



Instructions for Request for Certificate of Compliance

Town Of East Longmeadow
Planning & Community Development

If under an Order of Conditions, then following completion of construction applicants must file a Request for Certificate of Compliance. If granted, Certificate of Compliance will release the lot(s) from the Order of Conditions and the deed restriction will be lifted. Please contact the Department of Planning and Community Development with any questions while filing a Request for Certificate of Compliance.

A Complete Application Must Include the Following Required Documents:

- WPA Form 8A: Request for Certificate of Compliance (7 copies)
- A letter of certification stamped by a professional certifying substantial compliance with the Order of Conditions (7 copies)
- Site Plans (1 digital copy and # paper copies indicated below)
 - Approved Site Plans with permanent Limit of Work Line markers 8.5x11 (7 copies)
 - Approved Site Plans with permanent Limit of Work Line markers 11x17 (1 copy)

To file a request for Site Plan Review Waiver, Applicant will:

1. Complete WPA Form 8A: Request for Certificate of Compliance
2. Obtain a professional certification letter, as stipulated in Section 6 of WPA Form 8A
3. Obtain site plans, stamped by a professional, depicting the permanent Limit of Work Line markers
4. Submit the appropriate number of copies of each required documents to the Planning Department.
Note: *There are no filing fees for this application*
5. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Conservation Commission.

After the meeting:

1. If approved, the Conservation Commission will sign and issue a Certificate of Compliance.
2. The Planning Department will mail a copy of the Certificate of Compliance to the applicant.
Note: *Certificates of Compliance must be recorded at the Hampden County Registry of Deeds.*