



CITY OF NEWBURYPORT  
CONSERVATION COMMISSION  
60 PLEASANT STREET  
NEWBURYPORT, MA 01950  
978-465-4462

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## Checklist for Request for Determination of Applicability

Last revised 3-21-11

1. Fill out the WPA Form 1, "Request for Determination of Applicability." This form can be downloaded from the MassDEP website at:  
[www.mass.gov/dep/water/approvals/wpaform1.doc](http://www.mass.gov/dep/water/approvals/wpaform1.doc)
2. Make eleven (11) copies of the form and include any supporting plans, drawings and narratives. Copies should be double-sided, preferably on recycled paper (at least 30% post-consumer content). Please *do not* include plastic covers or bindings on the submittals.
3. Submit ten (10) of the collated copies of the application and supporting materials to the Planning Office along with the City's filing fee of \$50 plus \$150 for placing the newspaper ad (total of **\$200**). Make the check to the "City of Newburyport."
4. Send one (1) copy of the "Request for Determination of Applicability" to:

Department of Environmental Protection  
Northeast Regional Office  
205B Lowell Street  
Wilmington, MA 01887

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*Please direct any questions to:*

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