



Town of Burlington  
29 Center Street  
Burlington, MA 01803

Phone 781-270-1655  
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*Burlington Conservation Commission*

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**REQUEST FOR DETERMINATION OF APPLICABILITY**  
Submission Checklist and Guidelines  
(Including Town By-law: Article XIV)

**Each application package should include:**

- Massachusetts Department of Environmental Protection WPA Form 1 – Request for Determination of Applicability
- Burlington By-law Article XIV Application Form
- Plot plan and/or map with detail sufficient to show all proposed work (construction and/or grading if applicable), lot lines, and general proximity of resource areas (all wetlands and/or floodplain)
- Filing fee – Check made payable to the Town of Burlington and turned into the Conservation Department as part of the original application package (see attached fee schedule)
- Telephone numbers of all contacts for the project
- Statement of limitations/impediments to access if applicable (e.g. fences, animals)

**Guidelines for Submitting a Request for Determination of Applicability**

When the original package is completed, make 13 copies of the application (excluding the abutters list) and staple each package together.

Submit the original plus 8 copies of the completed package to the Conservation Department.

Submit 1 copy of the completed package to the DEP Northeast Regional Office, 205B Lowell Street, Wilmington, MA 01887

Submit 1 paper copy or 1 electronic of the completed package to each of the following departments: Planning, Engineering, Board of Health, and Selectmen. When delivering completed packages to Town departments, please have each department date stamp the stamp sheet.

If submitting electronically, send copies of the complete package or documents to the following addresses:

[Conservation@burlington.org](mailto:Conservation@burlington.org)  
[planning@burlington.org](mailto:planning@burlington.org)  
[engineering@burlington.org](mailto:engineering@burlington.org)  
[boh@burlington.org](mailto:boh@burlington.org)  
[selectmenstaff@burlington.org](mailto:selectmenstaff@burlington.org)