

TOWN OF CHATHAM CONSERVATION COMMISSION  
Filing Requirement for a Request for Certificate of Compliance

Project Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

DEP #: \_\_\_\_\_

CWP #: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

To expedite the review and issuance of Certificate of Compliance, the following items must be submitted with all Requests for a Certificate of Compliance:

Included	Request for COC Items
	WPA Form 8 – Request for a Certificate of Compliance. The form must be filled out completely.
	Payment to the Town of Chatham for \$50 if not Order of Conditions is not expired or within 6 months of expiration, or \$100 if expired more than 6 months.
	An As-Built plan or Certified Plot Plan if required in the Order of Conditions.
	Written Certification(s) prepared by a Licensed Professional with the information below: <ul style="list-style-type: none"> <li>• DEP File Number and CWP Number for the project</li> <li>• Date of recent field inspection</li> <li>• Certification of substantial compliance</li> <li>• Description of any deviations from the Order of Conditions</li> <li>• Any deviation from the Order of Conditions and Site Plan shall be provided in a written statement and on an As-Built Plan</li> <li>• A list of Ongoing Conditions from the Order of Conditions and/or Ongoing Conditions requested by the Applicant</li> </ul>
	Photographs to document the Conditions reviewed at the time of the field inspection

**PAPER AND DIGITAL FILING:**

Compile the materials listed above into a complete packet and submit the following:

	One <u>paper</u> copy for the Conservation Agent and the File. Please submit the copies of the paper materials to the Conservation Division located in the Town Hall Annex, 261 George Ryder Rd, Chatham, MA 02633.
	One <u>digital</u> copy. Please email the complete digital copy to the Conservation Agent ( <a href="mailto:nsmith@chatham-ma.gov">nsmith@chatham-ma.gov</a> ) and Conservation Commission Secretary ( <a href="mailto:ckeon@chatham-ma.gov">ckeon@chatham-ma.gov</a> ).

**APPLICATION COMPLETENESS:**

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At the time the Request for a Certificate of Compliance is received via email and in person, the Conservation Agent will review the materials for completeness using the items listed in the above Checklist. If incomplete, the Conservation Agent will work with the applicant to ensure that the filing is complete. Once the Agent determines the application is complete, it will be placed on the Agenda and heard within 21 days of receipt.