

TOWN OF PEPPERELL  
Conservation Commission  
Office Phone: 978-433-0325

**Directions for filing WPA – Form 1, Request for Determination of Applicability (RDA),  
in Pepperell**

Below is a summary **checklist** of requirements for completing an RDA in Pepperell. This form is generally used to seek the approval of the Conservation Commission, under the Massachusetts Wetlands Protection Act and the Town of Pepperell Wetlands Protection By-Law, for projects within the buffer zone to a wetland resource area. Full directions for filing a Request for Determination of Applicability are on the Department of Environmental Protection website at <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html>

Submit to the Pepperell Conservation Commission (in person or by mail):

1. Two copies of a completed WPA Form 1
2. Two copies of a plan drawing of the proposed project. The plan must be drawn to scale and must show the location of the wetland and any other existing features that would explain the project to the Conservation Commission \*\*
3. Check for Pepperell Wetlands Protection By-Law filing fee, made out to “Town of Pepperell”  
\$ 50, if project is associated with existing single-family residence  
\$100, all other projects

Note: You will be billed for the cost of the Legal Ad that the Commission office will place in the Nashoba Valley Voice (approx. \$50-60). This ad must be paid for before your meeting begins. Your check should be made out to “Nashoba Valley Voice” and submitted to the Commission office.

Mail to DEP Central Regional Office, 8 New Bond Street Worcester, MA 01606

1. Copies of Items 1 & 2 above (as submitted to Town)
2. Locus map showing general location of the property (a copy of a portion of the USGS quad with an arrow showing the location works well)

\*\*May require the services of a wetland scientist, surveyor, or other professional