



## Certificate of Compliance Filing Checklist

INFORMATION	
When:	Due on regular filing deadline – See filing dates and deadlines
Where:	Town of Eastham Conservation Office 555 Old Orchard Road, Eastham, MA 02642
Form:	<a href="http://www.eastham-ma.gov">http://www.eastham-ma.gov</a> or Conservation Office
Contact:	Conservation Agent Shana Brogan
Contact Phone:	508-240-5971
Contact E-mail:	conservation@eastham-ma.gov

CHECKLIST	NOTES
<input type="checkbox"/> 1 copy of COC form filled in completely	
<input type="checkbox"/> 1 copy of a letter from original project applicant/engineer stating project is in compliance	
<input type="checkbox"/> 1 copy of as-built plans if applicable	
<input type="checkbox"/> Owner's signature or written permission	
<input type="checkbox"/> Street & house # clearly visible at property location	
<input type="checkbox"/> Check payable to Town of Eastham: \$25.00	

- Order of Conditions recording information can be found on the Barnstable Registry of Deeds website.
- Most all information to fill in the Cert. of Compliance form can be found on the original Order of Conditions Permit.
- Before filing for a Certificate of Compliance, review to ensure all conditions in the Order of Conditions and approved plans have been met, such as site stabilization, and mitigation plantings.
- The Conservation Commission will likely conduct a site visit in the morning during their regular meeting days.
- The Conservation Commission may require additional information from the applicant as they deem necessary to ensure the project has been completed and conditions are met.
- Any Certificate of Compliance requests that are missing these basic submittal requirements shall not be placed on the hearing agenda for which they are intended until they are the requirements are complete.