

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

CORDAVILLE HALL · 9 CORDAVILLE ROAD, LOWER LEVEL · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
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Request for Certificate of Compliance **SUBMISSION CHECKLIST**

This checklist is considered to be part of the application and must be provided as evidence that the Application is substantially complete in accordance with Section 4 of the Southborough Wetlands Regulations. If the Application is deemed incomplete by the Conservation Agent, Conservation Commission, or their representative, a hearing will not be scheduled.

For Orders of Conditions issued after 1/1/2024, please upload your request to ViewPoint under the original permit application. For Orders of Conditions issued prior to 2024 email the electronic copy to ldavis@southboroughma.com or for additional questions

1. FORMS & DOCUMENTS

Please check off the following to certify their inclusion and/or acknowledgment that:

Copies as noted “()” and one electronic copy

(2) Completed Request for Certificate of Compliance (WPA Form 8A)

(1) Local Bylaw Fee Calculation Worksheet

(2) Written statement certifying substantial compliance or detailing deviations, signed & stamped by a licensed professional

2. AS-BUILT PLANS

Please check off the following to certify their inclusion and/or acknowledgment that (select NA if not applicable):

- (2) Folded, full sized (24"x36") copies of the complete plan set
- (2) Folded, reduced size (11"x17") copies of the complete plan set

As-built Plans shall contain the following:

Title

Date

Applicant's Name & Address

Owner's Name & Address

Assessor's Map & Lot Number, Street Number, and Subdivision, where applicable, of subject property

Existing & Proposed Conditions:

Buildings & Structures

Pavement

Edge of Lawn/Landscaping

Stormwater Structures, including inspection ports

2-foot contours or smaller

“Screened” approved Order of Conditions Plan

“Red Line” As-Built contour elevations with spot spots

“Red Line” identification of any discrepancies from the Order of Conditions plan

Certificate by a professional engineer or land surveyor

Wetlands on and within 200' of property

Location of consecutively numbered flags delineating wetland resource areas

100' Buffer Zone, 20' No Disturbance Area, Inner & Outer Riparian Zones, Flood Zones