

Certificate Of Compliance Procedure

NOTE: Your Order of Conditions (OOC) will specify exactly what is required to obtain a Certificate of Compliance (COC). The procedure below represents what is most often required.

√	Action Item:	Notes:
	All disturbed areas must be stabilized and temporary erosion controls removed	MANDATORY - All disturbed areas must have dense vegetative growth. <u>After approval by the Conservation Department</u> the temporary erosion controls must be removed and properly disposed of off-site.
	Submit one (1) original and two (2) copies of the completed COC Request Form	MANDATORY - WPA Form 8A - Request for Certificate of Compliance. http://www.mass.gov/eea/docs/dep/water/approvals/year-thru-alpha/w/wpafm8a.doc The Request for Certificate of Compliance must also list the Ipswich Wetland Protection Bylaw, which may be handwritten on the 1 st page.
	Submit one (1) original and four (4) copies of the As-Built Plan (sometimes called a Record Plan, or Record Conditions Plan)	<i>If required by the OOC</i> , the plan must show any differences between what was approved by the Conservation Commission, and what was actually constructed, on a plan. The plan must be prepared by a professional engineer or land surveyor, and must be in the same scale as the approved plan . Additional full size plans may be needed if the project is complex or not constructed as approved.
	Submit a "Letter of Substantial Compliance" prepared by a professional engineer or surveyor	<i>If required by the OOC</i> , a letter of must be submitted stating that the applicant complied with the OOC in full. Any changes must be identified as to 1) What the changes were; 2) Why they were changed; and 3) If the change was substantial or insubstantial in their view, and why.
	Submit one copy of completed Fee Calculation Sheet and required Filing Fee	MANDATORY Make check out to "Town of Ipswich". Please include the DEP file number in the memo space.
	Submit an electronic copy of the completed COC Request Form, <i>and if required</i> the As-Built Plan and "Letter of Substantial Compliance"	MANDATORY Send via email to Aliciag@ipswich-ma.gov and Janetr@ipswich-ma.gov .
	Once the Request for a COC packet has been submitted, the Agent will conduct site visit. You do not need to be present for the visit.	MANDATORY Submittals of the Request for a COC packet must be received by 4:00pm at least 2 weeks prior to a Conservation Commission meeting. This gives us sufficient time to review the materials and conduct the site visit.
	The Request for a COC will be heard by Commission at a bi-monthly meeting.	MANDATORY Generally held 1st and 3rd Wednesday of every month (see schedule on Town's website). You do not need to attend unless directed to do so by the Conservation Agent.
	Once approved, your COC will be mailed to you. You must record the COC at the Essex County Registry of Deeds within 30 days of receipt. Proof of recording must be submitted to the Conservation Office within 7 days of recording.	MANDATORY Southern Essex Registry of Deeds Shetland Park, 45 Congress St., Suite 4100 Salem, MA 01970 Phone: 978-741-0201 Hours: 8:00 a.m. until 4:30 p.m. Monday- Friday. http://www.salemdeeds.com
	<i>Insufficient and/or incomplete forms may result in a delayed meeting for approval.</i>	