



## **Town Of Mendon Conservation Commission**

18 Main Street

Mendon, Massachusetts 01756

Phone: (508) 634-6898 Fax: (508) 478-8241

[mendonma.gov/223/Conservation-Commission](http://mendonma.gov/223/Conservation-Commission)

### **Request for Certificate of Compliance (RCOC) Checklist**

Applications are due at least two weeks prior to the next scheduled meeting date. The Conservation Commission meets the second and fourth Thursdays every month.

A Request for a Certificate of Compliance (RCOC) is required to close an Order of Conditions (permit) for work that occurred within a wetland resource area. An Order of Conditions is recorded on the property deed at the Worcester Registry of Deeds and creates a cloud on the title. A RCOC should be submitted once all actions as required in the OOC are completed and the site has been stabilized with loam and seed and mowed at least twice.

Please note the application must meet the requirements listed in [Mendon Wetlands Protection Regulations](#) prior to the filing date. Incomplete applications will not be considered.

A complete application will include:

- ☐ Complete Request for Certificate of Compliance (WPA Form 8A) form
- ☐ As-built plans signed and stamped by registered professional engineer or registered land surveyor, that includes but not limited to all final work completed in compliance with the proposed and approved work listed in the Notice of Intent, all visual barriers, all resource areas
- ☐ A letter from the registered professional or registered land surveyor describing compliance with the Order of Conditions and explanation for any deviations from the approved plan
- ☐ Any documented required in the OOC such as an Operation and Maintenance Plan or Replication monitoring reports
- ☐ Filing Fee: \$15 COC By-law fee, payable to the 'Town of Mendon'

#### **Submit for Review**

- ☐ Applicants shall submit two (2) copies of the complete application with plans to the Conservation Office by certified mail or hand delivery.
- ☐ An email of the application package and plans to [concom@mendonma.gov](mailto:concom@mendonma.gov)

Once the RCOC application has been received and deemed complete, you will be scheduled for the next available Conservation Commission public meeting.

The Conservation Commission and/or their agent will perform a site visit to confirm existing conditions prior to the public meeting. If you wish to be contacted regarding the time of that visit, please contact the Conservation Office at the time of your application.

Note that if a **Partial Certificate of Compliance** is requested, the Commission is not obligated to issue said Certificate and may, if so determined to protect the Public Interest, require the posting of a **cash Performance Surety** with the Town in accordance with the standard operating procedures of the town. The performance bond shall cover the cost to perform the unfinished work (i.e. to stabilize the site, complete the As-Built Plans and record all documents). The applicant may submit an estimate of the remaining work to inform the Commission of the remaining items and expenses. The Commission shall send a letter itemizing the bond amount and reason for the bond. The applicant shall submit the bond payment with a signed W-9.