



# Town of Rowley

Conservation Commission

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

Conservation@townofrowley.org

## REQUEST FOR CERTIFICATE OF COMPLIANCE CHECKLIST Under the Wetlands Protection Act and Rowley's Wetlands Bylaw

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

- ☐ Completed WPA Form 8A – Request for Certificate of Compliance.
- ☐ Wetland Bylaw Fee Calculation Form (see Forms & Checklists on webpage).
- ☐ Check for appropriate fee (made out to Town of Rowley).
- ☐ A written statement signed (submit original signature), wet stamped and dated from a Registered Professional Engineer of the Commonwealth certifying that the work has been completed in compliance with the Order of Conditions, documents, and the final approved plans (or approved revisions). Any discrepancies or deviations between the proposed plan and post-construction conditions shall be noted and explained.
- ☐ An as-built topographic plan of the same scale as the approved plan, wet stamped and signed with original signature and date 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 constructed within 100' of any wetland or 200' of a perennial stream, distances to all structures, and all elevations within 100' of wetlands and 200' of perennial streams. The as-built plan must show all wetland resource area boundaries with associated buffer zones and any No Cut/No Disturbance Zones taken from the plan(s) approved in this OC. The as built plan must show elevations of all filled, altered, or replicated wetlands.
- ☐ Email an electronic PDF copy of all documents to [conservation@townofrowley.org](mailto: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 Order of Conditions. Please read the Order of Conditions to determine **all** requirements to obtain a Certificate of Compliance.

Send hard copies by mail or hand deliver to:

Rowley Conservation Commission

P.O. Box 24

39 Central Street, Room #4

Rowley, MA 01969