

## RCOC Application Instructions



### CHELMSFORD CONSERVATION COMMISSION

## Request for Certificate of Compliance Application Instructions

Certificates of Compliance (COC) are the final permit issued by the Conservation Commission to certify that work performed under an Order of Conditions has been completed. Please consult the Chelmsford Wetlands Bylaw and Bylaw Regulations prior to filing with the Conservation Commission.

#### Step 1

Download and **complete WPA Form 8A** from the Massachusetts Department of Environmental Protection (DEP) website: <http://www.mass.gov/dep/water/approvals/wpafirm8a.pdf>. Printed copies may be obtained from the Conservation Office at the Town Offices. You may wish to obtain a wetland scientist, consultant, engineer, and/or land surveyor to assist you with preparing the permit application.

If the Order of Conditions for this project, or the portion of the project subject to this request, contains an approval of any plans stamped by a registered professional engineer, architect, landscape architect, or land surveyor, then:

- **Attach a written statement by such a professional certifying substantial compliance with the plans.**

If any deviation exists from the plans approved in the Order:

- **Include an as-built plan stamped by a registered professional engineer, architect, landscape architect, or land surveyor, clearly depicting and describing all deviations.**

Use the included checklist to ensure that the plan(s) include at least the minimum required information.

#### Step 2

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Please contact the agent prior to submitting the application to determine the next available meeting. Generally applications should be submitted two weeks prior to the meeting.

#### Step 3

Submit the following materials to the Conservation Commission:

- Two (2) copies of the RCOC application:
  - WPA Form 8A
  - Written statement certifying substantial compliance
  - Local Filing Fee Calculation Form
  - Application fee payable to the Town of Chelmsford
- Nine (9) Copies of the plan [if larger than 11" x 17" submit two (2) full-size copies and seven (7) 11" x 17" copies]
- Electronic submission of application materials (email to: [kquertin@chelmsfordma.gov](mailto:kquertin@chelmsfordma.gov) or provide on Compact Disc):
  - One copy of the application and the plan in digital format: PDF file
  - One copy of the plan in digital format: capable of conversion to a DXF file and referenced to the Massachusetts State Plane NAD83 format
- One copy of the coordinates for all wetland resource flags, labeled and referenced to the Massachusetts State Plane NAD83 format

**Please**  
No staples - No GBC bindings  
No plastic covers  
Use binder clips or three-hole  
punch  
**Folded unbound plans**

#### Step 4

By submitting a **complete** RCOC application (see items listed in Step 4), the application will be scheduled for the next available public meeting. Incomplete RCOC applications will not be received by the

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Conservation Office. The applicant or the representative is encouraged to attend the scheduled public meeting.

## Step 5

The Conservation Commission, their agent, or an approved third party reviewer will perform a site visit to confirm the existing conditions and areas of work proposed in the plans. The applicant will be notified about the date and time of the site visit and is encouraged to attend.

### As-built Plan Checklist

The following should be included on the submitted plan:

- Title & date
- Applicant's name & address
- Owner's name & address
- Assessor's map, block, lot number, street number and subdivision lot number, where applicable, of the subject property
- Owner's name, assessor's map, block, lot number, and street number of adjacent properties
- Existing & Proposed Conditions
  - Buildings & structures
  - Pavement
  - Edge of lawn / landscaping
  - Stormwater structures
  - 2-foot contours or smaller
  - "Screened" approved Order of Conditions plan
  - "Red line" as-built contour elevations with spot shots
  - "Red line" identification of any discrepancies from the Order of Conditions plan
  - Certification by a professional engineer or land surveyor
- Wetlands on and within 200 feet of the property
- The location of consecutively numbered flags delineating Wetland Resource Areas
- 100-foot Buffer Zone, 50-foot No Build, 30-foot No Impervious, and 25-foot No Disturbance
- Certification by a professional engineer or land surveyor

Updated August 2012