

Process for Filing a Request for Certificate of Compliance

Upon completion of construction and final soil stabilization, the applicant must request a Certificate of Compliance. The process is outlined below.

☐ **Request Form and Materials**

The following materials must be submitted via the online portal at least 7 days prior to the target meeting date of the Conservation Commission. Please fill out the required form and upload attachments from the list below. These must be submitted via the online portal, which can be located at: [Planning & Community Development - Planning & Community Development - ViewPoint Cloud](#).

Digital Attachments required with your submission:

- ☐ Original of WPA Form 8A – Request for Certificate of Compliance, which can be located at <https://www.mass.gov/doc/wpa-form-8a-request-for-certificate-of-compliance/download> or download from Mass DEP website: [Mass.gov Wetlands Permitting Forms](#)
- ☐ Letter requesting a Certificate of Compliance, referencing the name & address of current landowner, name & address of individual to whom the Certificate is to be issued, street address and map and lot number where the project is located, and the DEP File #.
- ☐ Letter from a Registered Professional Engineer or Land Surveyor certifying compliance with the Order of Conditions and proposed plan, as well as explaining any deviations from the approved plan (refer to Salem Conservation Commission Standard Conditions under After Construction for further instructions)
- ☐ An As-Built Plan, unless otherwise specified in Conditions, signed, and stamped by a Registered Professional Engineer or Land Surveyor showing post-construction conditions (refer to Salem Conservation Commission Standard Conditions under After Construction for further instructions).
- ☐ Photographs and any other supporting documentation and plans to accompany the request.

☐ **Site Inspection**

A site inspection with the Conservation Agent or a member of the Conservation Commission and the applicant or the applicant's representative must be held prior to the meeting to ensure existing conditions are in compliance with the Order and as-built plan.

☐ **Physical Materials for Conservation Commission Packets: Recycled Paper is Preferred**

- (8) copies of the Request Letter;
- (8) copies of the Registered Professional Letter;
- (7) folded 11x17" copies of the As-Built Plans and (1) folded full size copy

☐ **Attend a Conservation Commission Meeting**

The applicant or a representative must attend a scheduled meeting of the Conservation Commission to discuss the completed project. The Commission's meeting schedule and submittal deadlines are posted on the Commission's [webpage](#).

Questions

Please contact the Conservation Agent at 978-619-5685 or ConservationAgent@salem.com with any questions.