

**Information for Filing an Adjudicatory Hearing Request with the Commonwealth  
of Massachusetts Department of Environmental Protection**

Within thirty days of the receipt of this letter the adjudicatory hearing request should be sent to:

Docket Clerk  
Office of Administrative Appeals  
Department of Environmental Protection  
One Winter Street, Second Floor  
Boston, MA 02108

In addition, a valid check payable to the Commonwealth of Massachusetts in the amount of \$100 must be mailed to:

Commonwealth of Massachusetts  
Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

The hearing request to the Commonwealth will be dismissed if the filing fee is not paid, unless the appellant is exempt or granted a waiver.

The filing fee is not required if the appellant is a city, town (or municipal agency), county, district of the Commonwealth of Massachusetts, or a municipal housing authority. The Department may waive the adjudicatory hearing filing fee for a permittee who shows that paying the fee will create an undue financial hardship. A permittee seeking a waiver must file, along with the hearing request, an affidavit setting forth the facts believed to support the claim of undue financial hardship.

*August, 2006*