



Administrative Checklist

Certificate of Compliance

General Information:

- All filings must be made on Town of Yarmouth forms.
- All applications must be submitted **two weeks** prior to the next scheduled Conservation Commission meeting. Refer to Meeting Schedule.
- Failure to follow the Administrative Checklist shall result in an *Administrative Incomplete Application* and will *not* be scheduled for a Public Hearing.
- Contact the Conservation Office if you need assistance.

Submitting an Application:

- _____ 1 complete hardcopy of the COC application, plan/sketch, and other supporting information to the Conservation Office - mailed to or dropped off at Town Hall.
- _____ 1 complete pdf of the COC application, plan/sketch, and other supporting information emailed to bdirienzo@yarmouth.ma.us.
- _____ Signed statement from an Engineer or similar professional to who prepared the approved plan. – Include in hardcopy and digital submission.
- _____ As-Built plan – Include in hardcopy and digital submission. Refer to 310 CMR 10.05(9)(d). *Refer to issued Order of Conditions: Special Conditions to determine if required*.
- _____ Local filing fee. Refer to Fee Schedule. Make check payable to “Town of Yarmouth” and include property address in memo.

All forms, Fee Schedule and Meeting schedule can be found at
<https://www.yarmouth.ma.us/696/Filing-Forms>.

*Click [Yarmouth Street Index](#) for parcel-related Conservation documents.