

January 29, 2026

Ms. Shannon Palmer
Conservation Officer
Conservation Commission
Town of Hingham
210 Central Street
Hingham, MA 02043

**RE: Request for Certificate of Compliance
302-304 Whiting Street
DEP File No: 034-1408
Requested By: South Shore Habitat for Humanity**

Dear Ms. Palmer & Commission Members:

Acting on behalf of the Applicant, Merrill Engineers and Land Surveyors respectfully requests the issuance of the Certificate of Compliance for the above referenced project. This office has recently performed an As-Built survey of the site in June of 2024 and site inspections were completed on November 5 and December 18, 2025. The residential dwellings, shared driveway, stormwater facilities, riverfront restoration and mitigation areas, onsite septic systems and associated infrastructure have been constructed and are stabilized. The site conditions are substantially consistent with the approved site plans, with latest revision date of 7/7/2021. There were a few minor deviations from the approved plan as follows:

1. The Fabco stormbasin filtration insert for the driveway catch basin was replaced with a Fabco trench filtration insert to accommodate the trench drain that was added to the project per MassDOT and maintain the filtration requirements of the approved drainage system.
2. Two additional conservation posts were installed on December 18, 2025. The posts are shown on the As-Built Plan for a total of 5 conservation posts as approved.
3. Cinderblock steps were installed along the westerly side slope and are located outside the Riverfront Restoration area.

There are no impacts to the overall drainage system as a result of the above minor adjustment. As part of this request, we have enclosed for your review, two copies of the Conservation As-Built Plan.

Very truly yours,

MERRILL ENGINEERS AND LAND SURVEYORS


Deborah Keller, P.E.
Director of Engineering



cc: Paris Bollinger, South Shore Habitat for Humanity



HANOVER OFFICE:
427 Columbia Road
Hanover, MA 02339
781-826-9200

PLYMOUTH OFFICE:
362 Court Street
Plymouth, MA 02360
508-746-6060

MARINE DIVISION:
26 Union Street
Plymouth, MA 02360
508-746-6060

FALMOUTH OFFICE:
448 N. Falmouth Highway Unit A
North Falmouth, MA 02556
508-563-2183

merrillinc.com



As shown on stamped landscape set, #5 of 8.



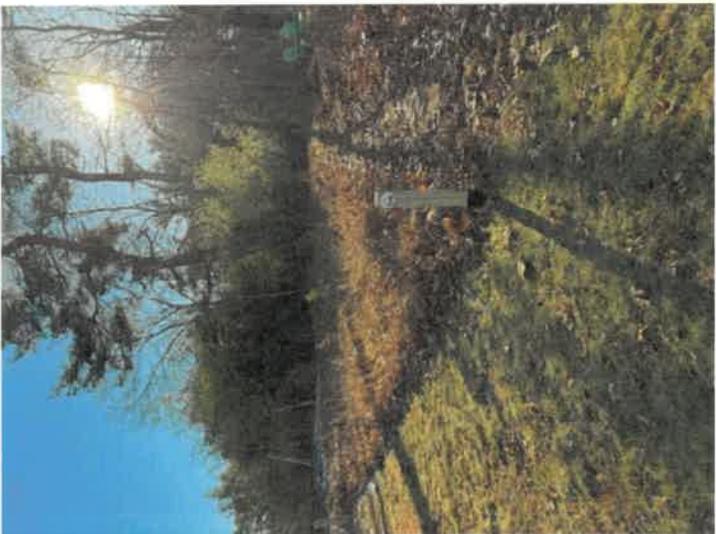
Existing buffer zone signs: 3



Added buffer zone signs: 2

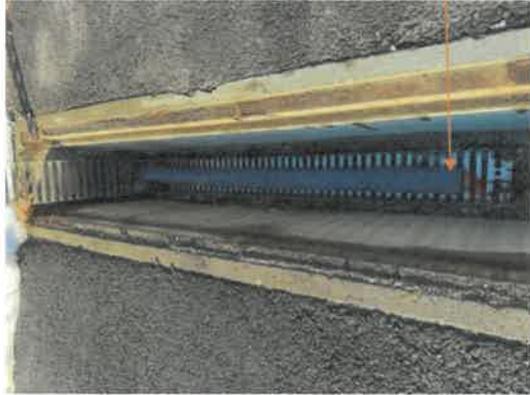
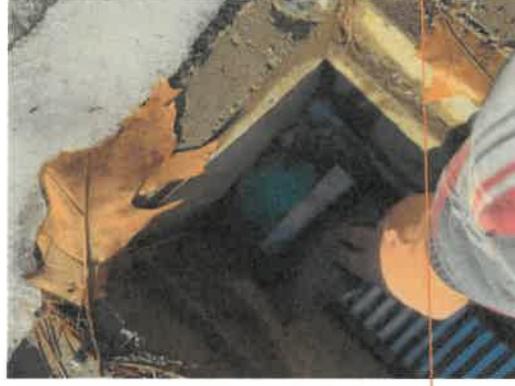


Sylvia Schular of Hingham Cons Com provided the placards on the right and said that they do not need to match the ones on the left. Addition signs added on 12-18-25



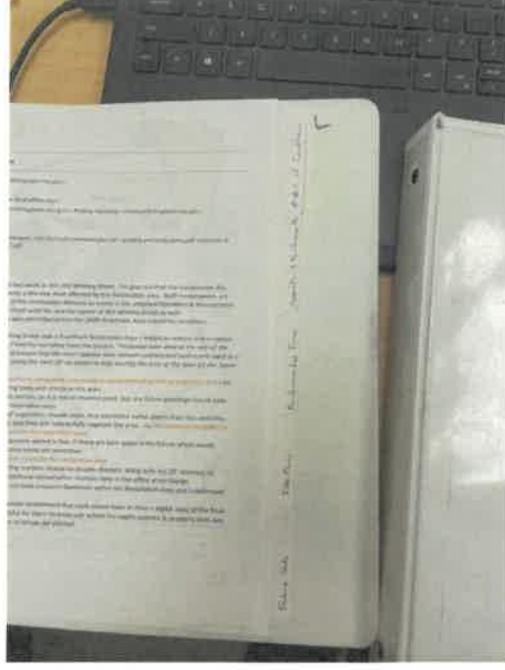
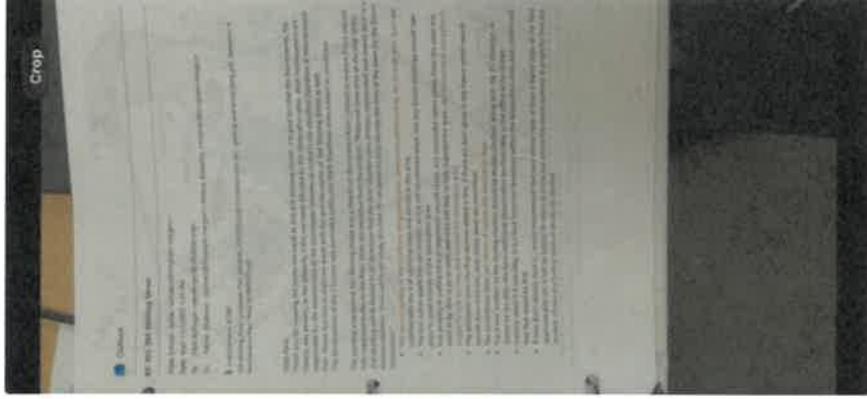
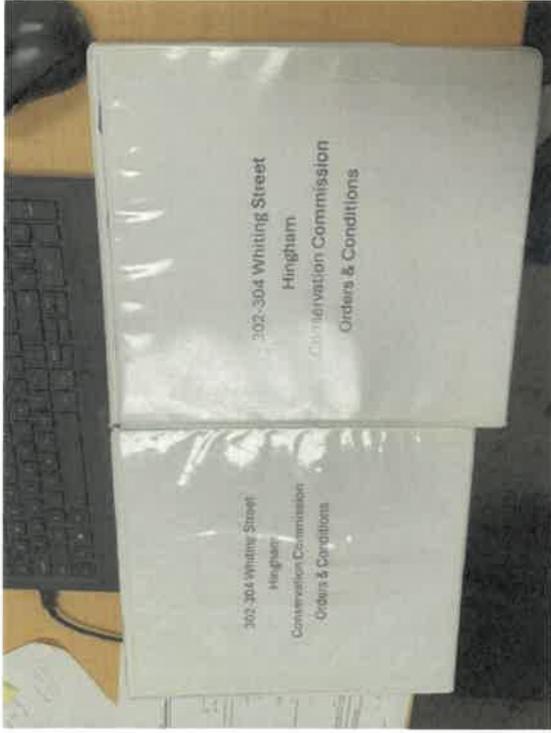


Installation of Fabco trench drain filter system



Filters do be changed annually and a spare filter was provided to homeowner Jasmine Owens

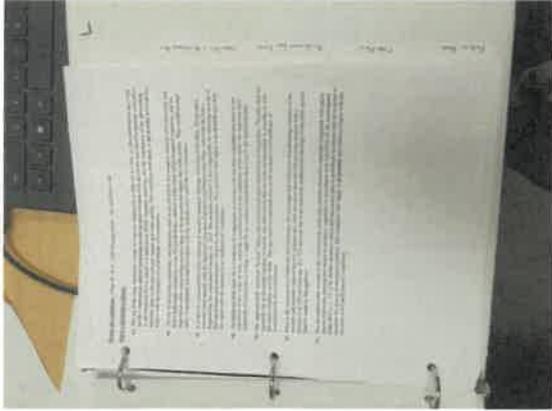
Binders created and delivered to homeowners on 12-18-25



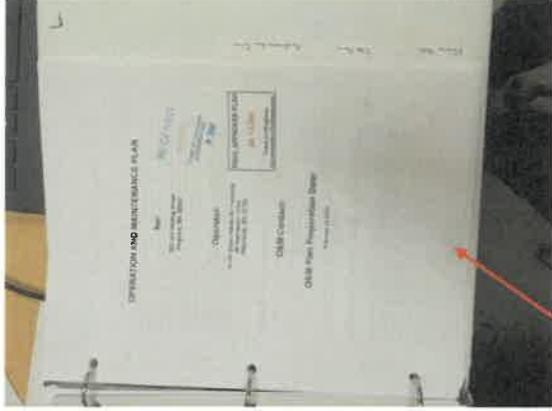
Tabs:

- Cover page is email of 11/3/25
- Order of Conditions
- Operation & Maintenance Plan
- Maintenance log forms
- Site Plans
- Fabco Data

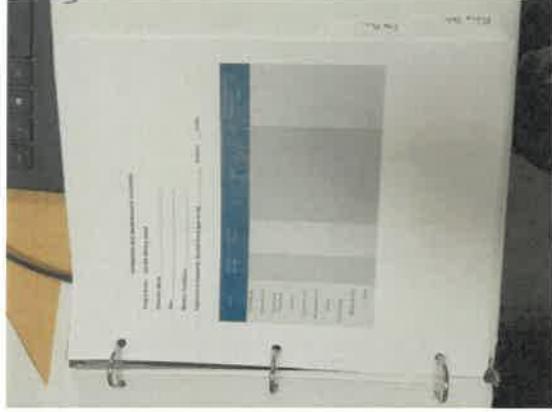
Orders & Conditions



Operations & Maint. Plan



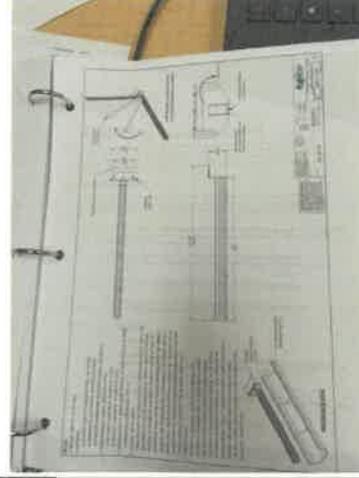
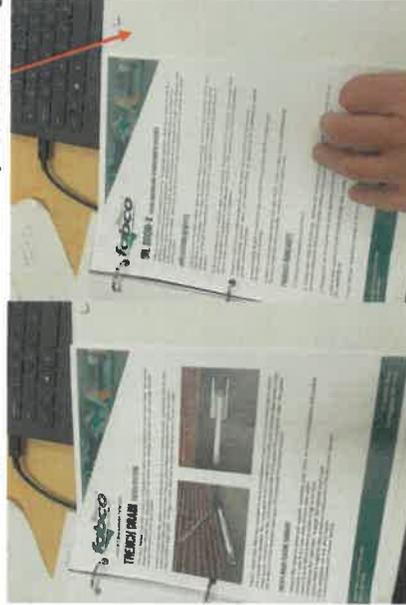
Maint. Plan Log Forms



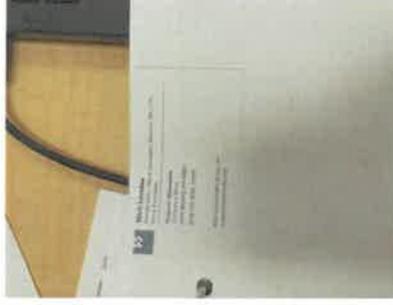
Site Plans (all 8)



Fabco Data - *Note replaced original Fabco material in plan with this.



Fabco sales contact





TOWN OF HINGHAM CONSERVATION COMMISSION

APPLICATION CHECKLIST REQUEST FOR CERTIFICATE OF COMPLIANCE (COC)

Please submit the following when requesting a Certificate of Compliance under the MA Wetlands Protection Act and Hingham Wetlands Protection By-Law. Submit one (1) copy of the following to the Conservation Office and an electronic copy of the complete request to conservation@hingham-ma.gov. A complete Request will be added to the next available Conservation Commission agenda.

- WPA Form 8A: [Request for Certificate of Compliance](#)
- A check payable to the town of Hingham for the [Town of Hingham Wetlands Protection Bylaw fee](#)
 - \$50 for Residential
 - \$100 for Commercial
 - Please redact bank account information from photocopies
- A letter from a registered professional engineer, surveyor, architect, or landscape architect, as applicable, certifying substantial compliance with the approved plans and describing what deviations, if any, exist from the plans approved in the Order of Conditions. The letter should also document compliance with any applicable special conditions. A certification letter without the requested information will be deemed incomplete.
- Post construction site photos of the completed work including established vegetation where required.
- The Conservation Commission's [Policy on Receipt of Information](#)
- Optional – [Voluntary 21 Day Waiver \(COC\)](#)

If required pursuant to Special Conditions of the Order of Conditions (any other required documentation not listed below should also be included):

- Mitigation Planting Area progress report to include status of plantings, photos of planting area, and dates of installation.
- Final As-built Plan signed and stamped by a Massachusetts Registered Professional Engineer or Land Surveyor showing post-construction conditions within all areas under the jurisdiction of the MA Wetlands Protection Act and the Hingham Wetlands Protection By-Law. This plan shall include at a minimum:
 - All wetland resource area boundaries with associated buffer zones and regulatory setback areas taken from the plan(s) approved in this Order of Conditions;
 - Locations and elevations of all stormwater management conveyances, structures and best management designs, including foundation drains, constructed under this Order within any wetland resource area or buffer zone;
 - Distances from any structures constructed under this Order to wetland resource areas - "structures" include, but are not limited to, all buildings, septic system components, wells, utility lines, fences, retaining walls, and roads/driveways;
 - A line delineating the limit of work - "work" includes any filling, excavating and/or disturbance of soils or vegetation approved under this Order;
 - Mitigation planting areas constructed under this Order, as applicable.

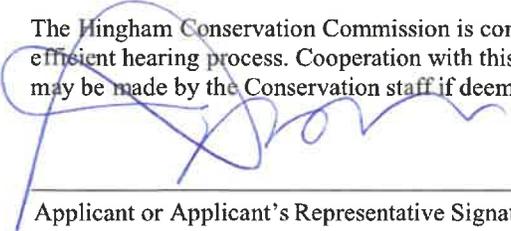
HINGHAM WETLAND REGULATIONS

APPENDIX C

Policy on Receipt of Information (Revised March 4, 2024)

1. New applications/filings must be submitted to the Conservation office (by certified mail or hand delivery) two weeks prior to the meeting date, on Monday by noon, to facilitate the placement of the legal ad and to allow timely review by the Conservation Officer (if the office is closed on Monday due to a holiday, then the information is due on the preceding Friday by noon). Conservation staff will review the application for administrative completeness. Upon receipt of a complete application, a hearing or meeting will be scheduled in accordance with the 310 CMR 10.05(5) and the Wetland Regulations, Section 7.6.
2. If deemed necessary, based on the Commission's meeting schedule, Conservation staff may request the applicant *voluntarily* waive the 21 day statutory deadline for holding a public hearing or issuing a Determination of Applicability.
3. Requests for additional information may be made by the Commission members or their agent to clarify the scope of the project or determine compliance with the 310 CMR 10.00 and/or the Hingham Wetland Regulations. Such requests, if not made at the public hearing, will be communicated to the applicant or their representative as promptly as possible.
4. Additional information requested by the Commission or their agent in accordance with No.3, must be submitted to the Conservation office a minimum of 7 days prior to the meeting date, on Monday by noon. If the office is closed on Monday due to a holiday, the information is due on the preceding Friday by noon. *Revisions submitted after the established deadline may not receive a review, thereby resulting in a continuance to the next available meeting.*
5. The Commission may engage the peer review services of an outside consultant as provided by M.G.L. Ch. 44, § 53G, to be paid for by the applicant, for specific expert review deemed necessary to come to a final decision on a submitted application. Specific consultant services may include but are not limited to, review of a Notice of Intent, Wetland Resource Area Delineation, Stormwater/Drainage Reports, etc. The consultant shall be chosen by the Conservation Commission by vote at the public hearing, and report only to the Commission or its agent. *Requested additional information/revisions by the peer reviewer is required a minimum of two weeks prior to the hearing date.*
5. All supplemental documentation and revised plans must include a revision date and must be date stamped by the Conservation office upon receipt. If this information is not present, the documents may be considered incomplete and may not receive a timely review, thereby resulting in a continuance to the next available meeting.
6. Please note that all supplemental documentation and revised plans submitted to the Commission for a pending application, subject to the MA Wetlands Protection Act, must also be sent to the DEP Southeast Regional Office, 20 Riverside Dr., Lakeville, MA 02347

The Hingham Conservation Commission is committed to a thorough and timely review of each application and an efficient hearing process. Cooperation with this policy is appreciated to facilitate these efforts. Exceptions to this policy may be made by the Conservation staff if deemed warranted. Please sign and include with your filing. Thank you.



Applicant or Applicant's Representative Signature

January 29, 2026

Date



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
WPA Form 8A – Request for Certificate of Compliance
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

DEP File Number:
 034-1408
 Provided by DEP

A. Project Information

Important:
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Upon completion of the work authorized in an Order of Conditions, the property owner must request a Certificate of Compliance from the issuing authority stating that the work or portion of the work has been satisfactorily completed.

1. This request is being made by:
 South Shore Habitat for Humanity, Paris Bollinger
 Name
 77 Accord Park Drive, Suite D-7
 Mailing Address
 Norwell MA 02061
 City/Town State Zip Code
 781-347-3765
 Phone Number

2. This request is in reference to work regulated by a final Order of Conditions issued to:
 South Shore Habitat for Humanity, Noreen Browne
 Applicant
 7/28/2021 034-1408
 Dated DEP File Number

3. The project site is located at:
 302-304 Whiting Street Hingham
 Street Address City/Town
 187 24
 Assessors Map/Plat Number Parcel/Lot Number

4. The final Order of Conditions was recorded at the Registry of Deeds for:
 Plymouth
 Property Owner (if different)
 County 55695 101
 Book Page
 Certificate (if registered land)

5. This request is for certification that (check one):
 the work regulated by the above-referenced Order of Conditions has been satisfactorily completed.
 the following portions of the work regulated by the above-referenced Order of Conditions have been satisfactorily completed (use additional paper if necessary).

 the above-referenced Order of Conditions has lapsed and is therefore no longer valid, and the work regulated by it was never started.



A. Project Information (cont.)

6. Did the Order of Conditions for this project, or the portion of the project subject to this request, contain an approval of any plans stamped by a registered professional engineer, architect, landscape architect, or land surveyor?

Yes

If yes, attach a written statement by such a professional certifying substantial compliance with the plans and describing what deviation, if any, exists from the plans approved in the Order.

No

B. Submittal Requirements

Requests for Certificates of Compliance should be directed to the issuing authority that issued the final Order of Conditions (OOC). If the project received an OOC from the Conservation Commission, submit this request to that Commission. If the project was issued a Superseding Order of Conditions or was the subject of an Adjudicatory Hearing Final Decision, submit this request to the appropriate DEP Regional Office (see <http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>).



TOWN OF HINGHAM
CONSERVATION COMMISSION

VOLUNTARY 21 DAY WAIVER
(Request for COC)

As set forth under the MA Wetlands Protection Act Regulations, 310 CMR 10.05(9), and the Town of Hingham Wetland Regulations, Section 7.12(a), the Conservation Commission is required to issue a Certificate of Compliance within 21 days of receipt of a WPA Form 8A and statement that work, subject to the Final Order of Conditions, has been satisfactorily completed. The Commission may also refuse to issue a Certificate of Compliance if it determines that the work has not been completed in compliance with the Order.

Due to the Commission’s established meeting schedule the Conservation Commission is unable to act on the request within the statutory deadline and hereby requests the applicant waive the aforementioned 21 day requirement. If you choose to waive this deadline, your request will still be heard and decided upon in a timely manner.

The undersigned hereby waives the 21 day time period for the Commission to issue a Certificate of Compliance until: 4-30-2026

Date

For the following application: 302-304 Whiting Street

Address

034-1408

DEP File No/Local By-Law No.

Applicant Signature

Paris Bollinger, South Shore Habitat for Humanity

Print

January 29, 2026

Date