



MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-4397 FAX (978) 526-2001

Checklist for a Request for Certificate of Compliance (RCOC)

Last Revision: 5/8/2024

The *Request for Certificate of Compliance* form (WPA Form 8a) can be downloaded from the Massachusetts Dept of Environmental Protection Website:

<https://www.mass.gov/doc/wpa-form-8a-request-for-certificate-of-compliance/download>

How to prepare your Request for Certificate of Compliance:

1. Review your Order of Conditions to be sure you've complied with each condition. For example, if mitigation planting was required, there may be a condition stating that you must wait at least two growing seasons to ensure a certain percentage of survivorship of the plantings.
2. Review the post-construction section of the Order for the requirements for filing the Request for a COC, including an engineered "as-built" plan and a letter from a Professional Engineer stating that the project was completed in compliance with the approved plans. If there were deviations from what was approved by the Order, be sure that your engineer notes each variation on the as-built plan and within the letter.
3. Contact the Conservation Administrator to schedule a final site visit.

Items to include in the Request:

- ☐ The RCOC Town **By-Law Fee**: \$100.00 (\$150.00 if the Order is expired). The check is payable to the "Town of Manchester".
- ☐ The completed **Request for COC form** (WPA Form 8a).
- ☐ The **as-built plan** (stamped, dated, and signed) as required by the Order of Conditions plus a **letter from a Professional Engineer or Land Surveyor** stating compliance with the project.
- ☐ Anything else specified in the Order of Conditions for inclusion in the request such as supporting photos or sketches.

Submit nine (9) full collated sets of items above along with an electronic version of the entire application (PDF) and e-mail it to farrk@manchester.ma.us and palmere@manchester.ma.us at **least ten (10) business days** before a regularly scheduled Conservation Commission meeting.

You must attend the meeting to present your Request. Conservation Commission meetings are held virtually via Zoom. Information on how to join the Zoom meeting is on the MCC agenda. Agendas are posted the Thursday before the meeting.

If you have any questions, contact the Conservation Administrator, Kristan Farr at farrk@manchester.ma.us or (978) 526-4397. Email is preferred and most efficient for a timely response.