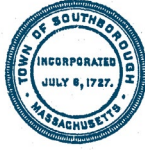


TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

CORDAVILLE HALL · 9 CORDAVILLE ROAD, LOWER LEVEL · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 281-8984 · FAX (508) 480-0161 · mdanza@southboroughma.com

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