

**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 AND 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. Please contact Wetlands Administrator, Julie Meyer at 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.