



Instructions for Request for Determination of Applicability

Town Of East Longmeadow
Planning & Community Development

If an applicant is unsure whether their proposed work or project area is subject to the Wetlands Protection Act and/or within the jurisdiction of the local Conservation Commission, then an applicant can file a Request for Determination of Applicability. Applicants can also use Requests for Determination of Applicability to confirm wetland delineations, receive approval for minor work that is believed not to alter resource areas, and to notify the Commission of conducting work that is a minor exempt activity under the WPA. Please contact the Department of Planning and Community Development with any questions while filing a Request for Determination of Applicability.

A Complete Application Must Include the Following Required Documents:

- WPA Form 1: Request for Determination of Applicability (7 copies)
- [Tax Collector Affidavit](#) signed by the Collector's Office (1 copy)
- Site Plans (1 digital copy and 7 paper copies)
 - Wetland Delineation and/or proposed work on 11x17

To file a Request for Determination of Applicability, Applicant will:

1. Complete WPA Form 1: Request for Determination of Applicability
 - a. File the Tax Collector Affidavit with the Collector's Office. The Collector's Office will indicate whether there are any unpaid bills or taxes that would prohibit the issuing of a permit.
2. Obtain any site plans, stamped by a professional, that depict any proposed work or wetland delineation. Additional photographs or project narratives may be submitted as well
3. Submit the appropriate number of copies of each required documents to the Planning Department.
Note: *There are no filing fees for this application*
4. Submit a copy of application materials to the DEP Western Regional Office
5. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Conservation Commission.
Note: *Attendance is required at meetings.*

Before the meeting:

1. The Planning Department will send legal notice to be published in The Reminder newspaper in accordance with the WPA 310 CMR 10.00.
Note: *Legal notice is at the expense of the applicant.*

During the meeting:

2. The Conservation Commission will review the Request for completeness and accuracy. The Conservation Commission may request to schedule a site visit.
3. The Conservation Commission will issue a Determination of Applicability.

After the meeting:

1. The Planning Department will mail a copy of the Determination to the applicant and to DEP.
Note: *Determinations of Applicability are valid for three (3) years.*