

Process for Filing a Request for Certificate of Compliance

Upon completion of construction and final soil stabilization, the applicant must request a Certificate of Compliance. The process is outlined below.

☐ Request Form and Materials

The following materials must be submitted at least 7 days prior to the target meeting date of the Conservation Commission. Please fill out the required form and add attachments from the list below. These must be submitted via the online portal, which can be located at <https://salemma.viewpointcloud.com/>.

Attachments required with your submission:

- ☐ 1 Original of WPA Form 8A – Request for Certificate of Compliance, which can be located at <http://www.mass.gov/eea/docs/dep/water/approvals/year-thru-alpha/w/wpafrm8a.doc>
- ☐ 1 Letter requesting a Certificate of Compliance, referencing the name & address of current landowner, name & address of individual to whom the Certificate is to be issued, street address and map and lot number where the project is located, and the DEP File #
- ☐ 1 Copy of an As-Built Plan signed and stamped by a Registered Professional Engineer or Land Surveyor showing post-construction conditions (refer to Salem Conservation Commission Standard Conditions under After Construction for further instructions)
- ☐ 1 Copy of letter from a Registered Professional Engineer or Land Surveyor certifying compliance with the Order of Conditions and proposed plan, as well as explaining any deviations from the proposed plan (refer to Salem Conservation Commission Standard Conditions under After Construction for further instructions)

☐ Site Inspection

The Conservation Agent or a member of the Conservation Commission must schedule a site inspection with the applicant or applicant's representative prior to the meeting to ensure existing conditions are in compliance with the Order and approved/as-built plan.

☐ Attend a Conservation Commission Meeting

The applicant or a representative must attend a meeting of the Conservation Commission to discuss the completed project. The Commission's meeting schedule and submittal deadlines are posted on the Commission's webpage.

Questions

Please contact Kate Kennedy, Conservation Agent, at 978-619-5685 or kkennedy@salem.com with any questions.