



Office of the  
Conservation Commission  
781-767-9058 Tel.  
781-767-9562 Fax

# *Town of Holbrook*

*50 North Franklin Street  
Holbrook, Massachusetts 02343*

---

## **APPLICATION CHECKLIST**

### **Request for Certificate of Compliance (Req. COC)**

---

Please submit three (3) hard copies of the following information to the Holbrook Conservation Commission office at Town Hall, and if possible also send an electronic copy to [djoyce@holbrookmassachusetts.us](mailto:djoyce@holbrookmassachusetts.us).

- ☐ WPA Form 8a: Request for Certificate of Compliance. The form and instructions are available here: <https://www.mass.gov/lists/wetlands-permitting-forms#certificate-of-compliance>.
- ☐ A letter from an appropriate professional (registered professional engineer, architect, landscape architect, land surveyor), certifying substantial compliance with the approved plans and describing what deviation, if any, exists from the approved plans or conditions. This requirement applies to projects where the Order of Conditions contains an approval of plans stamped by any of the above professionals.
- ☐ As-built project plans, and site photos if possible. Plans must be signed and stamped by a registered professional engineer or other appropriate professional. Hard copies of plans should be printed to scale.
- ☐ A check for the Town of Holbrook Wetlands Protection Bylaw fee. See the [Fee Schedule](#) for details.