



ESSEX CONSERVATION COMMISSION

30 Martin Street, Essex MA 01929

Telephone: 978-768-2509 Fax: 978-768-2505

Email: conservation@essexma.org

REQUEST FOR CERTIFICATE OF COMPLIANCE CHECKLIST

Submit **two (2)** copies of the following to request a Certificate of Compliance:

- ☐ Completed WPA Form 8A – Request for Certificate of Compliance.
- ☐ A written statement signed (submit original signature), wet stamped and dated from a Registered Professional Engineer of the Commonwealth certifying that the work has been completed in compliance with the Order of Conditions, documents, and the final approved plans (or approved revisions). Any discrepancies or deviations between the proposed plan and post-construction conditions shall be noted and explained.
- ☐ An as-built topographic plan of the same scale as the approved plan, wet stamped and signed with original signature and date by a Registered Professional Engineer or Land Surveyor of the Commonwealth, showing post-construction conditions for the public record.
- ☐ Any additional materials which may be required under the Order of Conditions. Please read the Order of Conditions to determine **all** requirements to obtain a Certificate of Compliance.
- ☐ Email an electronic PDF copy of all documents to conservation@essexma.org.

Send hard copies by mail or hand deliver to:

Essex Conservation Commission
Town Hall, 30 Martin Street
Essex, MA 0129