

East Bridgewater Conservation Commission
Certificate of Compliance Checklist
Revised May 2021

THIS CHECKLIST MUST BE PLACED ON TOP OF YOUR APPLICATION

APPLICANT _____ DATE _____ DEP FILE# _____

ADDRESS _____

Please use the checklist below as a guide to make sure you have all the items you need to obtain a Certificate of Compliance. Not all Special Conditions are listed below as some projects require more conditions than others. If all the applicable items are completed correctly you can avoid unnecessary delays in obtaining your Certificate of Compliance. Please submit two copies of the checklist, the as built plan, the Form 8A and the engineer's letter **by noon on the Wednesday one (1½) weeks before the scheduled hearing**. All documents must also be filed digitally. See below for plan requirements. If you have any questions please contact your engineer, the Conservation office at 508-378-1623 or awelch@eastbridgewaterma.gov.

MINIMUM PLAN REQUIREMENTS WHERE APPLICABLE:

- ☐ Conservation As-Built plan in the **same scale** as the Notice of Intent plan
- ☐ The plan must show the details of the Order and must be signed, dated and stamped by a Registered Professional Engineer or Professional Land Surveyor.
- ☐ Location of structures with dimensions and offsets to property lines.
- ☐ All pavements.
- ☐ Utilities infrastructure including elevations of pipe inverts, outlets, sizes, materials and slopes.
- ☐ Drainage structures.
- ☐ Existing and proposed contour elevations
- ☐ Limits of clearing and grading.
- ☐ Distances to wetlands, resource areas boundaries.
- ☐ Buffer Zones.
- ☐ Any areas of alterations within a wetland resources area and any wetland replication areas.
- ☐ Conservation Easement or Covenant areas.
- ☐ Conservation pipes or other boundaries (i.e., fences or boulders).
- ☐ Roof drains and/or rain gardens. Rain gardens must be certified by the engineer.

OTHER REQUIREMENTS WHERE APPLICABLE

- ☐ Check for Town Fee – See Fee Schedule.
- ☐ Order of Conditions Review.
- ☐ Proof of Recording.
- ☐ Silt fence/DEP Sign letter.
- ☐ PVC pipe letter (combined with the above if required)
- ☐ Request for Certificate of Compliance Form 8A.
- ☐ Engineer's letter with **ALL** plan and special condition differences noted.
- ☐ Affidavit of new owner(s).
- ☐ Conservation Easement Exhibit Plan or Conservation Covenant Plan.
- ☐ Proof of Recording of Conservation Easement or Covenant
- ☐ Roof drain installation certification, date inspected and inspector.
- ☐ Rain gardens certification by the design engineer as to adequacy of the volume.
- ☐ Special Condition # _____.
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