

How do I obtain a Certificate of Compliance?

To obtain a Certificate of Compliance please submit the following documents by noon on the due date:

- _____ \$50 local permit check made out to the city.
- _____ WPA Form 8A Request for Certificate of Compliance (attached) completely filled out with all **recording** information etc.
- _____ Per 10:05 (9)(d) (WPA) “if a project has been completed in accordance with plans stamped by a registered professional engineer, architect, landscape architect or land surveyor, **a written statement** by such a professional person certifying substantial compliance with the plans and setting forth what deviation, if any, exists from the plans approved in the Order shall accompany the Request for Certificate of Compliance.
- _____ **2** copies of Form 8A and **2** copies of any other documents accompanying the request (plans, letter from engineer etc.).
- _____ Thumb drive or disk of all documents submitted. A reliable link or email is sufficient for smaller projects.

Also, according to our by-law, the commission can require an “As built plan” if different from the original plan. That is in section 32-26 of our Wetlands and Rivers Protection Ordinance (available on our website). **The commissioners typically look for a plan to accompany the request.** Let me know if you have any questions or need any help! Thanks for contacting us!

Questions please call 978-538-5782