

## 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: [aleflore@townofchelmsford.us](mailto:aleflore@townofchelmsford.us) 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



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## Local Filing Fee Calculation Form

The Chelmsford Wetlands Bylaw [Chapter 187] and the Chelmsford Wetlands Bylaw Regulations [Section 7.1] require a filing fee according to the following schedule.

APPLICATION TYPE:	QUANTITY:	FILING FEE:	TOTAL:
<b>Request for Determination of Applicability (RDA):</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$100.00	_____
Residential Subdivision (2 or more lots):	_____ x	\$100.00	_____
General Residential or Single Family house:	_____ x	\$50.00	_____
<b>Abbreviated Notice of Resource Area Delineation (ANRAD):</b>			
Single Family house	_____ x	Half the total Act fee	_____
All other Activities	_____ x	Half the total Act fee	_____
<b>Notice of Intent (NOI):</b>			
Activity Fee Category 1	_____ x	\$55.00	_____
Activity Fee Category 2	_____ x	\$250.00	_____
Activity Fee Category 3	_____ x	\$525.00	_____
Activity Fee Category 4	_____ x	\$725.00	_____
Activity Fee Category 5	_____ x	\$75.00	_____
*per each activity proposed within Wetland Resource Areas and Buffer Zone			
<b>Application Filed After Enforcement Order:</b>	_____ x	Double the total municipal fee	_____
<b>Amended Order of Conditions Application:</b>	_____ x	75% of initial municipal fee	_____
<b>Request for Certificate of Compliance (RCOC):</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$150.00	_____
Residential Subdivision:	_____ x	\$100.00	_____
General Residential or Single Family house:	_____ x	\$50.00	_____
If Order of Conditions has Expired:	_____ x	Add an additional \$50.00	_____
<b>Request for an Extension Permit (REP):</b>	_____ x	\$75.00	_____
<b>Request for True Attest Copy:</b> Order of Conditions, Certificate of Compliance, Amended Order of Conditions, Extension Permits, or other documents:	_____ x	\$25.00 each	_____
<b>Research:</b> Obtaining specific applications, plans, or permits from file or researching other information:	_____ x	\$25.00 per hour of staff time	_____
<b>Request for Partial Certificate of Compliance:</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$125.00	_____
Residential Subdivision:	_____ x	\$75.00	_____
General Residential or Single Family house:	_____ x	\$25.00	_____
<b>Local Filing Fee</b> (Sum of filing fees above):			_____
<b>Town Share</b> of state filing fee (from DEP form):			_____
<i>Note: State filling fee only applies to ANRADS and NOIs,</i>			
<b>Total Payable to Town of Chelmsford:</b> (Local Filing Fee + Town Share):			\$ _____

Updated April 2010



**WPA Form 8A – Request for Certificate of Compliance**

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP

**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 Order of Conditions, the property owner must request a Certificate of Compliance from the issuing authority stating that the work or portion of the work has been satisfactorily completed.

1. This request is being made by:

Name

Mailing Address

City/Town State Zip Code

Phone Number

2. This request is in reference to work regulated by a final Order of Conditions issued to:

Applicant

Dated DEP File Number

3. The project site is located at:

Street Address City/Town

Assessors Map/Plat Number Parcel/Lot Number

4. The final Order of Conditions was recorded at the Registry of Deeds for:

Property Owner (if different)

County Book Page

Certificate (if registered land)

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

the work regulated by the above-referenced Order of Conditions has been satisfactorily completed.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the above-referenced Order of Conditions has lapsed and is therefore no longer valid, and the work regulated by it was never started.



**WPA Form 8A – Request for Certificate of Compliance**

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP

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**A. Project Information (cont.)**

6. Did the Order of Conditions 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 Order.

No

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**B. Submittal Requirements**

Requests for Certificates of Compliance should be directed to the issuing authority that issued the final Order of Conditions (OOC). If the project received an OOC from the Conservation Commission, submit this request to that Commission. If the project was issued a Superseding Order of Conditions or was the subject of an Adjudicatory Hearing Final Decision, submit this request to the appropriate DEP Regional Office (see <http://www.mass.gov/dep/about/region/findyour.htm>).