



## TOWN OF HINGHAM CONSERVATION COMMISSION

### APPLICATION CHECKLIST REQUEST FOR CERTIFICATE OF COMPLIANCE (COC)

Please submit the following when requesting a Certificate of Compliance under the MA Wetlands Protection Act and Hingham Wetlands Protection By-Law. Submit one (1) copy of the following to the Conservation Office and an electronic copy of the complete request to [conservation@hingham-ma.gov](mailto:conservation@hingham-ma.gov). A complete Request will be added to the next available Conservation Commission agenda.

- WPA Form 8A: [Request for Certificate of Compliance](#)
- A check payable to the town of Hingham for the [Town of Hingham Wetlands Protection Bylaw fee](#)
  - \$50 for Residential
  - \$100 for Commercial
  - Please redact bank account information from photocopies
- A letter from a registered professional engineer, surveyor, architect, or landscape architect, as applicable, certifying substantial compliance with the approved plans and describing what deviations, if any, exist from the plans approved in the Order of Conditions. The letter should also document compliance with any applicable special conditions. A certification letter without the requested information will be deemed incomplete.
- Post construction site photos of the completed work including established vegetation where required.
- The Conservation Commission's [Policy on Receipt of Information](#)
- Optional – [Voluntary 21 Day Waiver \(COC\)](#)

***If required pursuant to Special Conditions of the Order of Conditions (any other required documentation not listed below should also be included):***

- Mitigation Planting Area progress report to include status of plantings, photos of planting area, and dates of installation.
- Final As-built Plan signed and stamped by a Massachusetts Registered Professional Engineer or Land Surveyor showing post-construction conditions within all areas under the jurisdiction of the MA Wetlands Protection Act and the Hingham Wetlands Protection By-Law. This plan shall include at a minimum:
  - All wetland resource area boundaries with associated buffer zones and regulatory setback areas taken from the plan(s) approved in this Order of Conditions;
  - Locations and elevations of all stormwater management conveyances, structures and best management designs, including foundation drains, constructed under this Order within any wetland resource area or buffer zone;
  - Distances from any structures constructed under this Order to wetland resource areas - “structures” include, but are not limited to, all buildings, septic system components, wells, utility lines, fences, retaining walls, and roads/driveways;
  - A line delineating the limit of work - “work” includes any filling, excavating and/or disturbance of soils or vegetation approved under this Order;
  - Mitigation planting areas constructed under this Order, as applicable.