



## **Filing a REQUEST FOR A CERTIFICATE OF COMPLIANCE**

### **Norwell Conservation Commission**

***CHECKLIST: Please check off all items applicable to your project, sign and return to the Norwell Conservation Commission with the completed Request for Certificate of Compliance Form, required documentation and applicable fee(s).***

- \_\_\_\_\_ 1. Carefully read through all the conditions in the Order of Conditions or other permit, to make sure you are in full compliance.
- \_\_\_\_\_ 2. Fill out and submit one (1) Request for Certificate of Compliance forms (WPA Form 8A). If you are requesting documentation of compliance for a different permit type, clearly identify that on the front of the form.
- \_\_\_\_\_ 3. Two (2) "As built" plans must be submitted with your request.

**The As Built plan must show the following:**

- A plan comparable in size and scale to the plan approved by the Commission
- The approved wetland/resource (s) line(s) with all of the original markers
- The 50' buffer line
- The 100' buffer line
- If applicable the 200' Riverfront/Riparian Area line.
- Existing topography
- Existing construction
- Existing tree/vegetation areas
- Existing mitigation or replacement areas or features
- All natural features such as stone walls, tree lines, cart paths etc.; property boundaries, easements, rights of way, driveways, decks, etc.
- The agent or commissioner conducting the site visit must be able to verify and identify all components of the final project on the site plan that fall within or near the buffer zone or resource area or that involves stormwater systems.
- If the existing work varies from the proposed work (including any plantings or landscape features), **both the permitted and existing conditions must be shown.**
- A PLS stamp is required

- \_\_\_\_\_ 4. **A written statement certifying substantial compliance with the plans and identifying in written narrative, what deviation, if any, exists from the plans approved in the Order shall be required with the Request for COC.** (For projects involving replication, mitigation, stormwater or extensive regrading, a certified as built plan and statement from a qualified professional will be required).
- \_\_\_\_\_ 5. **To whom is this Certificate of Compliance to be issued / mailed to? (address):**

- \_\_\_\_\_ 6. The fee is included: payable to the Town of Norwell (See Fee Schedule / Worksheet).

- \_\_\_\_\_ 7. **Application, Plan(s) & Documentation should also be submitted electronically to:**  
[wsaunders@townofnorwell.net](mailto:wsaunders@townofnorwell.net) or [mschmid@townofnorwell.net](mailto:mschmid@townofnorwell.net).

- An on-site inspection will be scheduled & performed by the agent or a commissioner. If you wish to attend the site visit, you may schedule a time/day when you drop off your application; otherwise the site visit will be taken as time permits in order to expedite processing of your request. If there are any concerns or issues, the agent or commissioner will contact you.

**Unless all required components are included, your application will not be considered complete.**

\_\_\_\_\_  
 Applicant or Applicant's Representative Signature

\_\_\_\_\_  
 Date

**\*\* PLEASE NOTE THAT, IN ADDITION TO THE ABOVE, WE NOW REQUIRE AN MLS (MUNICIPAL LIEN SIGN-OFF) BE SUBMITTED FROM THE TREASURER'S OFFICE BEFORE ISSUANCE OF YOUR CERTIFICATE OF COMPLIANCE \*\***