



CITY OF NEWBURYPORT
CONSERVATION COMMISSION
60 PLEASANT STREET
NEWBURYPORT, MA 01950
978-465-4462

Checklist for Request for Certificate of Compliance

- ☐ Fill out WPA Form 8A – Request for Certificate of Compliance. Obtain this from the Newburyport Planning Office or download from the Mass DEP website at: www.mass.gov/dep/water/approvals/wpafm8a.doc
- ☐ Obtain any supporting documentation that was specified in your Order of Conditions for the Certificate of Compliance (e.g., letter from contractor certifying that the work is in compliance and citing any deviations, “as-built” plans, etc.).
- ☐ Make 9 copies of the completed form* and any supporting plans** or documentation. Submit the original application and copies to the Planning Office along with a check for the fee made payable to the “City of Newburyport.” A fee of **\$25.00** shall be charged for a request for a Certificate of Compliance for an Order of Conditions that has *not yet expired*. If the first request has been denied, there shall be a charge of **\$50.00** for each additional request. A fee of **\$100.00** shall be charged for a request for Certificate of Compliance for an *expired* Order of Conditions. If the first request has been denied, there shall be a charge of **\$50.00** for each additional request.
- ☐ Once everything has been submitted, your request will be put on the agenda for the next available Conservation Commission meeting. Speak with the Conservation Administrator to determine whether or not a site inspection should be scheduled before the meeting date.

*Copies of forms and documentation should be double-sided if possible.

**If required, the as-built site plan should be at least 1" = 20' scale.