

**WETLANDS PROTECTION COMMITTEE**

888 Worcester St., Suite 160, Wellesley, Massachusetts 02482-5918

**Requirements for Request for Certificate of Compliance\***

- └ Completed WPA Form 8A, Request for Certificate of Compliance (COC)
- └ Signed and Stamped large sheet as-built site plan if appropriate
- └ A letter from a professional engineer or other professional stating that the work was done either “**strictly** in compliance” or “**substantially** in compliance” with the Order.
  - If the work was done “**substantially** in compliance” with the Order, the letter must list all deviations from the work that was permitted and state explanations for why they occurred and their effects on the wetland resource areas.
- └ A description of any encroachments onto abutting Town land
- └ Check payable to the Town of Wellesley for:
  - Valid Order of Conditions: \$100
  - Expired Order of Conditions: \$200
- └ A contact email address: \_\_\_\_\_
- └ Contact to mail the permit to: \_\_\_\_\_
- └ Submit the following complete application packages to the NRC office before the deadline\*\*:
  - One (1) Original (paper)
  - One (1) Copy (paper)
  - One (1) PDF or Download link (electronic) to [nrc@wellesleyma.gov](mailto:nrc@wellesleyma.gov) AND [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov)

**Notes:**

\*If the Order of Conditions has not been recorded and no work was done under the Order: We will need a signed letter from the applicant withdrawing the Order.

\*If the Order of Conditions has been recorded but no work was done under the Order:  
The applicant will have to submit a Request for Certificate of Compliance and have the Certificate recorded.

\*\*Wetlands hearings are typically held every three weeks. Application deadlines and meeting dates are posted on the Wetlands Protection Committee (WPC) website at [wellesleyma.gov/DocumentCenter/View/1159](http://wellesleyma.gov/DocumentCenter/View/1159). Please contact Wetlands Administrator, Julie Meyer at [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov) for further information. The applicant and/or applicant’s representative should plan to attend the hearing to present the proposed work to the Committee.