

CHECKLIST FOR REQUESTING A CERTIFICATE OF COMPLIANCE

Upon completion of the project, the following shall be submitted to the Conservation Commission in order to receive a Certificate of Compliance:

- a. A WPA form 8A requesting a Certificate of Compliance (COC).
- b. A copy of the **recorded** Order of Conditions and (if applicable) Amended Order of Conditions, Extensions, etc.
- c. A copy of the **plan of record**.
- d. A written statement from a registered professional engineer (for engineered plans) or a written statement from a landscape architect (for landscaping plans) of the Commonwealth certifying that the work has been completed as shown on the plan(s) and documents referenced, and as conditioned by the Commission. **This is required ONLY if a project has an engineered plan or professional landscape plan.**
- e. The Commission reserves the right, before issuing a Certificate of Compliance (should items a. and b. be deemed insufficient), to require an "as built" plan prepared and signed and stamped by a registered professional engineer or land surveyor of the Commonwealth.
- f. \$150 Certificate of Compliance application fee.

Prior to the scheduled Certificate of Compliance hearing, the Conservation Agent will conduct a site visit to confirm that the project has been completed in compliance with the Plan(s) of record and Order of Conditions.