



***Town of Dennis***  
***Department of Natural Resources***

ADDRESS: 685 ROUTE 134, SOUTH DENNIS, MASSACHUSETTS 02660  
(508) 760-6123

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**REQUEST FOR DETERMINATION OF APPLICABILITY CHECKLIST**

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The following information is necessary for a complete application package. All applications are due **no later than 10 am** on the filing deadline date listed on the Hearing Schedule. This includes both online submittal, hard copies, and any required payment.

- Use updated application form found on the DEP website at:  
<https://www.mass.gov/lists/wetlands-permitting-forms#determination-of-applicability->
- Complete Request for Determination of Applicability (WPA Form 1).
- Include one (1) original hard copy and nine (9) additional hard copies of the application package for members of the Conservation Commission. These copies shall include: Request for Determination Form, Narrative, Locus Map, Photos, and Plan Sheet(s).
- Include a signed copy of the Permission to Access Site form.
- Brief project narrative, including:
  - Description of proposed project.
  - Construction sequence, methods, and equipment to be used.
  - Describe any impacts to wetland resource areas and their buffer zones (i.e. Bordering Vegetated Wetland, Salt Marsh, Coastal Dune, Bordering Land Subject to Flooding, Land Subject to Coastal Storm Flowage, etc.).
  - Include what sedimentation and erosion controls will be implemented and when they will be installed.
- Note that double sided pages are strongly preferred.
- Include English measurements throughout the narrative.
- Include a locus map.
- Include BVW Delineation Sheets, if applicable.
- Include any letters and/or responses from Fisheries and Wildlife, Mass. Natural Heritage and Endangered Species Program, or Mass. Division of Marine Fisheries, if applicable.
- Abutter list and notification not required.



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- Include one set of color photos of the resource area and existing site (copies for Commissioner packets may be color or black & white).
- Submit application and upload complete copy of all documents in the application package to the Town of Dennis online permitting system:  
<https://www.town.dennis.ma.us/permitting>
- Town of Dennis fee for RDA is \$75.00.
- Separate Legal Advertisement fee is \$10.00.
- Include a dated plan sheet/sketch, showing:
  - Boundary and location of wetland resource area(s).
  - Lines depicting the 50- and 100-foot buffer zones to any wetland resource(s).
  - Existing conditions and proposed work.
  - English scale bar.
  - North arrow.
  - Show and label the location of sedimentation/erosion control measures.