

How to Obtain a Certificate of Compliance from the Stow Conservation Commission

A Certificate of Compliance is required to close out an open Orders of Conditions. Orders are valid for three years from the date of issuance unless an extension is requested by the property owner or applicant and granted by the Stow Conservation Commission prior to the expiration date. If you have completed a project or if you are abandoning a project you must obtain a Certificate of Compliance to formally close out the Order. Until this is done the Order will be a lien on your title that may affect your ability to sell or refinance your property.

In order to receive a Certificate of Compliance you must submit:

- 1) A request for Certificate of Compliance form (WPA Form 8a), attached
- 2) A letter requesting a Certificate of Compliance
- 3) Any other items required by the Order to be submitted to the Conservation Commission to receive a Certificate of Compliance. If you cannot find your Order, visit <http://www.masslandrecords.com/MiddlesexSouth/> to find your recorded Order at the Registry of Deeds or visit the Conservation Commission office to obtain a copy from our files

Typically a request for a Certificate of Compliance will take 2-4 weeks to be processed, and will include a site visit to your property. The Commission must vote at a public meeting to issue the Certificate of Compliance. The Commission generally meets on the 1st and 3rd Tuesday of each month and agendas are filled in the order applications are received. Contact the Commission at **978-897-8615** or **conservation@stow-ma.gov** to confirm available meeting dates and deadlines.

Please be aware that the encumbrances placed on the deed will not be lifted until the original Certificate of Compliance has been recorded at the South Middlesex Registry of Deeds and proof of recording sent to the Stow Conservation Commission.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

DEP File Number:

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.



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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

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>).