

Town of Montague  
Planning & Conservation Department  
413-863-3200 x207

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

Below is a summary **checklist** of requirements for completing an RDA in Montague. This form is generally used to seek the approval of the Conservation Commission, under the Massachusetts Wetlands Protection Act, 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 [www.mass.gov/dep/water/approvals/wpa1inst.doc](http://www.mass.gov/dep/water/approvals/wpa1inst.doc)

**Submit to the Montague 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. \*\*

Note there is no filing fee, but you will be billed for the cost of the Legal Ad that the Planning & Conservation office will place in the Greenfield Recorder (approx. \$50.00-\$60.00).

1. This ad must be paid for and published in the newspaper before your attendance at the monthly meeting happens. (Applicant pays Greenfield Recorder)
2. The ad needs to be submitted to the Greenfield Recorder 10 business days before the scheduled monthly meeting. (Town will submit ad to Greenfield Recorder)
3. The ad needs to then run 1 week before monthly Conservation meeting. (**Greenfield Recorder will run ad ONLY with payment received by applicant**)
4. Your check should be made out to “The Greenfield Recorder” and mailed to:  
The Greenfield Recorder  
Recorder Legal Ads  
P.O. Box 1367  
Greenfield, MA 01302
5. Please let the Planning and Conservation Department know the cost of the ad and the check number when you pay. (Applicant)

**Mail to DEP Office, 436 Dwight Street Springfield, MA 01103:**

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**