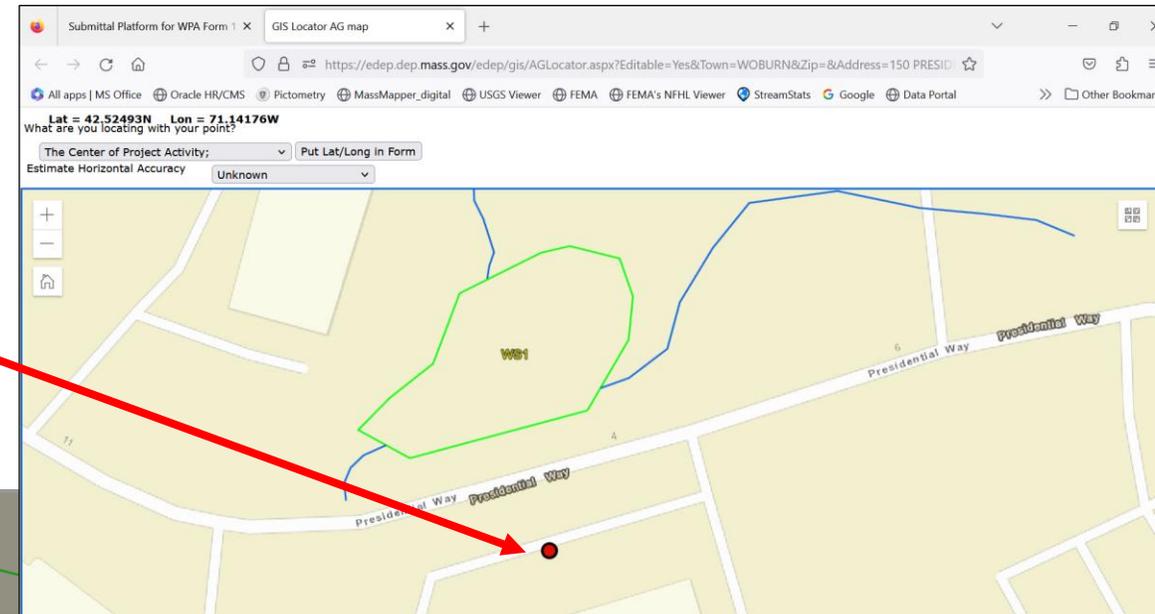
1. Click the **View Map** button, which will open another window.
2. Click the project location on the map
3. Click “Put Lat/Long in form”
4. Click OK

Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands
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. City/Town: WOBURN
c. State: MA
d. Zip Code: []
e. Latitude: 42.52471 N
f. Longitude: 71.14168 W
g. Map Scale: 20
h. Parcel/Lot #: 8

View Map



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection-Wetlands
Submission Platform for WPA Form 2 - Determination of Applicability
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WOBURN
City/ Town

A. General Information

1. Project Location:

a. Street Address: 150 Presidential Way
 b. City/Town: WOBURN
 c. State: MA
 d. Zip Code: []
 e. Latitude: 42.52471 N
 f. Longitude: 71.14168 W
 g. Map/Plat #: 20
 h. Parcel/Lot #: 8
 i. Project Description: Patio in Buffer zone with fire pit and fence

2. Applicant:

Individual Organization

a. First Name: Allicia
 b. Last Name: Gellen
 c. Organization: MassDEP NERO
 d. Mailing Address: 150 Presidential Way
 e. City/Town: WOBURN
 f. State: MASSACHUSETTS
 g. Zip Code: []
 h. Phone Number: 617-519-73
 i. Email: allicia.gellen@mass.gov

3. Property Owner:

more than one owner

a. First Name: []
 b. Last Name: []
 c. Organization: Acme Real Estate Co.
 d. Mailing Address: 25 Main Street
 e. City/Town: ARLINGTON
 f. State: MASSACHUSETTS
 g. Zip Code: []
 h. Phone Number: 978-555-1212
 i. Email: Bob@Acme.com

4. Determination by Local Conservation Commission:

DOA: ---Select---

Positive
Negative
Both

Error Check & Next

Use drop down to choose Determination Type: Positive, Negative, or Both

Choose which Determinations apply

Click Error Check & Next



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection-Wetlands
Submission Platform for WPA Form 2 - Determination of Applicability
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WOBURN
City/ Town

A. General Information

1. Project Location:

a. Street Address: 150 Presidential Way
 b. City/Town: WOBURN
 c. State: MA
 d. Zip Code: []
 e. Latitude: 42.52471 N
 f. Longitude: 71.14168 W
 g. Map/Plat #: 20
 h. Parcel/Lot #: 8
 i. Project Description: Patio in Buffer zone with fire pit and fence

2. Applicant:

Individual Organization

a. First Name: Allicia
 b. Last Name: Gellen
 c. Organization: MassDEP NERO
 d. Mailing Address: 150 Presidential Way
 e. City/Town: WOBURN
 f. State: MASSACHUSETTS
 g. Zip Code: []
 h. Phone Number: 617-519-73
 i. Email: allicia.gellen@mass.gov

3. Property Owner:

more than one owner

a. First Name: []
 b. Last Name: []
 c. Organization: Acme Real Estate Co.
 d. Mailing Address: 25 Main Street
 e. City/Town: ARLINGTON
 f. State: MASSACHUSETTS
 g. Zip Code: []
 h. Phone Number: 978-555-1212
 i. Email: Bob@Acme.com

4. Determination by Local Conservation Commission:

DOA: Both

Positive

1. The Area is subject to protection under the Act.
 2a. The Boundary Delineations are Accurate.
 2b. The Boundary Delineations are not Confirmed.
 3. Work is within an area subject to the Act and requires the filing of an NOI.
 4. Work is within Buffer Zone and requires the filing of an NOI.
 5. Area/Work is subject to review/approval under a municipal ordinance or bylaw.
 6. Area/Work is subject to review/approval only under a municipal ordinance or bylaw (not under the Act).
 7. Scope of alternatives for work in Riverfront Area.
 Alternatives limited to lot.
 Alternatives limited to lot, subdivided lots, and adjacent lots.
 Alternatives limited to original parcel, subdivided lots, adjacent lots, and obtainable lots within municipality.
 Alternatives extended to any obtainable sites.

Negative

1. The Area is not subject to the Act or within Buffer Zone.
 2. Work is within an area subject to the Act but will not alter the area.
 3. Work is within Buffer Zone but will not alter an area subject to the Act.
 4. Work is not within Buffer Zone or an area subject to the Act.
 5. Work is exempt.
 6. Area/Work is not subject to additional review and approval by municipal ordinance or bylaw.

Transaction Overview Trans# 1555677 ID# Submittal Platform for WPA Form 2 - DOA

Forms → **Attach Files** → Signature → Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Submittal Platform for WPA Form 2 - DOA

Next

Select NEXT (again) to proceed to the **Attach Files** section

Transaction Overview Trans# 1656877 ID# Submittal Platform for WPA Form 2 - DOA

Forms → **Attach Files** → Signature → Submit

Attach Files

Exit

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files

No, I have no (additional) files at this time

Next

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

Select "Yes, I will attach or mail additional files"



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# 1656877 ID# Submittal Platform for WPA Form 2 - DOA

Forms → Attach Files → Signature → Submit

Attach Files Exit

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files
 No, I have no (additional) files at this time

1. Enter a description or title for the file: 2. Browse to the file you want to attach: No file selected. 3. Click to Confirm or Clear:

OR

Check to indicate that you will send by mail

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

- Click **Confirm** to proceed



Transaction Overview Trans# 1655877 ID# Submittal Platform for WPA Form 2 - DOA

Forms → **Attach Files** → Signature → Submit

Attach Files Exit

1. Enter a description or title for the file

2. Browse to the file you want to attach
 No file selected.

3. Click to Confirm or Clear

OR
 Check to indicate that you will send by mail

Confirmed Attachments/Mailings

DOA_150 Presidential Way_Woburn	WPA Form 2_DOA Form_150 Presidential Way.pdf	View Remove
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**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

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 each document.

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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Transaction Overview Trans# 1555677 ID# Submittal Platform for WPA Form 2 - DOA

Forms Attach Files Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Submittal Platform for WPA Form 2 - DOA

Next

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Transaction Overview Trans# 1555677 ID# Submittal Platform for WPA Form 2 - DOA

Forms Attach Files Signature Submit

Signature

Please select the box below and then indicate your acceptance.

Submittal Platform for WPA 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.

Conservation Commission's Authorized Signature Date

I accept I do not accept

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Click “Next” (again) to submit



Transaction Overview Trans# 1555677 ID# Submittal Platform for WPA Form 2 - DOA

Forms → Attach Files → Signature → **Submit**

Review and Submit your Transaction Exit

Please review your transaction. If you are satisfied, scroll down and click submit. **Submit**

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below separated by a semicolon;

DEP Transaction ID: 1555677
 Date and Time Submitted: 04/28/2023 02:37:17
 Other Email :

Form Name: Submittal Platform for WPA Form 2 - DOA

Project Location
 City/Town Name: WOBURN
 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
 Submit

Confirm that you uploaded the DoA form, then confirm your email address is correct and hit Submit. If not, go back to **Attach Files.**

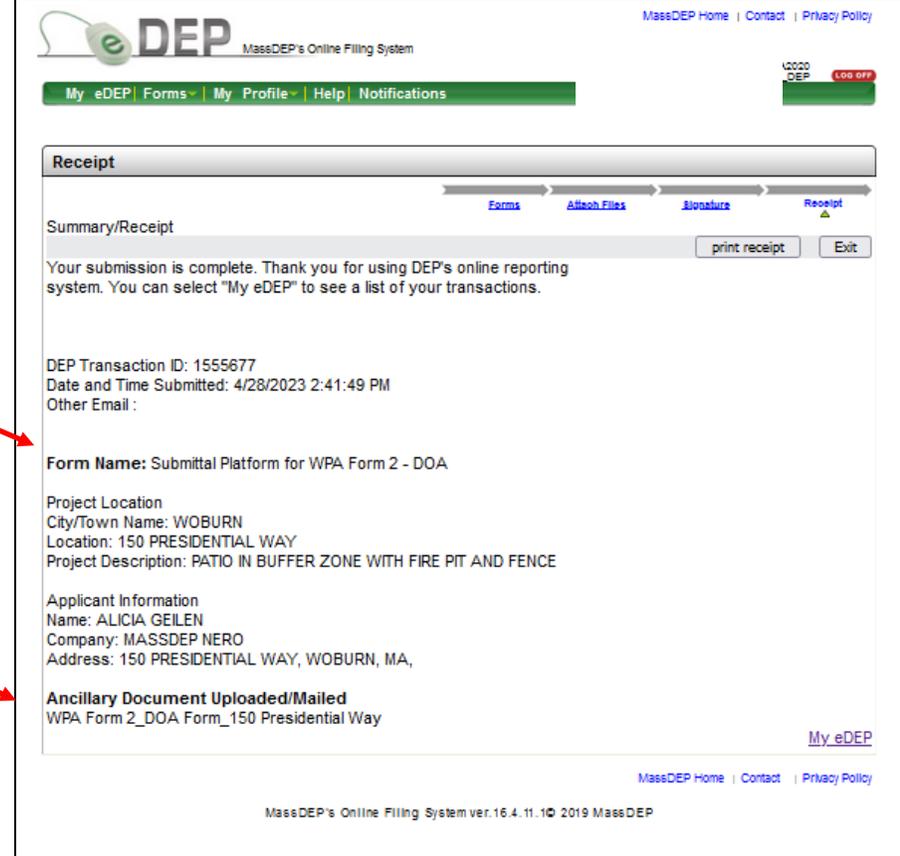
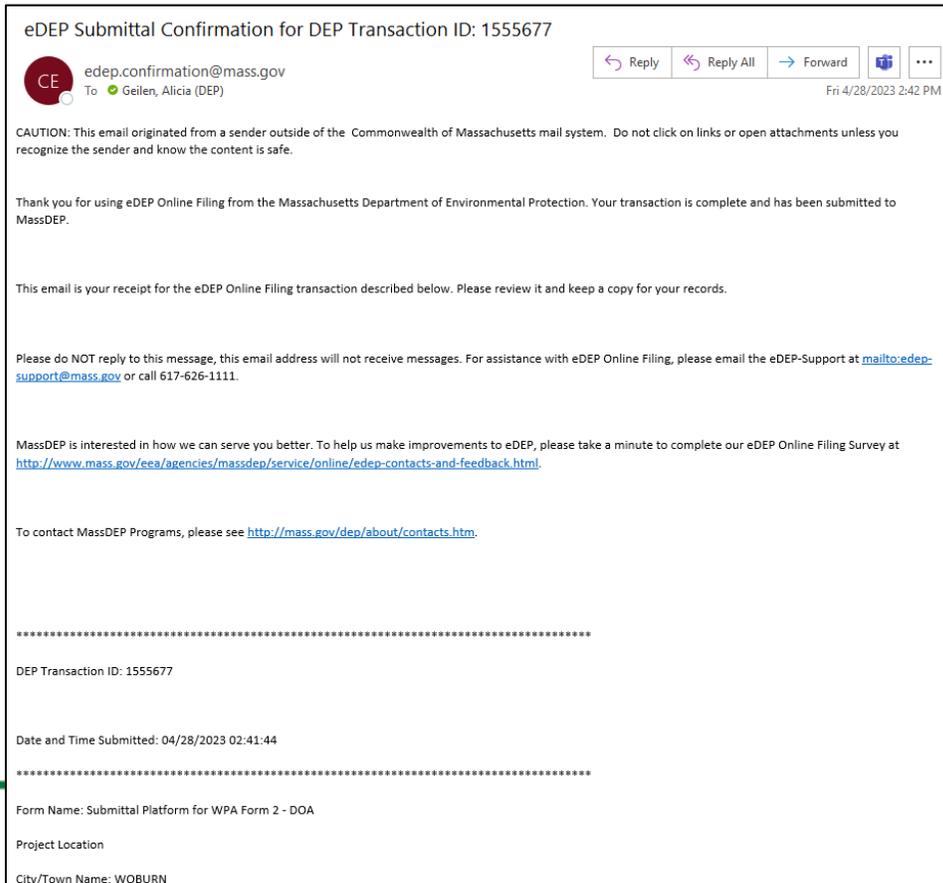
PLEASE NOTE: The DoA has NOT been officially issued to the applicant or owner (even if you type in their email address!)

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.



Confirmation of your submittal

And that you uploaded the DoA form



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



The screenshot shows the MassDEP online filing system interface. On the left, a receipt page displays transaction details for a WPA Form 2 - DOA submission. On the right, a print dialog box is open, showing options to save the receipt as a PDF or print it. Red arrows point from the text on the right to the 'Save to PDF' dropdown and the 'Save' button in the print dialog.

Receipt Page Content:

- MassDEP's Online Filing System
- My eDEP Forms | My Profile | Help | Notifications
- Summary/Receipt
- Your submission is complete. Thank you for using DEP's online reporting system. You can select 'My eDEP' to see a list of your transactions.
- DEP Transaction ID: 1556877
- Date and Time Submitted: 4/28/2023 2:41:49 PM
- Other Email :
- Form Name: Submittal Platform for WPA Form 2 - DOA
- Project Location
- City/Town Name: WOBURN
- 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
- WPA Form 2_DOA Form_150 Presidential Way
- My eDEP

Print Dialog Content:

- Print 1 sheet of paper
- Destination: Save to PDF
- Orientation: Portrait (selected), Landscape
- Pages: All
- Color mode: Color
- More settings: Print using the system dialog...
- Buttons: Save, Cancel

You can print or save the receipt of the transaction



IMPORTANT NOTES

- You cannot make any changes or upload any additional documents once you hit the Submit 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 [HERE](#)
- If you made an error on the eDEP Submittal Platform form, contact the [Regional Circuit Rider](#) for Assistance or email DEP.Wetlands@mass.gov



For More Assistance

- Contact your Regional Circuit Rider:

<https://www.mass.gov/info-details/massdeps-wetlands-circuit-rider-program>

Email: DEP.Wetlands@mass.gov

