

Appendix B

Application Procedures for Stormwater Management Permits

Applications for an Administrative Stormwater Review Permit or a General Stormwater Management Permit shall include the materials as specified in this Appendix.

Section 1: Fees

The Stormwater Committee or its designee shall obtain with each submission an Application fee to be collected at the time of Application according to the Fee Schedule as approved by the Board of Selectmen.

Type of Permit	Fee
Administrative Stormwater Review Permit	\$50
General Stormwater Management Permit	
1-4 Acres of disturbance	\$100
5-9 Acres of disturbance	\$150
10-20 Acres of disturbance	\$200
20 or more Acres of disturbance	\$300

Section 2: Signatures

The Applicant must sign the Application.

Section 3: Stormwater Permit Cover Page

All applications for an Administrative Stormwater Review Permit or a General Stormwater Management Permit are required to include the Stormwater Permit Cover Page to determine which Stormwater Permit is appropriate for the Applicant.

All projects which require a Stormwater Permit and are concurrently being permitted through the Conservation Commission, Planning Board, Zoning Board of Appeals, or Board of Selectmen should complete the Stormwater Permit Cover Page and file with the Department permitting the project. No further action is required for these projects unless specified by the Stormwater Committee.

Section 4: Administrative Stormwater Review Permit Submission Requirements

1. One (1) completed Stormwater Permit Cover Page
2. Project Narrative/ Description
 - a. A brief description of the proposed project
 - b. A description of considered and proposed Low Impact Development (LID) BMPs. If no LID BMPs are proposed, the Applicant shall describe why implementation is infeasible
3. A Stormwater Management Site Plan that may be prepared by drafting or hand sketching the following elements:

- a. General Information
 - (1) Title
 - (2) Date
 - (3) Name and Address of record owner and if applicable, the name, address, and telephone number of the engineer or surveyor

 - b. Existing Conditions
 - (1) The site's existing topography with approximate contours at 2-foot intervals for the work area
 - (2) Locations of bodies of water, including wetlands, streams, ponds, etc.
 - (3) Location of existing septic systems and private wells, if present
 - (4) Locations of existing buildings, driveways, walls, etc.
 - (5) Existing trees in the work area over 6-inches in diameter at breast height (dbh) with each designated to remain or be removed
 - (6) Locations of soil tests including test pits, borings, groundwater determinations, and percolation tests with the soil logs and percolation testing results, and/or other soil testing procedures, when available

 - c. Proposed Conditions
 - (1) Proposed grading plan for work area
 - (2) Proposed improvements including location of buildings or other structures, impervious surfaces, utilities, and easements, if applicable. For projects related to single family homes, this shall include house footprint, decks, garages, sheds, sewage disposal systems, roof drainage and storm drainage structures, as applicable, and all areas of existing and proposed impervious areas including tennis courts, swimming pool decks, patios, and driveways, etc. in the work area
 - (3) Locations of all erosion and sedimentation control measures and BMPs
 - (4) Construction details for all erosion and sedimentation controls proposed to be utilized
 - (5) For engineered systems designed to provide drainage or stormwater management, including but not limited to, culverts, drainage outfalls, catch basins, and pervious pavement, provide an appropriate plan detail along with an Operation and Maintenance Plan required to maintain the design element
4. Any other information requested by the Stormwater Committee

Section 5: General Stormwater Management Permit Submission Requirements

1. One (1) completed Stormwater Permit Cover Page
2. Payment of the Application and review fees
3. An Engineering Consultant Fee Acknowledgement signed by the Applicant prior to opening a hearing
4. A Site Inspection Authorization signed by the property owner
5. DEP Stormwater Checklist

6. A Project Narrative that includes a description of the proposed project, how stormwater will be controlled, erosion and sedimentation controls proposed, and an explanation of why the Applicant believes that the plans:
 - a. Meet the Design Standards
 - b. Employ, to the maximum extent practicable, environmentally sensitive site design as outlined in the Massachusetts Stormwater Handbook
 - c. Include square footage summaries indicating square footage of work areas as well as existing, proposed, and net changes in impervious area

7. A Stormwater Management Site Plan prepared as follows:
 - a. General Information
 - (1) Scale not more than 1"=50'. If project sites are large, and overall site plan at 1"=100' is acceptable, but detailed plans must be at or less than 1"=50'. Include graphical scales on all plans
 - (2) A title block shall be included on all plans including the plan title, original date, name and address of record owner and engineer and/or surveyor, address of property, Assessor Map and Parcel ID
 - (3) Include a legend identifying line types and symbols used in plan set
 - (4) Locus map

 - b. An Existing Conditions Plan containing the following:
 - (1) Property lines
 - (2) The existing zoning and land use at the site and abutting properties
 - (3) The location(s) of existing easements
 - (4) The location(s) of existing utilities
 - (5) Existing contours at 2-foot minimum vertical increments. Spot grades for proposed conditions are required when 2-foot contour intervals do not provide sufficient detail to show stormwater flow path and / or more specific detail is needed to demonstrate stormwater flow path
 - (6) Existing landscaping and vegetation including all existing trees within 25-feet of the work area that are over 6-inches in diameter breast height (dbh) and major vegetative cover types, including wooded areas defined by tree line drip line, shrub communities, limits of lawn, and edge of tree canopy
 - (7) Location(s) of existing structures, pipes, swales, and detention ponds
 - (8) Location(s) of bodies of water, including wetlands
 - (9) A delineation of FEMA Special Flood Hazard areas
 - (10) Location(s) of existing septic systems and private wells, if present
 - (11) The location(s) of soil tests and description of soil from test pits performed at the location of proposed stormwater management facilities, including but not limited to soil description, depth to seasonal high groundwater, depth to bedrock, and percolation rates. Soils information shall be based on site test pits logged by a Massachusetts Registered Soil Evaluator
 - (12) The existing vegetation and ground surfaces with runoff coefficients for each

- (13) Stamp and signature of a Professional Engineer (PE) licensed in the Commonwealth of Massachusetts or Professional Land Surveyor (PLS)
- c. A Proposed Conditions Plan containing the following:
- (1) Property lines
 - (2) Proposed improvements including location of buildings or other structures, utilities, easements, etc., if applicable, and impervious surfaces. For single family homes, plans shall show, at a minimum, house footprint, decks, garages, sheds, sewage disposal systems, roof drainage and stormwater drainage structures, as applicable, and all areas of existing and proposed impervious areas including tennis courts, patios, driveways, etc.
 - (3) FEMA Special Flood Hazard Areas, if applicable
 - (4) Proposed erosion controls and materials to be used (i.e. straw bales, silt fence and straw wattles, etc.) must be indicated on the plan. In projects anticipated to encounter or manage groundwater, provide dewatering contingency plans, details, and locations
 - (5) Limit of work
 - (6) Proposed grading for work area. Proposed contours at 2-foot minimum vertical increments. Spot grades for proposed conditions are required when 2-foot contour intervals do not provide sufficient detail to show stormwater flow path and / or more specific detail is needed to demonstrate stormwater flow path
 - (7) Locations for storage of materials, equipment, soil, snow, and other potential pollutants
 - (8) Location(s) and description of existing stormwater conveyances, wetlands, drinking water resource areas, water resource protection districts, or other critical environmental resource areas on or adjacent to the site or into which stormwater flows
 - (9) Proposed drainage facilities (plan views and details) including drawings of all components of the proposed stormwater management system
 - (10) Proposed landscaping, vegetation, and ground surfaces with runoff coefficients for each. When proposing mitigation areas, a table on the plan shall indicate plant types and quantities
 - (11) Locations where stormwater discharges to surface water (including all roads, drains, and other structures that could carry stormwater to a wetland or other water body, on or offsite)
 - (12) A general construction note that states that the Stormwater Committee shall be notified prior to work in accordance with project permits
 - (13) Stamp and signature of a Professional Engineer (PE) licensed in the Commonwealth of Massachusetts to certify that the Stormwater Management Plan is in accordance with the criteria established in the Stormwater Rules and Regulations; a stamp and signature of a Professional Land Surveyor (PLS) is acceptable if no drainage facilities are proposed and they have the experience and capability to prepare the required Site Plan and to provide the required existing and proposed grading and erosion control provisions
8. A Stormwater Management Report shall be prepared in conformance with the Massachusetts Stormwater Handbook, the design standards outlined in the Town of Middleborough Stormwater By-Law Article III, these Rules and Regulations, and contain the following elements:
- a. The existing site hydrology
 - b. A drainage area map showing pre- and post-construction watershed boundaries, drainage area and stormwater time of concentration (Tc) flow paths, including drainage system flows

- c. Hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the 2-, 10-, 25-, and 100-year design storms
 - d. The Applicant is required to submit a complete copy of the Stormwater Pollution Prevention Plan (SWPPP) per the General Permit for Stormwater Discharges from Construction Activities (including the signed Notice of Intent and approval letter) as part of the Application. The Applicant may submit the complete copy of the SWPPP after submittal of the Stormwater Permit Application, but prior to construction commencement
9. Post Construction Operation and Maintenance Plan (O&M)
- a. The Post-Construction O&M Plan shall be a stand-alone document, and shall remain on file with the Stormwater Committee and shall be an ongoing requirement. The O&M plan shall apply to the entire project site, not just the disturbance area
 - b. The Post-Construction O&M Plan shall include, at a minimum:
 - (1) The name(s) of the owner(s) for all components of the system and emergency contact information
 - (2) The signature(s) of the owner(s)
 - (3) The names and addresses of the person(s) currently responsible for O&M
 - (4) An Inspection and Maintenance Schedule for all stormwater management facilities including routine and non-routine maintenance tasks to be performed
 - (5) A reduced size plan or map clearly showing the location of the systems and facilities including easements, catch basins, manholes/access lids, main, and stormwater devices.
 - (6) O&M inspection log form
 - (7) Provisions for the Stormwater Committee, Stormwater Officer, or its designee to enter the property at reasonable times and in a reasonable manner for the purpose of inspection
10. The Applicant shall provide the following copies:
- a. An electronic (PDF) version of the complete General Stormwater Management Permit Application package sent to the Stormwater Committee at stormwatercommittee@middleborough.com
 - b. Additional copies may be requested by the Stormwater Committee

Section 6: As-Built Plan Requirements

After the stormwater management system has been constructed, all Applicants are required to submit engineered as-built plans for all stormwater management system components. The as-built plan must contain the following:

- (1) Property lines
- (2) As-built improvements including location of buildings or other structures, utilities, easements, etc., if applicable, and impervious areas. Changes between the original design plan and the as-built improvements must be clearly marked
- (3) Final grading within the work area. As-built contours at 2-foot minimum vertical increments. Spot grades for as-built conditions are required when 2-foot contour intervals do not

provide sufficient detail to show stormwater flow path and / or more specific detail is needed to demonstrate stormwater flow path

- (4) As-built drainage facilities (plan views and details) including drawings of all components of the stormwater management system. Changes between the original design plan and the as-built system must be clearly marked
- (5) Stamp and signature of a Professional Engineer (PE) licensed in the Commonwealth of Massachusetts to certify that the constructed stormwater management system is in accordance with the criteria established in the Stormwater Rules and Regulations