

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 copy of the completed COC Request and all submissions, except 2 copies of any plans/sketches	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 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 Brendanl@ipswichma.gov and Janetr@ipswichma.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>		



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.



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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

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>).

APPENDIX A

TOWN OF IPSWICH WETLANDS PROTECTION BY-LAW PROCESSING FEE CALCULATION WORKSHEET (Effective January 17, 2018) IMPORTANT: BYLAW FEES ARE IN ADDITION TO WPA FEES

(Submit this form with application with payment check made payable to Town of Ipswich)

- 1. A flat fee of \$30.00 for an Small Project Permit \$
2. A fee for the following applications: (check off appropriate item)
Request for Determination of Applicability (RDA) \$75.00 ea.
Request for Certificate of Compliance (COC) if Order is unexpired \$100.00 ea.
Request for COC if Order is expired \$200.00 ea.
Request for Extension of Order \$60.00 ea.

3. The following schedule applies for Notice of Intent and Abbreviated Notice of Resource Areas Delineation categories at 310 CMR 10.03(7) (c), as follow:
Table with columns: Category, Rate, No., Total

- 4. Formal Amendment to an existing Order (requires a public hearing): Equal to original filing fee/per each activity \$
5. Minor Modification to an existing Order (does not require a public hearing), check appropriate item(s):
First Request - Equal to 25% of original filing fee or \$30.00, whichever is greater
Second Request - Equal to 50% of original filing fee
Third and Subsequent Requests-Equal to original filing fee

6. Application for review of resource area delineation: \$1.00/Linear Foot (LF) of not less than \$50.00 or more than \$200.00 for single family house projects; not less than \$50.00 or more than \$2000.00 for any other activity. This fee will be in addition to the fee for an RDA or NOI listed above.
Type of activity: \$1.00/LF x LF = \$

7. Fees for projects within the Riverfront Area and another resource area shall be 150% of the above (check off appropriate item)
RDA: \$ 75.00 x 150% = \$
NOI (Total from Paragraph #3 above): \$ x 150% = \$

8. Late filing penalty fees: In the event of a violation finding by the Commission in which a filing is required after-the-fact, the local Wetlands By-Law fee for that late filing will be three times the normal fee(s) for the activities, applicable per the above schedule, including delineation fees.
Regular Processing Fee: \$ x 3 (penalty) = \$

Name/project address of Applicant: _____

DEP or ICC File No. (if applicable). TOTAL BYLAW FEE SUBMITTED \$ _____

Revised January 17, 2018