



Southborough Conservation Commission

Request for Certificate of Compliance Application Instructions/Checklist

Certificates of Compliance (COC) are the final permit issued by the Southborough Conservation Commission (SCC) to certify that work performed under a Stormwater Management Permit (SMP) has been completed. Please consult the SMP bylaws and regulations prior to filing with the SCC.

Step 1

Download and complete the Request for Certificate of Compliance template:

www.southboroughtown.com/DocumentCenter/View/1138/Request-for-Certificate-of-Compliance-PDF

Printed copies may be obtained from the Conservation office. You will need to obtain an engineer, land surveyor or other consultant to assist you with preparing the permit application and associated submittal requirements. For a complete submittal you must:

- **Attach a written statement by such a professional certifying substantial compliance with the plans, and describing what deviation, if any, exists from the plans approved in the permit**
- **Include a set of red-lined As-Built Plans, stamped and signed by a registered professional engineer, surveyor or other professional deemed qualified.**
- **Include any Stormwater Inspections as required within the Decision and approved O&M Plan if not already on file with the Commission**

Use the included checklist to ensure that the plan(s) include at least the minimum required information.

Step 2

Submit the following materials to the SCC office:

- Two (2) copies of the Request for Certificate of Compliance application
- Written statement certifying substantial compliance or detailing deviations
- Nine (9) Copies of the As-Built Plan (if larger than 11"x17", submit two (2) full size copies and seven (7) 11"x17" copies)
- Electronic submission of application materials in digital format (PDF file) emailed to: mdanza@southboroughma.com
- Peer review fees (if needed necessary) made payable to 'Town of Southborough'

Step 3

By submitting a **complete** Request for Certificate of Compliance application, the application will be scheduled for the next available public meeting. The request shall be rejected if deemed to be incomplete. Please contact the Conservation Agent prior to submitting the application to determine the next available meeting date. Generally, applications should be submitted at least two weeks prior to the meeting.

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Step 4

The SCC, their agent or representative will perform a site visit to confirm the existing conditions and areas of work proposed in the plans. If requested, the applicant will be notified about the date and time of the site inspection and is welcome to attend.

As Built Plan Checklist

The submitted Plan shall contain the following:

- Title and Date
- Applicant's Name and Address
- Owner's Name and Address
- Assessors Map, Block, Lot Number, Street Number and Subdivision Lot Number, where applicable, of the subject property
- Existing and Proposed Conditions
 - Building and Structures
 - Pavement
 - Edge of Lawn/Landscaping
 - Stormwater Structures
 - 2-foot Contours or smaller
 - "Screened" approved Order of Conditions plan
 - "Red Line" As Built contour elevations with spot shots
 - "Red Line" identification of any discrepancies from the Order of Conditions Plan
 - Certification by a professional engineer or land surveyor
 - Wetlands on and within 200-feet of the property
 - The location of consecutively numbered flags delineating Wetland Resources Areas
 - 100-foot Buffer Zone, 20-foot No Disturbance Area, Inner and Outer Riparian Zones, Flood Zones