



Town of Rowley

Conservation Commission

Phone: (978) 948-2330 Fax: (978) 948-7196

Conservation@townofrowley.org

REQUEST FOR CERTIFICATE OF COMPLETION CHECKLIST Under the Stormwater Management and Erosion Control Bylaw

Submit two (2) copies of the following to request a Certificate of Completion:

Note: Rolled up paperwork will not be accepted except for large plan sets.

- ☐ Completed SMP Form A – Request for Certificate of Completion.
- ☐ Check for appropriate fee (made out to Town of Rowley).

20,000 Square Feet to 2 Acres or 10,000 Square Feet or more sloped at 15% or greater	\$150
2 Acres or greater in area	\$200

- ☐ A written statement (submit original signature) from a Registered Professional Engineer of the Commonwealth certifying that the work has been completed in completion with this SMP, documents, and the approved plans referenced herein (or approved revisions). Any discrepancies or deviations shall be noted and explained.
- ☐ An as-built topographic plan of the same scale as the approved plan, signed and stamped by a Registered Professional Engineer or Land Surveyor of the Commonwealth, showing post-construction conditions for the public record. This plan will include as built elevations of all drainage ways, distances to all structures, and all elevations. This as-built plan may be the originally submitted final approved site plan with changes highlighted and explained.
- ☐ Email an electronic PDF copy of all documents to conservation@townofrowley.org. All documents and plans will be provided as separate electronic files for record management purposes.
- ☐ Any additional materials which may be required under the Stormwater Management Permit. Please read the SMP to determine **all** requirements to obtain a Certificate of Completion.

Send hard copies by mail or hand deliver to:

Rowley Conservation Commission

P.O. Box 24

39 Central Street, Room #4

Rowley, MA 01969