

STORMWATER MANAGEMENT APPLICATION PACKAGE

REQUIREMENTS and INFORMATION

		REQUIREMENTS		
		MAJOR	MINOR	GENERAL
FORM #	FORM TITLE	PROJECTS	PROJECTS	INFORMATION
SM1	Permit Granting Delegation Notice			x
SM2	Permit Application Process			x
SM3	Stormwater Management Application	2 Copies	2 Copies	
SM4	Authorization Form, (if Applicable)	2 Copies	2 Copies	
SM5	Building Department Land Disturbance Form	2 Copies	2 Copies	
SM6	Operation & Maintenance Plan Agreement (Prior to Work Commencement)	8 Copies	5 Copies	
SM7	Request for Certified List of Abutters	x		
SM8	Monthly Construction Inspection Checklist	Monthly		
SM9	Stormwater Management Regulations			x
SM10	Certificate of Completion Inspection Checklist-Municipal Use	Town Issues	Town Issues	x
SM11	Stormwater Management Permit and Conditions	Town Issues	Town Issues	x
SM12	Annual Inspection Checklist by Property Owner(s) (Subsequent to Completion)	2 Copies		2 Reports 1st yr.
Submit	Application Fee: "Town of Townsend"	x	x	
Submit	Engineering Review Fee: "Town of Townsend" (as Specified by Authority)	x		
Submit	Operation & Maintenance Plan	8 Copies	5 Copies	
Submit	Erosion & Sedimentation Control Plan	8 Copies	5 Copies	
Submit	As-Built Plans (Upon Completion)	5 Copies		



TOWN OF TOWNSEND

Stormwater Authority

272 Main Street

Townsend, Massachusetts 01469

jhollows@townsend.ma.us or kchapman@townsend.ma.us

(978) 597-1700 x 1722

(978) 597-1700 x 1723

FAX: (978) 597-1722

DATE: May 18, 2015

TO: Stormwater Permit Applicants
Town Clerk

FROM: Townsend Stormwater Authority (Planning Board)

SUBJECT: Stormwater Management

cc: Conservation Agent
Building Commissioner/Zoning Enforcement Officer
Land Use Coordinator

The Stormwater Permit Granting Authority hereby delegates permit-granting power for any activity deemed to be a "Minor Project," to:

Stormwater Agents: * Conservation Agent, or
* Building Commissioner, or
* Zoning Enforcement Officer

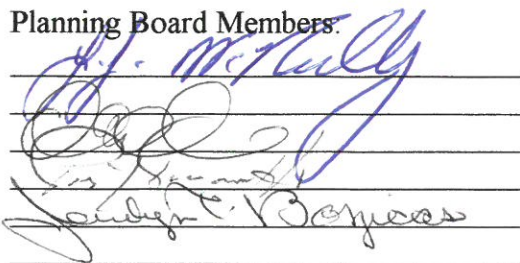
The scope of the project shall be determined by the Land Use Coordinator who, upon review of a Stormwater Application, and if deemed to be a "Minor Project", shall forward the application to one of these Stormwater Agents.

When issuing a permit for a "Minor Project", the Stormwater Agent shall simultaneously provide a copy to the Stormwater Authority.

An applicant or Stormwater Agent may request a review of the project by the Stormwater Authority at a public meeting prior to approval of or denial of a permit application.

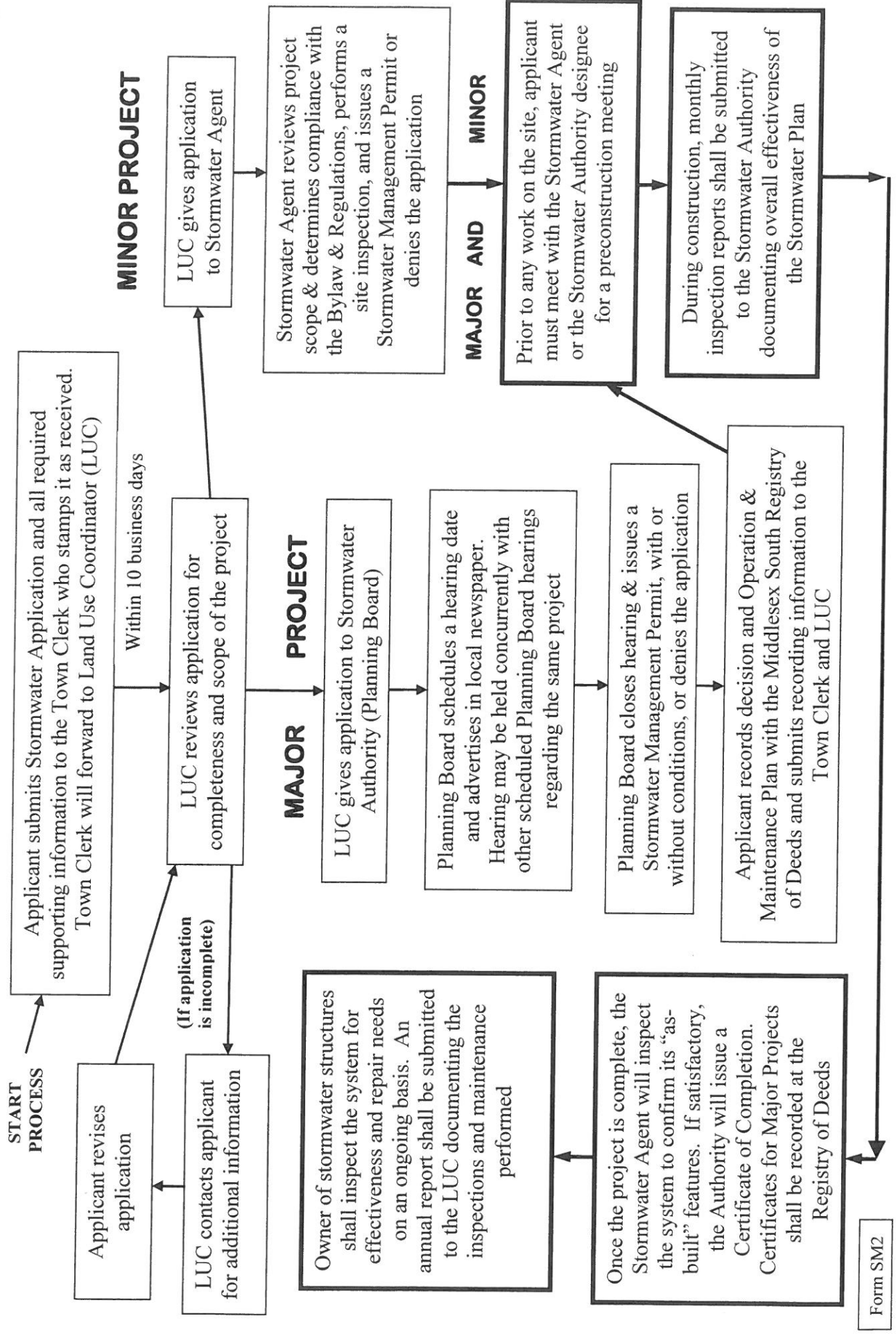
STORMWATER AUTHORITY:

Planning Board Members.



STORMWATER MANAGEMENT PERMIT APPLICATION PROCESS

NOTE: Applicant should consult with Land Use Department before submitting application to determine scope of project





TOWN OF TOWNSEND

272 Main Street

Townsend, MA 01469

jhollows@townsend.ma.us or kchapman@townsend.ma.us

(978) 597-1700 x 1722

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FAX: (978) 597-1722

STORMWATER MANAGEMENT APPLICATION

Landowner:

Applicant: (or write "same")

Name (please print)

Name (please print)

Street Address

Street Address

City

State

Zip

City

State

Zip

Daytime Phone #(s)

/ Home Phone

Daytime Phone #(s)

/ Home Phone

E-mail

E-mail

Property Location / Address:

Assessors' Map – Block - Lot # - -

☐

Subdivision

☐

Site plan

☐

Other

Middlesex South Registry of Deeds:

Book:

Page:

Certificate (if applicable)

Project Title & Description:

The application shall contain sufficient information for the Stormwater Agent to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater runoff.

Application is for: (Check One)

☐ Modification of Permit #

☐ Extension of Permit #

☐ New Major Stormwater Management Permit

☐ New Minor Stormwater Management Permit

Submission requirements:

- ___ Completed Application (2 copies)
- ___ Application fee \$300 ___ Modification \$150
- ___ *List of abutters, certified by the Assessor's Office
- ___ *Consultant's Peer Review Fee
- ___ *Authorization Form (if applicable)
- ___ Land Disturbance Form
- ___ Eight (8) copies of Erosion and Sedimentation Control Plan
- ___ Eight (8) copies of Operation and Maintenance (O&M) Plan

Submission requirements:

- ___ Completed Application (2 copies)
- ___ Application fee \$150 ___ Modification \$75
- ___ Cost of advertising may be required
- ___ Consultant's Peer Review Fee may be required
- ___ *Authorization Form (if applicable)
- ___ Land Disturbance Form
- ___ Five (5) copies of Erosion and Sedimentation Control Plan
- ___ Five (5) copies of Operation and Maintenance (O&M) Plan

Verified that no outstanding taxes, fines or penalties are due to the Town of Townsend:

Tax Collector's Office Signature Required

Date

Landowner's signature

Applicant's signature (or write "same")

Date

Date

*If not already submitted with subdivision application.

Form SM4

STORMWATER MANAGEMENT BUILDING DEPARTMENT LAND DISTURBANCE FORM

APPLICANT: _____

<i>Name</i>	<i>Daytime Phone #(s)</i>	<i>Home Phone</i>
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LANDOWNER: _____

<i>Name</i>	<i>Daytime Phone #(s)</i>	<i>Home Phone</i>
-------------	---------------------------	-------------------

PROJECT LOCATION: _____

PROJECT TYPE:

<input type="checkbox"/> Single family	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Redevelopment	<input type="checkbox"/> Addition to single family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial

ESTIMATED AMOUNT OF LAND DISTURBANCE: _____ Square Feet

ARE THERE ANY STEEP SLOPES ON THE PROPERTY >15%? Yes No

WILL THERE BE ANY FILL BROUGHT TO THE PROJECT LOCATION?

Yes	No
-----	----

If Yes, how much fill will be brought to the site? _____

WILL THERE BE ANY SOIL CUTS OR FILL GREATER THAN 4 FEET IN VERTICAL DEPTH FROM THE NATURAL GROUND LEVEL WITH THE EXCEPTION OF SEPTIC SYSTEMS?

ARE THERE ANY WETLANDS (Marsh, swamp, bog, etc.) WITHIN 100 FEET OF THE PROPOSED DISTURBED AREA? Yes No

If Yes, describe _____

ARE THERE ANY RIVERS, STREAMS OR BROOKS WITHIN 200 FEET OF THE PROPOSED DISTURBED AREA?

If Yes, describe _____

IS THE PROPOSED DISTURBED AREA WITHIN ANY "ESTIMATED OR PRIORITY HABITAT OF ENDANGERED SPECIES?" **Yes** **No**

STORMWATER MANAGEMENT

272 Main Street

Townsend, MA 01469

(978)597-1700 x1722 or x1723 - FAX (978)597-1722

OPERATION AND MAINTENANCE PLAN AGREEMENT

An Operation and Maintenance Plan (O&M Plan) is required at the time of application for all projects. The O&M Plan shall remain on file with the Stormwater Authority (Planning Board) and shall be an ongoing requirement. This form shall be submitted to the Authority prior to commencement of work and updated if any changes occur.

Project Name: _____

Project Address: _____

Name of Owners of All Components

Attach sheets if more than one owner

Name _____
Address _____
Phone _____
Email _____

Owner's Signature _____

Stormwater System Manager

Name _____
Address _____
Phone _____
Email _____

Maintenance Financing Contact

Name _____
Address _____
Phone _____
Email _____

Emergency Repair Contact

Name _____
Address _____
Phone _____
Email _____

Townsend Board of Assessors
272 Main Street
Townsend, MA 01469
(978) 597-1706
Request for Certified List of Abutters
Stormwater Management: Major Projects Only

Complete the following information:

Date of request: _____

Person requesting abutter's list: _____

Place/phone to contact when the list has been prepared:

Locus of property for which the abutter's list is to be prepared:

Map/Lot reference _____

Street address _____

Property Owner Name _____

Department/Agency for which the abutter's list is to be prepared:

___ Board of Selectmen

___ Board of Health

___ Planning Board Members

___ Zoning Board of Appeals

___ Conservation Board Members

___ Highway Department

___ Other _____

Number of feet surrounding locus property for which abutters are to be listed: _____
(This must be filled out to have the abutter's list prepared)

Verified that no outstanding taxes, fines or penalties are due to the Town of Townsend
Needed for Planning, ZBA and Conservation Boards.

Tax Collector's Office

Select from the following options:

___ Basic abutters report - **\$10 payable with request or report won't be prepared**

___ Mailing labels (Town boards only)

You will be notified as soon as the list is completed. Allow up to 10 days for processing.

STORMWATER MANAGEMENT MONTHLY CONSTRUCTION INSPECTION CHECKLIST

Page 1 of 2

Project Name/Location: _____

Project Owner: _____

Inspector Name: _____

Inspector's Contact Information

Inspection Date: _____

Disturbed Areas (stabilization measures)

Y, N or N/A	Description of Item	Comments
	Graded areas free of debris (rocks, roots, trash, etc.)	
	Rough grading temporarily seeded/Final grading seeded or sodded	
	Erosion controls installed per design & specifications	
	Erosion controls free of accumulated sediments	
	Erosion controls trenched in, back filled and compacted	
	Erosion controls replaced where rotten or saturated	
	Erosion controls installed without gaps between bales	
	Silt fence installed per design & specifications	
	Silt fence bottom trenched a minimum of 4 inches	
	Silt fence free of splicing between sections	
	Silt fence secured adequately (cannot be pulled out with one hand)	
	Silt fence free of accumulated sediments	
	Silt fence fabric and stakes in good condition	
	Swales stabilized	
	Swales free of sediment or debris	
	Swales free of ponding	
	Swales constructed at design elevation	

Materials Storage Areas

	Debris and stock piles maintained properly	
	Materials stored properly	
	No evidence of spills	
	Secondary containment of on-site fuel tanks	
	Spill response equipment and materials on site	

Structural Control Devices

Y, N or N/A	Description of Item	Comments
	Sediment traps used and installed properly	
	Stormwater basins constructed to proper elevation and side slopes	
	Flooding absent around or within inlet	
	Inlet free of erosion	
	Inlet free of debris and/or sediment	
	Inlet at design elevation	
	All hardware and equipment installed per design	
	Perimeter berm at design elevation	
	Perimeter berm compacted and stabilized	
	Catch basins in working order and clean	

Vehicle Ingress/Egress Locations

	Built per design, specifications and stabilized	
	Maintenance is being performed (raking, adding more stone, etc.)	
	Use of wash rack and proper discharge of wash water	
	Affected street(s) swept to remove excess stones and sediments	

Other

	Dewatering operation per plan and discharge free of turbidity	
	Sanitary facilities maintained properly	
	Original permitted plans implemented without major change(s)	
	Offsite area(s) free of impact(s) due to construction	
	Litter control	

Paperwork

	Copy of Stormwater Management Permit on site	
	Stormwater Management, Erosion and Sedimentation Control Plan on site	
	Operation and Maintenance Plan on site	
	NPDES General Construction Permit on site	

STORMWATER MANAGEMENT REGULATIONS

TABLE OF CONTENTS

SECTION	SUBJECT	PAGE #
§175-35	Title	1
§175-36	Authority and Responsibility	1
§175-37	Purpose	1
§175-38	Administration	1
§175-39	Applicability	1
§175-40	Procedures	2
§175-41	Applications	2
§175-42	Fees	2
§175-43	Public Meetings/Hearings/Decisions	3
§175-44	Stormwater Management, Erosion and Sedimentation Control Plan	3 4
§175-45	Operation and Maintenance Plans	6
§175-46	Project Changes	7
§175-47	Inspection and Site Supervision	7
§175-48	Perpetual Inspection and Maintenance	8
§175-49	Enforcement	9
§175-50	Severability	9

ARTICLE V

§175-35 *etc... (numbering suggested)*

STORMWATER REGULATIONS

In support of Chapter 85 NPDES Phase II Stormwater Management Bylaw

§175-35 Title

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. Point sources are discrete conveyances such as pipes or man-made ditches. Individual homes that are connected to a municipal system, use a septic system, or do not have a surface discharge do not need a NPDES permit; however, commercial, industrial, municipal and other facilities must obtain permits if their discharges go directly to surface waters.

§175-36 Authority and Responsibility

- A. The Regulations contained herein have been adopted by the Townsend Stormwater Authority in accordance with the Stormwater Bylaw.
- B. Nothing in these Regulations is intended to replace or be in derogation of the requirements of the Townsend Wetland Bylaw and/or other water resource related bylaws, the Planning Board Rules and Regulations, Townsend Zoning Bylaws, or any Rules and Regulations adopted thereunder.
- C. These Regulations may be periodically amended by the Stormwater Authority in accordance with the procedures outlined in Section 85-5 B. of the Stormwater Bylaw.
- D. For terminology used in these Regulations, see Section 85-4 of the Stormwater Bylaw.

Stormwater Authority: Major Projects - Planning Board, or as delegated to its Agent(s).

Stormwater Agents: Minor Projects - Conservation Agent, Building Commissioner, or as delegated by the Stormwater Authority.

Land Use Coordinator: Liaison for the Stormwater Authority.

§175-37 Purpose

The purpose of the Townsend National Pollutant Discharge Elimination System Phase II Stormwater Regulations is to provide guidance and requirements for implementation of the Townsend Chapter 85 NPDES Phase II Stormwater Management Bylaw ("Stormwater Bylaw").

§175-38 Administration

- A. The Stormwater Authority or its Agent(s) (the "Authority") shall review, implement and enforce these Regulations. The Stormwater Agent(s) (the "Agent") shall act as field inspector.
 - (1) **Major Projects:** The Planning Board shall be the Stormwater Management Permit Granting Authority.
 - (2) **Minor Projects:** The Conservation Agent and Building Commissioner shall be designated as Stormwater Agent(s) and Permit Granting Authorities.
- B. The Authority may:
 - (1) Approve the application and issue a Stormwater Management Permit ("Permit") with conditions, modifications, or restrictions; or,
 - (2) Disapprove the application and deny the Permit if it finds the proposed plan will not protect water resources, fails to meet the objectives and requirements of the Stormwater Bylaw and

Regulations, or if the applicant has submitted insufficient information to describe the site, work, or effect of the project on water quality and runoff.

§175-39 Applicability

Any land disturbance may require an Earth Excavation Special Permit, as outlined in Zoning Bylaw §145-46.

LAND DISTURBANCE ACTIVITY THRESHOLDS (new or redevelopment)	PROJECT CATEGORY
40,000 ft. ² - 60,000 ft. ² for single family lot not an ANR or subdivision within last 5 years.	MINOR PROJECT
1,500 yds. ³ – 2,200 yds. ³ not related to ANR or subdivision	MINOR PROJECT
1,000 ft. ² - 10,000 ft. ² IF: a. Slope > 15% OR b. Soil cut or fill > 4 feet in vertical depth from natural ground level.	MINOR PROJECT (septic system installations are exempt)
> 40,000 ft. ² for subdivision or ANR approved in last 5 years	MAJOR PROJECT
> 60,000 ft. ²	MAJOR PROJECT
>2,200 yds. ³	MAJOR PROJECT
>10,000ft. ² IF: a. Slope >15% OR b. Soil cut or fill > 4 feet in vertical depth from natural ground level.	MAJOR PROJECT (septic system installations are exempt)

NOTES: ft.² = square feet; yds.³ = cubic yards

§175-40 Procedures

An application and all required documents shall be submitted to the Town Clerk and Land Use Coordinator, accompanied by the appropriate fees. The Land Use Coordinator shall review the scope of the project, and forward projects deemed to be **Minor**, to the Stormwater Agent(s), and those deemed to be **Major**, to the Stormwater Authority .

§175-41 Applications

A. Application Package:

SUBMISSION ITEM	MAJOR PROJECT	MINOR PROJECT
Completed Application Form with original signatures of all owners	YES, 1 original copy to Land Use Coordinator, 1 original copy to Town Clerk	YES, 1 original copy to Land Use Coordinator, 1 original copy to Town Clerk
Written authorization signed by the owner(s), if submitted by another individual.	YES, two copies	YES, two copies

Application fee payable to the "Town of Townsend" to cover expenses connected with the application review.	YES, to Town Clerk	YES, to Town Clerk
Stormwater Management Erosion and Sedimentation Control Plan ("Stormwater Plan")	YES, 7 copies to Land Use Coordinator, 1 copy to Town Clerk	YES, 4 copies to Land Use Coordinator, 1 copy to Town Clerk
Operation and Maintenance Plan ("O & M Plan")	YES, 7 copies to Land Use Coordinator, 1 copy to Town Clerk	YES, 4 copies to Land Use Coordinator, 1 copy to Town Clerk
Engineering Review Fee payable to "Town of Townsend"	YES, as part of Planning Board required submission	May be required after initial review
Certified Assessor's Abutter's List (within 300 feet of property)	YES, as part of Planning Board required submission	NO

B. Determination of Completeness:

The Land Use Coordinator shall determine if the application packet is complete within ten (10) business days of submission. No review shall take place until the application and number of document copies has been found to be complete.

C. Information Requests:

The Authority may request additional information to determine whether the plan will protect water resources and meet the objectives of the Stormwater Bylaw and these Regulations.

§175-42 Fees

A. Application Fees:

(1) A non-refundable application fee shall be submitted with the application. The fee schedule is listed on the application and available at Town Hall. These fees are in addition to any other local or state fees assessed under any other laws, bylaws, or regulations.

(2) Revision of Fee Schedules:

The Authority may review and revise its fee schedule periodically. Amendments shall be preceded by a public hearing held by the Authority and notification shall be filed with the Town Clerk. The revised Fee Schedule shall become effective 10 (ten) days following the filing date.

B. Engineering and Consultant Reviews and Fees:

(1) Minor Projects:

A consultant's fee may be required in accordance with the Major Projects section below if the Authority determines that engineering or consultant reviews are necessary.

(2) Major Projects:

(a) A fee shall be required for engineering or consultant reviews. The "Stormwater Consultant Review Fee" will be deposited into a "53G" interest-bearing account, pursuant to MGL Chapter 44, §53G.

(b) The Authority reserves the right to hire outside consultants at the property owner's expense if at any time after a Permit is issued an inspection reveals violations.

§175-43 Public Meetings / Hearings / Decisions

A. Public Meetings: If an applicant or Agent requests a decision by the Stormwater Authority related to an assumed Minor Project, the Planning Board will address the issue at a public meeting

and approve or disapprove the application, or may determine that a **Major** application filing is required.

B. Public Hearings: For **Major** Projects, an advertised public hearing shall be scheduled by the Planning Board, and may be held concurrently with other hearings under review.

C. Decisions: After the close of the public hearing, the Authority will issue its decision. As a condition of approval, all Stormwater Management Systems shall be completed within two (2) years, unless an extension of time is authorized.

D. Appeals: The decisions or orders of the Authority shall be final. Further relief shall be to a court of competent jurisdiction.

E. Recording for Major Projects: Decisions shall be recorded at the Middlesex South Registry of Deeds in accordance with M.G.L. Chapter 40A: Section 11. Proof of recording shall be submitted to the Authority and Town Clerk prior to the commencement of any land-disturbing activity.

§175-44 Stormwater Management, Erosion And Sedimentation Control Plan (“The Stormwater Plan”)

A. All Projects:

The Stormwater Plan shall describe the nature and purpose of the proposed development, pertinent conditions of the site and adjacent areas, proposed erosion and sedimentation controls during construction, and proposed Best Management Practices (“BMPs”) for the permanent management and treatment of stormwater. The Stormwater Plan shall contain sufficient information for the Authority to evaluate the environmental impact, effectiveness, and acceptability of measures proposed for reducing adverse impacts from stormwater runoff.

(1) **Standards:** The Stormwater Plan shall be designed so that the project meets the Standards of the most recent *Massachusetts Stormwater Management Policy*, regardless of any existing wetlands on the property; and shall incorporate low impact measures outlined in, *A Community Guide to Growing Greener* by Massachusetts Watershed Coalition, Inc.

(2) **Contents:** The applicant shall submit the information listed in Sections B. & C. below.

B. Minor Projects:

The Stormwater Plan shall fully describe the project in drawings or plans and narrative containing the following information:

- (1) Names, addresses, e-mails and telephone numbers of owner(s), applicant(s), and person(s) or firm(s) preparing the plan.
- (2) Plan(s) or drawing(s) showing title, date, north arrow, property lines, locus map, names of abutters, scale used and legend, if necessary. This may be hand drawn.
- (3) Location and description of the following natural features:
 - (a) Watercourses and water bodies, wetland resource areas, and their 100’ buffers and 200’ riverfront areas, riparian zones, hydrologic connections, and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map (FIRM), or as calculated by a Professional Engineer(“PE”) for areas not assessed on these maps.
 - (b) Habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program, as Endangered, Threatened or of Special Concern; estimated Habitats of Rare Wildlife; Certified or Potential Vernal Pools, and Priority Habitats of Rare Species.
- (4) Existing and proposed land use at the site.
- (5) Description of all components of the proposed stormwater management system.
- (6) Location and details of erosion and sedimentation control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures.

(7) Any other information requested by the Authority.

C. Major Projects:

The Stormwater Plan, reports, and calculations must be stamped and certified by a Professional Engineer ("PE"), as defined in Section 85-4 of the Stormwater Bylaw. The Stormwater Plan shall fully describe the project in plans or drawings and a narrative containing the following information:

- (1) Names, addresses, e-mails and telephone numbers of owner(s), applicant(s), and person(s) or firm(s) preparing the plan.
- (2) Title, date, north arrow, names of abutters, scale (1"= 20' or 1"= 40'), legend, and locus map (1"=800').
- (3) Location and description of natural features and proposed changes including:
 - (a) Watercourses and water bodies, wetland resource areas, and their 100' buffers and 200' riverfront areas, riparian zones, hydrologic connections, and all floodplain information, including the 100-year flood elevation based upon the most recent FIRM, or as calculated by a PE for areas not assessed on these maps.
 - (b) Habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program as Endangered, Threatened or of Special Concern; estimated Habitats of Rare Wildlife; Certified or Potential Vernal Pools, and Priority Habitats of Rare Species within wetland resource areas, and their 100' buffers and 200' riverfront areas.
 - (c) Existing soils (type, hydrologic group, erodibility) and the volume and nature of imported soil materials.
 - (d) Topographical features including existing and proposed contours at intervals no greater than two (2) feet with spot elevations provided when needed.
 - (e) Existing site hydrology.
 - (f) An estimate made by a Licensed Soil Evaluator (pursuant to 310 CMR 15.017) of seasonal high groundwater elevation in each area to be used for stormwater retention, detention, or infiltration.
 - (g) A drainage area map showing pre-construction and post-construction drainage patterns, stormwater flow paths, watersheds and sub watersheds, with calculations of proposed land disturbance within each sub watershed, and areas of soil to be disturbed in each watershed throughout the duration of the proposed land disturbance activity.
 - (h) Runoff coefficient with existing and proposed vegetation, and ground surfaces.
- (4) Existing and proposed land use at the site including:
 - (a) Lines of existing abutting streets showing drainage and driveway locations, and curb cuts within 100 feet of property lines.
 - (b) Surveyed property lines showing distances and monument locations, all existing and proposed easements, rights-of-way, other encumbrances, size of entire parcel, and the delineation and number of square feet of land area to be disturbed.
 - (c) Location of existing and proposed utilities.
 - (d) Proposed improvements including location of buildings, other structures, impervious surfaces, and stormwater structures.
- (5) Description and drawings of all components of the proposed stormwater management system including:
 - (a) Locations, cross-sections, profiles of all wetlands, drainage swales and their method of stabilization.
 - (b) All measures for the detention, retention or infiltration of water.
 - (c) All measures for the protection of water quality.
 - (d) Structural details for all components of the proposed stormwater management systems.

- (e) Notes on drawings specifying materials to be used, construction specifications, and details.
- (f) Post-development hydrology with supporting calculations.
- (6) Location and details of erosion and sedimentation control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures including:
 - (a) Description of provisions for phasing the project where 40,000 square feet of contiguous area or greater is to be altered or disturbed.
 - (b) Schedule and sequence of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization.
 - (c) Location, description and implementation schedule for temporary and permanent seeding, vegetative controls, and other temporary and final stabilization measures.
 - (d) Interim grading.
 - (e) Description of construction and waste materials expected to be stored on-site, including a description of controls to reduce pollutants from these materials, storage practices to minimize exposure of materials to stormwater, and spill prevention and response.
 - (f) Maintenance schedule for stormwater structures throughout the construction period.
- (7) Any other information requested by the Authority.

§175-45 Operation and Maintenance (O & M) Plan

Upon approval, applicant records Operation & Maintenance Plan along with the Decision at the Middlesex South Registry of Deeds and submits recording information to the Town Clerk and LUC.

All Projects:

The O & M Plan shall be designed to ensure compliance with the requirements listed below and the Massachusetts Surface Water Quality Standards contained in 314 CMR 4.00, in all seasons and throughout the life of the system. The Authority shall make the final decision regarding appropriate maintenance options, giving consideration to natural features, proximity of the site to water bodies and wetlands, extent of impervious surfaces, size of the site, types of stormwater management structures, and potential need for ongoing maintenance activities. Once approved, the O&M Plan shall remain on file with the Authority.

A. Operation and Maintenance Plan Requirements:

- (1) Name(s) and signatures of all owner(s) for each component of the system.
- (2) Operations and Maintenance Plan Agreement that provides contact information for person(s) responsible for operation, maintenance, long-term inspections, and emergency repairs shall be submitted to the Authority prior to the commencement of work.
- (3) A description of any routine inspection and/or maintenance requirements for each BMP used in the Stormwater System.
- (4) A proposed inspection/maintenance schedule for each BMP.
- (5) A summary of any proprietary BMP's used, with the manufacturers O & M Requirements attached.

B. Stormwater Management Easement(s):

- (1) Unless waived by the Authority, Stormwater Management Easements shall be granted to the Town of Townsend and be sufficient in location and extent to access the property and all areas used for off-site stormwater control in order to facilitate inspections, and perform required maintenance.
- (2) The owner shall record any easements with the Middlesex South Registry of Deeds. Proof of recording shall be forwarded to the Authority and Town Clerk.

C. Changes to Operation and Maintenance Plans:

- (1) The owner(s) of the Stormwater Management System ("the System") must notify the Authority of changes in ownership within 30 (thirty) days of transfer.
- (2) The maintenance schedule may be amended to achieve the purposes of the Stormwater Bylaw and these Regulations by mutual agreement of the Authority and the owner(s). Amendments must be signed by all owner(s).
- (3) Once an **Amended Plan** is signed, the owner(s) shall record it at the Middlesex South Registry of Deeds and submit proof of recording to the Authority and Town Clerk.

D. Annual Report Submittal:

- (1) Any activity approved by the Permit shall remain subject to compliance with the Stormwater Bylaw and these Regulations. Reports shall be submitted to the Authority each year within 30 (thirty) days of the date of approval, and shall include descriptions of the BMP's, inspections, and maintenance performed.
- (2) The Authority shall review annual reports and may require the permittee to attend a public meeting for a compliance review. The owner(s) shall correct any deficiencies identified by the Authority.

§175-46 Project Changes

The permittee shall notify the Authority in writing of any changes to a permitted land-disturbing activity at least 48 hours before modifications can occur. If the modification is determined to be significant based on Sections §175-44 and §175-45 of these regulations, a revised or new application may be required. Alterations may require interim erosion and sedimentation control measures before considering the modification.

§175-47 Inspection and Site Supervision

All inspections shall be conducted by the Stormwater Agents.

A. Access Permission:

The Authority shall be authorized to enter upon privately owned property at reasonable times for the purpose of performing their duties under these Regulations to the extent permitted by State and Federal law.

B. Pre-construction Meeting:

The applicant, their engineer, general contractor, and/or pertinent subcontractors shall meet at the site with the Stormwater Agent for a **Minor Project** or with the town's designee for a **Major Project** prior to clearing, excavation, construction, or any land disturbing activity requiring a Permit.

C. Authority Inspections:

Inspections may take place at any time during the review process and throughout the duration of the project.

- (1) One (1) copy of all required plans and the Permit shall be kept at the site during construction. In addition, a copy of EPA's NPDES Construction General Permit and Stormwater Pollution Prevention Plan (if applicable) shall be kept on site.
- (2) Following inspections, the Authority shall either approve portions of work completed, or notify the permittee wherein the work fails to comply.
- (3) The permittee shall notify the Authority at least three (3) business days prior to the completion of the following events:
 - (a) Erosion and sedimentation control measures are in place and stabilized.
 - (b) Rough Grading has been substantially completed.
 - (c) Final Grading has been substantially completed.
 - (d) Bury Inspection: prior to backfilling of any underground drainage or stormwater conveyance structures.

(e) Close of the construction season or suspension of activities for more than 30 (thirty) days (temporary stabilization required).

(f) Final landscaping (permanent stabilization) and final completion of the project.

D. Permittee Inspections:

(1) **All Projects:** The permittee or representative shall conduct and document inspections of all control measures no less than weekly, or as specified in the Permit, as well as prior to and following anticipated storms. The purpose of inspections shall be to determine the overall effectiveness of the Stormwater Plan, and the need for maintenance or additional control measures.

(2) **Major Projects:** The permittee or representative shall submit Monthly Inspection Reports on Form SM8 during the construction phase to the Authority. The Authority may require that an authorized Environmental Site Monitor be retained by the owner to conduct inspections and submit reports to the Authority.

E. Final Inspection and Report.

(1) **Minor Project:** After the System has been constructed, the applicant shall submit a letter to the Authority certifying that the work site has been stabilized, and that all erosion and sedimentation control devices and any approved modifications, have been completed in accordance with the conditions of the Permit. Any discrepancies and mitigation measures shall be noted in a cover letter.

(2) **Major Project:**

After the System has been constructed, the applicant shall submit a report to the Authority, including certified As-Built Plans, documenting that the System and approved modifications have been completed in accordance with the conditions of the Permit. Any discrepancies and mitigation measures shall be noted in a cover letter. Five (5) copies of the As-Built Plan shall be submitted to the Authority.

(3) **Deficiencies:**

The System shall be corrected by the permittee if it is found to be deficient based on physical evidence of operational failure.

F. Certificate of Completion

(1) **All Projects:**

The Agent shall inspect the system to confirm its "as-built" features and evaluate the effectiveness of the system in an actual storm. If the inspection finds the system to be adequate, and if upon receipt and approval of the final reports, it is determined that all work has been satisfactorily completed, the Authority will issue a Certificate of Completion.

(2) **Major Projects:**

The Certificate of Completion shall be recorded at the Middlesex South Registry of Deeds by the owner(s), in accordance with M.G.L. 40A, Section 11, and proof of recording shall be forwarded to the Authority and Town Clerk.

§175-48 Perpetual Inspection and Maintenance

A. All Projects: Maintenance Responsibility

(1) Stormwater Management Facilities and practices included in an O&M Plan shall undergo ongoing inspections to document maintenance and repairs to ensure compliance with the Bylaw and these Regulations.

(2) The owner of the System shall maintain in good condition all grade surfaces, walls, drains, dams and structures, vegetation, and any other protective devices.

(3) The owner of the System shall maintain records of the system installation and all maintenance and repairs for at least 5 (five) years, to be made available to the Agent during inspection of the facility and at other times upon request.

(4) The Authority shall notify the owner of the System if the requirements of the O&M Plan are not met. All deficiencies shall be corrected within 30 (thirty) days. If a deficiency constitutes an imminent danger to public health, safety, or the environment, the owner shall take immediate corrective action, and then notify the Agent for an inspection to ensure compliance.

B. Major Projects: Maintenance Inspections

(1) At a minimum, inspections by the property owner shall occur twice during the first year of operation and at least annually thereafter.

(2) Inspection reports shall be submitted to the Authority on Form SM12 for all Systems, and shall include:

- (a) Date of inspection
- (b) Name of inspector.
- (c) Condition of:
 - i.) Pretreatment devices.
 - ii.) Vegetation or filter media.
 - iii.) Fences or other safety devices.
 - iv.) Spillways, valves, or other control structures.
 - v.) Embankments, slopes, and safety benches.
 - vi.) Reservoir or treatment areas.
 - vii.) Inlet and outlet channels and structures.
 - viii.) Underground drainage.
 - ix.) Sediment and debris accumulation in storage and forebay areas (including catch basins).
 - x.) Any nonstructural practices.
 - xi.) Any other item that could affect the proper function of the System.
- (d) Description of any maintenance issues and mitigation measures taken.

§175-49 Enforcement Refer to the NPDES Phase II Stormwater Management Bylaw Section 85-7.

§175-50 Severability

If any provision, paragraph, sentence, or clause of these regulations shall be held invalid for any reason, all other provisions shall continue in full force and effect.

**STORMWATER MANAGEMENT
CERTIFICATE OF COMPLETION INSPECTION CHECKLIST
FOR MUNICIPAL USE**

Page 1 of 2

Project Name/Location: _____

Project Owner: _____

Inspector Name: _____

Inspection Date: _____

Disturbed Areas (stabilization measures)

Y, N or N/A	Description of Item	Comments
	Graded areas free of debris (rocks, roots, trash, etc.)	
	Final grading seeded or sodded	
	All erosion controls and/or silt fence removed and areas stabilized	
	Swales stabilized	
	Swales free of sediment or debris	
	Swales free of ponding	
	Swales constructed at design elevation	

Materials Storage Areas

	No materials being stored on site and storage areas stabilized	
	No evidence of spills	

Structural Control Devices

	Stormwater basins constructed to proper elevation and side slopes	
	Flooding absent around or within inlet	
	Inlet free of erosion	
	Inlet free of debris and/or sediment	
	Inlet at design elevation	
	All hardware and equipment installed per design	
	Perimeter berm at design elevation	
	Perimeter berm compacted and stabilized	
	Catch basins in working order and clean	

Vehicle Ingress/Egress Locations

	Built per design, specifications and stabilized	
	Affected street(s) swept to remove excess stones and sediments	

Other

Y, N or N/A	Description of Item	Comments
	Original permitted plans implemented without major change(s)	
	All heavy equipment removed from site	
	Offsite area(s) free of impact(s) due to construction	

Paperwork

	Stormwater Management, Erosion and Sedimentation Control Plan recorded at Registry of Deeds	
	Operation and Maintenance Plan recorded at Registry of Deeds	
	Highway Department signed off on Stormwater Structures (if applicable)	
	Proof of Recording Submitted to Town Clerk & Stormwater Authority	
	Final Updated O & M Plan Agreement Submitted	

Highway Superintendent's Recommendations: _____

_____ **Date:** _____

Highway Superintendent

Stormwater Agent's Recommendations: _____

_____ **Date:** _____

Agent/Inspector (from page 1)



TOWN OF TOWNSEND

272 Main Street

Townsend, MA 01469

jhollows@townsend.ma.us or kchapman@townsend.ma.us

(978) 597-1700 x 1722

(978) 597-1700 x 1723

FAX: (978) 597-1722

Page 1 of 4

STORMWATER MANAGEMENT PERMIT

Chapter 85 NPDES Phase II Stormwater Management Bylaw

PERMIT # SM20 ____ - ____

Date Permit Issued: _____

Applicant: _____

Name

Daytime Phone #(s)

Home Phone

Landowner: _____

Name

Daytime Phone #(s)

Home Phone

Property address/location: _____

Assessor's ID Map - Block - Lot # ____ - ____ - ____

Middlesex South Registry of Deeds Reference: Book: ____ Page: ____ Certificate #: ____

Doc #: ____

Date Application Submitted: _____

Activity level: ☐ Major Project ☐ Minor Project

☐ Modification of Permit # _____ ☐ Extension of Permit # _____

Expiration Date: _____

Reference #'s Plans & Documents: _____

Plan Dates: Erosion and Sedimentation Control _____

Operation and Maintenance (O & M) Plan _____

Public Hearing (or Public Meeting) Date(s), if applicable: _____

Findings of Significance:

The Stormwater Authority has established that the proposed project is significant to the interests stated in Section 85-1 of the NPDES Phase II Stormwater Management Bylaw, including the determination that proper management of construction sites and post-development storm water runoff will prevent damage to public and private property and infrastructure. It is in the public interest to protect,

maintain, enhance and safeguard their health, safety, and general welfare, as well as that of the environment, by establishing minimum requirements and procedures to control the adverse effects of construction site storm water runoff and post-construction storm water discharges which, in turn, may increase flooding, threaten property values, cause stream channel erosion, and result in non-point source pollution (sediment transport and deposition). Effective Stormwater Management will also serve to protect aquatic habitats and recreational resources, promote groundwater recharge to protect surface and groundwater drinking supplies, and encourage the appropriate use of land throughout the Town.

Standard Conditions:

At its regular meeting on _____, or following review by its Agent on _____, the Stormwater Authority hereby grants the permit with the following conditions:

1. Construction shall be done in accordance with the above-referenced plans/documents and construction sequencing.
2. The construction entrance shall be stabilized for a minimum distance of 50 ft. as shown on the "Construction Entrance" detail from the "Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas." The crushed stone shall be replenished as needed to prevent tracking sediment on the public way.
3. All work shall be done in compliance with the "Massachusetts Department of Environmental Protection - Stormwater Management, Volumes One & Two," or in accordance with the most currently revised version.
4. It is the owner's responsibility to prevent the products of erosion and sedimentation from causing a safety hazard on any public or private way(s). There shall be no net increase in runoff or erosion to public ways, municipal storm drain system(s), abutting properties, or wetland resource areas.
5. The limits of disturbance shown on the plan shall be well delineated in the field with erosion control measures in the locations shown on the above-referenced plan. The limit of work not delineated by erosion control measures shall be delineated with orange snow fence to prevent disturbance. These barriers and flagging shall be maintained throughout the duration of construction to prevent any disturbance to the vegetation or topography beyond the limits of the work area.
6. During construction, no slope shall be any steeper than 2:1, including any open cellar holes, to prevent any potential public safety hazard. All excavations are to be done in accordance with the latest version of the U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1926, Safety and Health Regulations for Construction, Subpart P – Excavations.
7. Catch basins shall be protected with erosion control devices during construction to prevent the basins from becoming clogged with sand and silt. Catch basins shall be cleaned out whenever necessary, or as determined by the stormwater agent upon inspection.

8. All disturbed areas and topsoil shall be stockpiled on the site and properly stabilized with erosion control measures installed around the base of the stockpile. The stockpiles shall be covered or seeded to prevent dust and wind-blown erosion. A supply of erosion control materials shall be kept on site to stabilize disturbed areas. The owner shall take effective measures to control dust and windblown erosion at all times.
9. The owner and any future landowner shall comply with the O&M Plan approved by the Stormwater Authority in perpetuity.
10. The landowner shall notify the Stormwater Authority immediately of any proposed changes to plans or property ownership prior to project completion.
11. The removal of any excess earth material not exempted in Zoning Bylaws Article IX, §145-46 C. (1) through (5) shall require a Special Permit from the Zoning Board of Appeals.
12. The owner is responsible for obtaining any other permits including, but not limited to, those required by the Board of Selectmen, Board of Health, Conservation Commission, Building Inspector, Highway Superintendent, Planning Board and Zoning Board of Appeals.
13. The owner shall submit a copy of the EPA's National Pollution Discharge Elimination System (NPDES) Construction General Permit to the Stormwater Authority. The Erosion and Sedimentation Control and O& M Plans shall be appended to any Definitive Plan and/or Special Permit approved by the Planning Board.
14. It is the owner's responsibility to contact Dig Safe prior to the commencement of any work at the site.
15. Prior to clearing, excavation, construction, or any land disturbing activity requiring a permit, the applicant, their engineer, the general contractor, and/or pertinent subcontractors shall meet at the site with the Stormwater Agent for a **Minor Project**, or with the Stormwater Authority's designee for a **Major Project**. Additionally, the applicant shall provide the Stormwater Agent or the Stormwater Authority's designee, and Land Use Coordinator with emergency contact information for all site contractors.
16. If the project is not completed within two (2) years from the date the permit is issued, it is the owner's responsibility to request an extension. The Stormwater Authority may grant extensions for additional time provided the owner submits a written request at least thirty (30) days prior to expiration. An expired permit cannot be extended and a new filing will be required. Each extension shall be limited to a maximum of two (2) years.
17. The owner or representative shall submit Monthly Inspection Reports on Form SM8 during the construction phase to the Stormwater Authority.
18. This permit runs with the land and applies to any successor in interest or successor in control.

Stormwater Management
Permit #

19. Special Conditions: _____

STORMWATER AUTHORITY: (print & sign)

OR:

STORMWATER AGENT:

ISSUE DATE:

cc:

Applicant
Landowner
Landowner's Representative
Planning Board / Stormwater Authority
Board of Selectmen
Board of Health
Building Commissioner

Conservation Commission
Superintendent Highway
Agricultural Commission
Housing Authority
Land Use Coordinator
Zoning Board of Appeals
Water Department
Town Clerk

Major Projects:

RECORDED:

Middlesex South Registry of Deeds

Book: _____

Page: _____

Date: _____

Return a copy of the recorded Permit to the Stormwater Authority and Town Clerk's Office.

Form SM11

STORMWATER MANAGEMENT **ANNUAL INSPECTION CHECKLIST by PROPERTY OWNER(S)**

This form must be completed and submitted to the Stormwater Authority at six months and again at one year, (the first year after project completion), and at least annually thereafter.

Property Location: _____ Property Owner: _____

Inspector Name: _____ Inspection Date: _____

Inspector Contact Info: _____

Y, N or N/A	Description of Item	Comments
	Final grading vegetated satisfactorily with maintenance-free ground cover (i.e. slopes stable, no erosion, etc.)?	
	Stormwater structures free of debris (rocks, roots, trash, sediment, etc.)?	
	Any fencing or security device around stormwater structures intact?	
	Swales stabilized and working as designed?	
	Swales free of ponding?	
	Discharge points and receiving waters free of sediment deposits?	
	Evidence of sediment being tracked into the street or off property?	
	Materials that are potential stormwater contaminants are stored inside or under cover?	
	List stormwater structures below and answer whether they are in working mechanical condition or require maintenance. Use additional sheets if necessary.	
	Date and nature of scheduled repairs, if necessary.	

List any maintenance, repairs, mitigation issues or unusual weather since the last inspection that has occurred:
