



Marshfield Conservation
870 Moraine Street, 2nd Floor
Marshfield, MA 02050
(781) 834-5573



Request for Certificate of Compliance (RCOC) Submittal Checklist

Contact Liz Anoja with any questions lanoja@townofmarshfield.org or (781) 834-5573

☒ Read Chapter 505-8 Certificate of Compliance. (See Below)

§ 505-106.12. Requests for Certificates of Compliance/WPA Form 8A and Certificates of Compliance/WPA FORM 8B. (Reference Subsections A-G)

- ☐ Complete WPA Form 8A/Request for Certificate of Compliance.
- ☐ Submit As-Built Site Plan reflecting NAVD 88 signed & stamped by Registered Professional Engineer (R.P.E.) or Registered Professional Land Surveyor (R.P.L.S.) showing all work since the issuance of the Order of Conditions permitted by conservation. Add contours and elevations to if grading changes occurred. (2 Hard Copies & 1 Digital)
- ☐ Elevation Certificate if required by the Order of Conditions.
- ☐ Submit Copies of the Order of Conditions.
- ☐ Submit a letter by the R.P.E. or R.P.L.S. stating the completed wrk matches approved site plan and identify any changes.
- ☐ Submit photos of work completed.
- ☐ Submit COMPLETE PACKAGE & CHECKLIST 2 WEEKS before next hearing. (2 Hard Copies & 1 Digital)
- ☐ Submit Check made out to the Town of Marshfield as follows:
 - \$125.00 if submitted within 5 years of date of issuance of Orders/WPA Form 5 or
 - \$250.00 if submitted beyond 5 years of date of issuance of Orders/WPA Form 5.
 - \$1,250 for subdivision only if submitted within 5 years of date of issuance of Orders/WPA Form 5.
 - \$2,500 for subdivision only if submitted beyond 5 years of date of issuance of Orders/WPA Form 5.

All special conditions must be met and review of the Orders of Conditions and the plan of record compared to the "As-Built" plan and Elevation Certificate if necessary for the Commission to issue approval in the form of a C.O.C. The "As-Built" plan and Elevation Certification shall be certified in writing by a R.P.L.S. or R.P.E. After the proposed work is complete, the Conservation Administrator will perform a site visit and review of the Order Of Conditions, the plan of record, the "As-Built" plans and the elevation certificate. Based on the Conservation Administrator's findings, a request for the Certificates of Compliance will be advanced to the Marshfield Conservation Commission or not. Upon completion of all the General and Special Orders of Conditions detailed above, and a favorable finding by the Conservation Administrator, the applicant is approved to request a Certificate of Compliance for the planned work under the Order of Conditions from the Marshfield Conservation Commission. Upon final approval by the Marshfield Conservation Commission, the Certificate of Compliance must be filed with the Plymouth County Registry of Deeds.

Signed: _____

Date: _____