

**REQUEST FOR FINAL INSPECTION/SATISFACTORY COMPLETION OF WORK
CERTIFICATE CHECKLIST**

**TO CLOSE OUT A REQUEST FOR DETERMINATION OF
APPLICABILITY (RDA)**

Steps to request a Final Inspection/Satisfactory Completion of Work Certificate

Step 1 _____. Verify, to the best of your ability, that the project has been completed. It is common for RDA permits to stay open for years before being closed out. It is also common for the presence of an RDA to be noted on a property's chain of record (the deed) when a property is being bought or sold. Outstanding RDA permits that are still open may lead to financial, logistical, or timing challenges during the property buying/selling process. If you are a property owner and you are aware of an open RDA permit on your property, it is best to close the permit out through this process as soon as the project is finished.

Step 2 _____. Fill out the Request for Final Inspection and Satisfactory Completion of Work Certificate. This request document is located on page 3.

Step 3 _____. Email, hand deliver, or mail the Request for Final Inspection and Satisfactory Completion of Work Certificate form to the Andover Conservation Department located on the first floor of the Andover Town Offices at 36 Bartlet Street, Andover, MA 01810. The Andover Conservation Department's email is: Cdpconservation@andoverma.us. The Andover Conservation Department's phone number is: (978) 623 8630. If you are hand delivering your request, you may also drop the completed form in the drop box in the front of the Town Offices building at 36 Bartlet Street. Please place the form in an envelope addressed to the Andover Conservation Department.

Please contact Andover Conservation Department Staff by phone or email if you have any questions.

Next Steps: Once the Andover Conservation Department receives the request, it will be placed on the next available Andover Conservation Commission meeting agenda for their consideration. The Andover Conservation Commission meets biweekly on the first and third Tuesday of every month throughout the year; however, sometimes the timing of holidays impacts this schedule.

Before the Andover Conservation Commission meeting, Andover Conservation Staff will visit the property to confirm compliance with the permit conditions and verify that the project has been completed per the RDA permit. This is the "Final Inspection" component of this process.

At the Andover Conservation Commission meeting, Andover Conservation Staff will advise the Andover Conservation Commission as to whether the conditions of the permit have been met, whether the project has been completed per the approved plan, etc. Then, the Commission will make a decision – recorded by roll call vote – as to whether the Certificate may be issued. It is best if the applicant or their representative is present at the meeting in case there are any questions about the permit or the project.

Note: The decision for a Satisfactory Completion of Work Certificate to be issued (or not) lies solely with members of the Andover Conservation Commission. Andover Conservation Staff are not able to make this decision.

After the Andover Conservation Commission meeting, the Conservation Commissioners will sign the Certificate document. After the Conservation Commissioners signatures are obtained, the Certificate will be mailed to the Applicant or person who made the request for the Certificate.

Once the Certificate is in hand, the Certificate needs to be recorded at the Northern Essex (County) Registry of Deeds. [Registry of Deeds](#)

1 Union Street, Suite #402, Lawrence, MA 01840

Recording hours: 8AM-4PM Monday through Friday

Once the Certificate is recorded at the Registry of Deeds, the RDA permit is officially “closed out.”

Information about Requests for Determination of Applicability (RDA) permits:

Requests for Determination of Applicability (RDA) permits are typically used for small projects located outside wetlands, where the applicant requests the Andover Conservation Commission to determine if the State Wetlands Protection Act or the Andover Wetlands Protection Bylaw are applicable to the proposed work or activity.

Note: RDAs are generally appropriate for projects such as house additions, decks, pools, septic systems, landscaping activities, invasive plant species management, and trail work/trail maintenance.

Note: RDA applications may be completed by homeowners or property owners. They are relatively straightforward applications. Assistance from professionals such as wetland scientists, engineers, or land surveyors is not always required, but may be helpful to assemble a complete application. Directions for filling out an RDA application, requirements for filing an application, and additional information about wetlands and permitting are available on the Andover Conservation website here: [Andover Conservation > Permits and Applications](#)

RDA permits are valid for three years from the date of issuance.

Once an RDA permit has been issued by the Andover Conservation Commission, the RDA must be recorded at the Essex County North Registry of Deeds in Lawrence, MA prior to commencement of work. Instructions about how to complete this process are provided to each applicant.

The Essex County North Registry of Deeds is located here:

1 Union Street, Suite #402, Lawrence, MA 01840

Recording hours: 8AM-4PM Monday through Friday

[Registry of Deeds](#)

******Once the project permitted under the RDA is completed, a Satisfactory Completion of Work Certificate must be issued to close out the permit. It is recommended that this process to close out the permit should be completed as soon as the project work is finished. ******



**TOWN OF ANDOVER – Conservation Division
 REQUEST FOR FINAL INSPECTION AND
 SATISFACTORY COMPLETION OF WORK CERTIFICATE
 FOR DETERMINATION OF APPLICABILITY**

Permit
 Number

DA

A. Project Information

1. Applicant: (*Person making this request*)

Name	Telephone Number	
Mailing Address		
City/Town	State	Zip Code

2. This Certificate is issued for work regulated by a final Determination of Applicability

(Issued to) Name	DA
Dated	Permit Number

3. The project site is located at:

Street Address	Andover City/Town
Assessors Map Number	Lot Number

The Final Determination of Applicability was recorded at the Registry of Deeds for:

Property Owner Name		
Essex North Division	Book	Page
County		
Certificate		

 Signature

 Date