

INSTRUCTIONS

SITE PLAN APPROVAL CERTIFICATE OF COMPLETION

The Building Commissioner must adhere to the requirements of Section 9.1.4 of the Zoning Bylaw:

9.14 Occupancy permit. No building erected, altered, or in any way changed as to construction or use, under a permit or otherwise, shall be occupied or used without an occupancy permit, signed by the Building Commissioner. Such permit shall not be issued until the building and its uses, and the use incident thereto, comply in all respects with these bylaws or with a decision of the Board of Appeals taken thereunder.

The Building Commissioner will not issue a Certificate of Occupancy for any building or structure, or portion(s) thereof, until all of the following requirements are met:

- (1) A Record Drawing(s) (As-built) showing all site improvements, including utilities and storm drainage facilities as actually installed with each sheet bearing the registered engineer's stamp is submitted to the DPW Director for review and approval. Any changes from the originally approved site plan **must be approved by the Zoning Board of Appeals.**
- (2) The Building Commissioner receives a completed Site Plan Approval Certificate of Completion (SP-COC form) for acceptance. This form needs to be signed by the developer and developer's engineer to verify that all required improvements have been completed in substantial conformance with the approved site plan.
- (3) All conditions of the site plan approval have been met and there are no outstanding items to be finished at the site.

Occupancy Permits: Incomplete Site Plan Improvements

Occupancy Permits shall only be granted when all required site improvements and conditions of the approved site plan are complete, **unless the Zoning Board of Appeals** approves the use of a performance guarantee in an amount approved by the DPW director to cover the outstanding work items and/or conditions in the following cases only:

- (1) when the only outstanding work items involve landscaping improvements
- (2) for the purposes of completing a single project over a period of phases (i.e. Multi-family projects). In phased projects, all site improvements shall be complete, with the exception of landscaping and pavement top coat, for the phase in which occupancy permits are sought.

PLAN ACCORDINGLY: Plan the occupancy of your site accordingly - be sure to allow enough time for the necessary town staff sign-offs to be completed.



SITE PLAN APPROVAL - CERTIFICATE OF COMPLETION

Site Plan Approval known as _____ Application # _____

Engineer:

I hereby certify that all improvements for the above referenced site plan have been completed in substantial conformance with the approved plans entitled _____ prepared by _____ and dated _____, as approved by the Middleton Zoning Board of Appeals on _____ and recorded at the South Essex Registry of Deeds under _____ (Bk/pg).

Signed this _____ day of _____, 20____

By _____ Reg. C.E.

Developer:

I hereby certify that all Zoning Board of Appeals conditions and requirements for the above referenced site plan approval have been fulfilled.

Signed this _____ day of _____, 20____

By _____

*****Do not write below this area - for office use only*****

TOWN OF MIDDLETON SIGN-OFFS

This Certificate is not valid until the following town staff sign and date this certificate which will signify that all improvements under their individual authority have been satisfactorily completed.

Town Staff	Date
Public Works:	
Health:	
Planner:	
Fire:	