



# Town of Rowley

Conservation Commission

Phone: (978) 948-2330 Fax: (978) 948-7196

Conservation@townofrowley.org

## REQUEST TO DETERMINE APPLICABILITY CHECKLIST

Send the following by certified mail, return receipt requested, or hand deliver to:

Rowley Conservation Commission, PO Box 24, or 39 Central Street, Room #4, Rowley MA 01969

☐ Two copies of the Application including:

- ☐ Completed WPA Form 1 – revised July 2020
- ☐ Section of U.S. Geologic Survey (USGS) quadrangle locating site (8 ½” x 11”)
- ☐ An appropriately sized section of the Assessor’s map clearly identifying the property and all others within a hundred feet
- ☐ Plans and calculations clearly describing the location and the nature of the proposed work
- ☐ Proof of mailing or hand delivery of Application to DEP NE regional office (address below)
- ☐ One copy of permission to enter form with original signature of property owner
- ☐ Proof of mailing or delivery of Application to property owner if not applicant
- ☐ One electronic submission in “PDF” form of all Application documents and plans.
- ☐ One copy of the Wetland Bylaw Fee Calculation Form with check for appropriate fee.

Send by certified mail, return receipt requested, or hand deliver to:

DEP NERO, Wetlands Division, 150 Presidential Way, Woburn, MA 01801

☐ One copy of the Application including:

- ☐ Completed WPA Form 1 – revised July 2020.
- ☐ Section of U.S. Geologic Survey (USGS) quadrangle locating site (8 ½” x 11”).
- ☐ An appropriately sized section of the Assessor’s map clearly identifying the property and all others within a hundred feet.
- ☐ Plans and calculations clearly describing the location and the nature of the proposed work.

### PERMISSION TO ENTER

I, \_\_\_\_\_, hereby grant the Rowley Conservation Commission and its  
(NAME OF PROPERTY OWNER)  
officials permission to enter upon my property at \_\_\_\_\_ to  
(STREET ADDRESS AND ASSESSOR'S MAP/PARCEL/LOT)

review the filed Request to Determine Applicability and future site conditions for compliance with the issued Determination of Applicability. The sole purpose of this document is to allow Commissioners and their officials to perform their duties under the Wetlands Protection Act (M.G.L. c. 131 s. 40) and the Town of Rowley Wetlands Protection Bylaw.

Signed: \_\_\_\_\_

(PROPERTY OWNER)

(DATE)

Rev.2/22/2023