

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

### **Directions for filing a Notice of Intent (WPA Form 3) in Pepperell**

Below is a summary checklist of the requirements for completing a Notice of Intent in Pepperell. Form 3 and its attachments are the required application for a wetlands permit (called an Order of Conditions) under the Massachusetts Wetlands Protection Act and the Town of Pepperell Wetlands Protection By-Law. Full directions for filing a Notice of Intent are on the Department of Environmental Protection website at [www.mass.gov/dep/water/approvals/wpa3inst.doc](http://www.mass.gov/dep/water/approvals/wpa3inst.doc)

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

1. Two copies of a completed WPA Form 3, Notice of Intent\*
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. Completed WPA Wetland Fee Transmittal Form\*, pages 1 & 2
  - Check for the Town's portion of the fee, made out to "Town of Pepperell"
  - Copy of the check for the state's portion of the fee
4. Check for Town By-Law\* filing fee, made out to "Town of Pepperell" (may be combined with Town check in #3 above)
5. List of abutters within 100 feet of property boundaries (from Assessor's Office)
6. Copy of completed Abutter Notification Form\*
7. Completed Stormwater Checklist, if necessary
8. Proof of mailing of Notice of Intent and plans to Natural Heritage, if necessary

Note: You will be billed for the cost of the Legal Ad that the Commission office will place in the Pepperell Free Press (approx. \$50-60). This ad must be paid for before your hearing begins. The check for the ad must be made out to "Nashoba Publications".

#### Mail (by a certificate of mailing **OR** certified, return receipt requested) to all abutters:

Copy of completed Abutter Notification Form

#### Mail to *Department of Environmental Protection, Box 4062, Boston, MA 02211:*

1. Completed WPA Wetland Fee Transmittal Form, pages 1 & 2 (same as Item 3 above)
2. The **check** for the State's portion of the fee, made out to "Commonwealth of Massachusetts"

#### Mail to *DEP Central Regional Office, 627 Main Street, Worcester, MA 01608:*

1. Copies of the Notice of Intent, project plans, and Wetland Fee Transmittal form (#1-3 above)
2. A copy of the check for the State's portion of the fee
3. 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)

#### Bring to the Public Hearing:

Certificates of mailing or receipt cards from abutters (the "green cards")  
Check made out to "Nashoba Publications" for legal ad, if not already paid

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