



**TOWN OF CONCORD**  
NATURAL RESOURCES COMMISSION  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3285 FAX (978) 318-3291

**Request for Certificate of Compliance  
Submission Checklist**

Once your project is complete, the Wetlands Protection Act Regulations (310 CMR 10.00) and the Concord Wetlands Bylaw require that you obtain a Certificate of Compliance (COC) from the Natural Resources Commission. You must file a COC to close out a permit, even if the work was not completed. Please complete the following to expedite this process.

**Step 1: Fill out the Certificate of Compliance Form**

Download and complete one original and one copy of the **Request for Certificate of Compliance Form** (WPA Form 8A). This form is available on MassDEP website: <https://www.mass.gov/lists/wetlands-permitting-forms#certificate-of-compliance>

**Step 2: Prepare and Submit your Documents**

- 1) Review the Order of Conditions (OOC) and Special Conditions to confirm that all work was constructed as proposed and conditioned. Submit a copy of a registered engineer statement confirming that all work has been completed in compliance with the OOC and special conditions. Be sure to review the special conditions carefully and describe any changes in detail.
- 2) Submit full size As-Built plans, preferably similar to the approved plans referenced in the Order of Conditions.

As-Built plans must include the following, unless stated otherwise in OOC:

- Graphic scale (not more than 1"=50')
- Title block
- All wetland resource areas delineated within 100 feet of the parcel
- Buffer Zone Lines: 25-foot No Disturb Zone, 50-foot No Build Zone, and 100-foot Buffer Zone
- 200-foot Riverfront Area (if applicable)
- Surveyed floodplain elevation data based on 1988 NAVD.
- As-built and modified buildings, structures, walkways, fencing, retaining wall, pavement, and other permanent installations
- HVAC units and bulkheads
- Pre- and post- construction contours
- Edge of lawn, landscaping, and tree line
- Stormwater management structures
- Measurement of the closest LOW to the resource area
- Planting Plan: landscaping and vegetation showing trees 6 inches or greater in diameter breast height (dbh), major vegetative cover types, wooded areas, shrub communities, and limits of lawn (if applicable)
  - Planting specifications chart with species (Latin and common), size, and quantity

### **Step 3: Await approval by NRC**

Once the Division of Natural Resources receives a **complete** Request for Certificate of Compliance package, Division staff will perform a site inspection to review compliance of the Order of Conditions. You will be notified if there are any questions or concerns. If not, staff will make a recommendation to the Natural Resources Commission at their next scheduled meeting to issue a Certificate of Compliance. After the Commission votes to issue a COC, it is typically issued two days later (the Friday after their Wednesday meeting). The COC will be mailed via the USPS, certified mail.

### **Step 4: Record the Certificate of Compliance at Registry of Deeds**

Mail your COC, with a check for recording, to the Middlesex South Registry of Deeds at:

Middlesex South Registry of Deeds 208 Cambridge Street Cambridge, MA 02141
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The Order of Conditions was recorded at the Registry of Deeds to alert buyers, lenders or others interested in the property that there are outstanding obligations that could have financial or other impacts to full or partial ownership. A Title Search of your property at the Registry will show outstanding obligations. **RECORDING A CERTIFICATE OF COMPLIANCE AT THE REGISTRY OF DEEDS IS THE ONLY WAY AN ENCUMBRANCE PLACED ON A PROPERTY'S TITLE BY AN ORDER OF CONDITIONS CAN BE REMOVED.**