



# Town of Rowley

Conservation Commission

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

Conservation@townofrowley.org

441

## 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).  
*TO BE DELIVERED BY SITES*

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](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 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



**Town of Rowley**  
**Conservation Commission**  
**SMP Form A – Request for Certificate of Completion**  
**Stormwater Management and Erosion Control Bylaw**

SMP File Number:

41-2021

Provided by RCC

**A. Project Information**

**Important:**  
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Upon completion of the work authorized in an Stormwater Management Permit, the property owner must request a Certificate of Completion from the issuing authority stating that the work or portion of the work has been satisfactorily completed.

1. This request is being made by:

Concord Pastures LLC

Name

50 Dodge Street, Unit E

Mailing Address

Beverly

MA

01915

City/Town

State

Zip Code

978-922-5300

Phone Number

2. This request is in reference to work regulated by a final Stormwater Management Permit issued to:

441 Main Street Realty Trust

Applicant

41-2021

SMP File Number

Dated

3. The project site is located at:

441 Main Street

Rowley

Street Address

City/Town

27

46-2

Assessors Map/Plat Number

Parcel/Lot Number

4. The final Stormwater Management Permit was recorded at the Registry of Deeds for:

441 Main Street Realty Trust

Property Owner (if different)

Essex South

37298

152

County

Book

Page

Certificate (if registered land)

5. This request is for certification that (check one):

the work regulated by the above-referenced Stormwater Management Permit has been satisfactorily completed.

the following portions of the work regulated by the above-referenced Stormwater Management Permit have been satisfactorily completed (use additional paper if necessary).

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the above-referenced Stormwater Management Permit has lapsed and is therefore no longer valid, and the work regulated by it was never started.



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### A. Project Information (cont.)

6. Did the Stormwater Management Permit for this project, or the portion of the project subject to this request, contain an approval of any plans stamped by a registered professional engineer, architect, landscape architect, or land surveyor?

Yes      If yes, attach a written statement by such a professional certifying substantial compliance with the plans and describing what deviation, if any, exists from the plans approved in the Permit.

No

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### B. Submittal Requirements

Requests for Certificates of Completion should be directed to the issuing authority that issued the final Stormwater Management Permit (SMP). If the project received an SMP from the Conservation Commission, submit this request to that Commission.