



# Town of Sturbridge

## Conservation Commission

### **Request For Certificate of Compliance Packet**

Packet for filing of applications  
under the Wetland Protection Act, MGL Ch. 131, sec 40,  
and the Sturbridge Wetland Bylaw

Enclosed in this packet are the forms needed for submitting a Request for Certificate of Compliance to the Town of Sturbridge Conservation Commission. It contains the following forms needing completion:

- **Mass DEP WPA Form 8A: Request for Certificate of Compliance Application Form(2pp)**  
*A Certificate of Compliance must be submitted at the conclusion of the project after all conditions of the Order have been met. Once a complete application is received it will be added to the next available Meeting Agenda.*
- **Sturbridge Bylaw Filing Fee Sheet**

Please contact our office with any questions in regards to filing this application or process.



# WPA Form 8A – Request for Certificate of Compliance

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP

## A. Project Information

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Upon completion of the work authorized in an Order of Conditions, the property owner must request a Certificate of Compliance from the issuing authority stating that the work or portion of the work has been satisfactorily completed.

1. This request is being made by:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

2. This request is in reference to work regulated by a final Order of Conditions issued to:

Applicant \_\_\_\_\_

Dated \_\_\_\_\_ DEP File Number \_\_\_\_\_

3. The project site is located at:

Street Address \_\_\_\_\_ City/Town \_\_\_\_\_

Assessors Map/Plat Number \_\_\_\_\_ Parcel/Lot Number \_\_\_\_\_

4. The final Order of Conditions was recorded at the Registry of Deeds for:

Property Owner (if different) \_\_\_\_\_

County \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Certificate (if registered land) \_\_\_\_\_

5. This request is for certification that (check one):

the work regulated by the above-referenced Order of Conditions has been satisfactorily completed.

the following portions of the work regulated by the above-referenced Order of Conditions have been satisfactorily completed (use additional paper if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the above-referenced Order of Conditions has lapsed and is therefore no longer valid, and the work regulated by it was never started.



**WPA Form 8A – Request for Certificate of Compliance**

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\_\_\_\_\_  
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**A. Project Information (cont.)**

6. Did the Order of Conditions for this project, or the portion of the project subject to this request, contain an approval of any plans stamped by a registered professional engineer, architect, landscape architect, or land surveyor?

Yes      If yes, 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 Order.

No

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**B. Submittal Requirements**

Requests for Certificates of Compliance should be directed to the issuing authority that issued the final Order of Conditions (OOC). If the project received an OOC from the Conservation Commission, submit this request to that Commission. If the project was issued a Superseding Order of Conditions or was the subject of an Adjudicatory Hearing Final Decision, submit this request to the appropriate DEP Regional Office (see <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>).

STURBRIDGE WETLANDS PROTECTION BY-LAW AND REGULATIONS

**WETLANDS FILING FEE CALCULATION WORKSHEET**

<b>Application Type</b>	<b>Qty</b>	<b>Town Filing Fee</b>	<b>TOTAL</b>
<b>Notice of Intent (NOI):</b>			
<b>Residential – Single Family:</b>			
Accessory (Deck, Shed, Pool Septic)	_____	\$150	_____
Shoreline Work	_____	\$150	_____
New Construction	_____	\$300	_____
<b>Residential – Other:</b>			
Subdivision/Multi-Unit	_____	\$750	_____
<b>Commercial/Industrial:</b>			
New	_____	\$1500	_____
Redevelopment	_____	\$1000	_____
<b>Limited Project (as defined in SWB &amp; WPA)</b>	_____	Equal to full WPA fee	_____
<b>Alterations – located within Riverfront Area</b>	_____	Additional 50% of Fee	_____
<b>Application filed after Enforcement Order</b>		Double the Municipal fee	_____
<b>Request for Amended Order of Conditions</b>	_____	50% of initial fee	_____
<b>Request for Determination of Applicability (RDA):</b>			
No Wetland Boundary Confirmation			
Residential:	_____	\$100	_____
No Wetland Boundary Confirmation			
All Other:	_____	\$200	_____
For Wetland Boundary Confirmation			
<b>File ANRAD or NOI</b>			
<b>Abbreviated Notice of Resource Area Delineation (ANRAD):</b>			
<b>Residential – Single Family:</b>	_____	\$100	_____
<b>All Other:</b>			
<b>Base Review</b>	_____	\$300	_____
<b>Resource Area Boundary</b>			

**Certificate of Compliance (COC):**

**Residential:**

Single Family \_\_\_\_\_ \$50 \_\_\_\_\_

Subdivision or Multi-Unit \_\_\_\_\_ \$150 \_\_\_\_\_

**Commercial or Industrial:** \_\_\_\_\_ \$150 \_\_\_\_\_

**If Order of Conditions has Expired** \_\_\_\_\_ Add an additional \$150 \_\_\_\_\_

**OOO Extension Request** \_\_\_\_\_ \$50 \_\_\_\_\_

**Emergency Certification** \_\_\_\_\_ \$50 \_\_\_\_\_  
(NOI may be required to be filed following issuance of Emergency Cert)

**Local Bylaw Fee (includes Town Filing Fee)** \$ \_\_\_\_\_

**State Filing Fee (from DEP Wetland Transmittal Form)** \$ \_\_\_\_\_

**Total Payable to "Town of STURBRIDGE"** \$ \_\_\_\_\_

\*Additional Consultant Fee may be required for reasons which may include:

- Significant amount of wetland impact;
- Extensive resource areas on a site;
- Lack of information supplied;
- Incomplete plans, reports, forms submitted;
- Supplemental information submitted.