



STORMWATER MANAGEMENT PERMIT

Department of Public Works
290 Jackson Street • Post Office Box 306
Belchertown, Massachusetts 01007-0306
Telephone: (413) 323-0415
Fax: (413) 323-0470

APPLICATION

Fee Paid: _____
Date Paid: _____
Permit #: _____
Approved By: _____
Approval Date: _____
(for use by Stormwater Authority only)

1. Project/Site Information

Project/Site Name: _____
Project Street/Location _____
Assessor's Map: _____ Parcel(s): _____
Estimated Area to be Disturbed (ft²): _____
Total Area of Impervious Surfaces: Existing Proposed
(paved, parking, decks, roofs, etc.) (ft²): _____ _____

2. Applicant Information

Name: _____
Address: _____
Telephone: _____
E-Mail: _____
Fax: _____

3. Owner Information (if different from Applicant)

Name: _____
Address: _____
Telephone: _____
E-Mail: _____
Fax: _____

4. Contractor Information

Name: _____
Address: _____
Telephone: _____
E-Mail: _____
Fax: _____

5. Other Approvals Required (check all that apply)

- Conservation Commission (NOI, RDA, etc.)
- Planning Board (subdivision, special permit, site plan review)
- Board of Health (well permit, septic permit)
- DPW (curb cut/driveway permit)

6. Certification

I hereby certify that the information contained herein including all attachments is true, accurate and complete to the best of my knowledge. I grant the Belchertown DPW permission to designate Town Board(s) (i.e., Reviewing Board) as its authorized agent(s) for the purpose of reviewing and rendering decisions on stormwater management permit applications for any project within that Board's jurisdiction. I also grant the Belchertown DPW, other delegated Reviewing Boards, and their agents permission to enter the property to review this application and make inspections during and after construction. Further, I agree to pay for the reasonable costs for engineering and consultant services necessary for the Belchertown DPW or delegated Reviewing Boards to make a decision on the application.

Applicant's Signature *Date*

Owner's Signature *Date*



STORMWATER MANAGEMENT PERMIT APPLICATION

Department of Public Works
 290 Jackson Street • Post Office Box 306
 Belchertown, Massachusetts 01007-0306
 Telephone: (413) 323-0415
 Fax: (413) 323-0470

ROUTING SLIP

Per the Town of Belchertown Stormwater Management Bylaw, the Department of Public Works is designated as the Stormwater Authority. The Stormwater Authority shall administer, implement and enforce the Bylaw. The Stormwater Authority shall, with the concurrence of the Applicant, may also designate Town Boards, including the Planning Board, Conservation Commission, or Board of Health, to review stormwater submittals and render decisions on stormwater permit applications for any project within that particular Board's (the "Reviewing Board") jurisdiction. For additional information, refer to Section 4 of the Bylaw. The Department of Public Works will use this Routing Slip to select additional Reviewing Boards when necessary and to collect the appropriate signatures for stormwater permitting. ***Please attach a copy of this Routing Slip with your Stormwater Management Permit Application.***

To be filled out by the Applicant:

Project/Site Name: _____

Project Street/Location _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Telephone: _____

Applicant E-Mail: _____

Please do not write below this line. To be filled out by the Stormwater Authority and Reviewing Boards only.

Date of Permit Application: _____

Date of Stormwater Management Plan: _____

Department or Board	Review Required (Y or N)	Application Complete (Y or N), Signature and Date	Technical Review Complete (Y or N), Signature and Date	Final Decision (A, AC, D, DWP), Signature and Date
Public Works				
Conservation Commission				
Planning Board				
Board of Health				
Other:				

A = approval; AC = Approval with conditions; D = Denial; DWP = Denial without prejudice

Attach any applicable conditions to this Routing Slip.

7. Application Requirements

The application to the Belchertown Department of Public Works (DPW) for a Stormwater Management Permit must include four (4) copies of the following application materials:

A. For land altering activity involving construction of a single-family dwelling, where “approval is not required” (ANR), as defined in the Subdivision Control Act, and that disturbs less than 1 acre of land:

- Completed and signed Stormwater Management Permit Application Form, including permit application Routing Slip
- A list of abutters, certified by the Assessors Office, within 100 feet of the property line of the site, including property owners in another municipality
- Stormwater Management Plan
- Payment of the permit application and review fee
- Surety bond, if determined to be required by the Stormwater Authority

Stormwater Management Plan Requirements: (Check items below indicating that you have provided the following minimum information)

- Contact Information. The name, address, and telephone number of all persons having a legal interest in the property and the tax reference number and parcel number of the property or properties affected;
- A locus map;
- The existing zoning and land use at the site;
- The location(s) of existing and proposed easements;
- The location of existing and proposed utilities;
- The site’s existing & proposed topography. Existing and proposed topographical contours at 2-foot intervals are required unless the applicant demonstrates that the proposed activity will meet the requirements of the Belchertown Stormwater Management Bylaw and Section 7 of the Belchertown Stormwater Management Regulations (Stormwater Management Criteria) without such information;
- Proposed limits of disturbance;
- Estimate of the total area expected to be disturbed by excavation, grading or other construction activities;
- A description of the existing site hydrology;
- A description & delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows;
- A description of the proposed management systems for runoff from impervious surfaces including roofs and driveways and the locations of any foundation drains, curtain drains, or other site features that serve to collect and convey stormwater and their outfalls;
- Description of erosion and sediment control measures.

B. For all other land altering activity:

- Completed and signed Stormwater Management Permit Application Form, including permit application Routing Slip
- A list of abutters, certified by the Assessors Office, within 100 feet of the property line of the site, including property owners in another municipality
- Stormwater Management Plan
- Operation and Maintenance Plan, with Inspection and Maintenance agreement
- Payment of the permit application and review fee
- Surety bond

Stormwater Management Plan Requirements: (Check items below indicating that you have provided the following minimum information)

- Contact Information. The name, address, and telephone number of all persons having a legal interest in the property and the tax reference number and parcel number of the property or properties affected;
- A locus map;
- The existing zoning and land use at the site;
- The proposed land use;
- The location(s) of existing and proposed easements;
- The location of existing and proposed utilities;
- The site's existing & proposed topography with contours at 2 foot intervals;
- Proposed limits of disturbance;
- Estimate of the total area expected to be disturbed by excavation, grading or other construction activities;
- A description of the existing site hydrology;
- A description & delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows;
- A delineation of 100-year flood plains, if applicable;
- Habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program as Endangered, Threatened or of Special Concern, Estimated Habitats of Rare Wildlife and Certified Vernal Pools, and Priority Habitats of Rare Species within five hundred (500) feet of any construction activity.
- Estimated seasonal high groundwater elevation in areas to be used for stormwater retention, detention, or infiltration;
- The existing and proposed vegetation and ground surfaces with runoff coefficients for each;
- A drainage area map showing pre and post construction watershed boundaries, drainage area and stormwater flow paths, including municipal drainage system flows;
- A description and drawings of all components of the proposed stormwater management system including:

- Locations, cross sections, and profiles of all brooks, streams, drainage swales and their method of stabilization;
- All measures for the detention, retention or infiltration of water;
- All measures for the protection of water quality;
- The structural details for all components of the proposed drainage systems and stormwater management facilities;
- Notes on drawings specifying materials to be used, construction specifications, and expected hydrology with supporting calculations;
- Proposed improvements including location of buildings or other structures, impervious surfaces, and drainage facilities, if applicable;
- Any other information requested by the Stormwater Authority.
- Hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in this Regulation. Such calculations shall include:
 - Description of the design storm frequency, intensity and duration;
 - Time of concentration;
 - Soil Runoff Curve Number (RCN) based on land use and soil hydrologic group;
 - Peak runoff rates and total runoff volumes for each watershed area;
 - Information on construction measures used to maintain the infiltration capacity of the soil where any kind of infiltration is proposed;
 - Infiltration rates, where applicable;
 - Culvert capacities;
 - Flow velocities;
 - Data on the increase in rate and volume of runoff for the specified design storms, and
 - Documentation of sources for all computation methods and field test results.
- Post-development downstream analysis, if deemed necessary by the Stormwater Authority;
- Soils information from test pits performed at the location of proposed stormwater management facilities, including soil descriptions, depth to seasonal high groundwater, depth to bedrock, and infiltration rates. Soils information will be based on site test pits logged by a Massachusetts Registered Soil Evaluator, a Massachusetts Registered Sanitarian, or a Massachusetts Registered Professional Engineer;
- Landscaping plan describing the woody and herbaceous vegetative stabilization and management techniques to be used within and adjacent to the stormwater practices;
- Drainage patterns and approximate slopes anticipated after major grading activities;
- Location and details of erosion and sediment control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures, interim grading, and material stockpiling areas;

- Path and mechanism to divert uncontaminated water around disturbed areas, to the maximum extent practicable;
- Location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures;
- A description of construction and waste materials expected to be stored on-site. The Plan shall include a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to stormwater, and spill prevention and response;
- A description of provisions for project phasing.

8. Application Submittal, Review, and Approval Procedures

- A. Application Submittal: The application to the Belchertown DPW for a Stormwater Management Permit should be submitted after obtaining a well permit and septic permit (if applicable), and concurrently with any other land use permit applications issued by the Conservation Commission or Planning Board, as necessary. A stormwater management permit must be issued prior to any land altering activity under the jurisdiction of the Belchertown Stormwater Management Bylaw. Submission of an application should be made to the Belchertown Department of Public Works, 290 Jackson Street, P.O. Box 306, Belchertown, Massachusetts, 01007-0306. For more information and copies of the Belchertown Stormwater Bylaw and Regulations, visit the DPW web site at <http://www.belchertown.org/departments/dpw/dpwhome.htm> or contact Steven Williams, DPW Director, at: 413-323-0415 or swilliams@belchertown.org.
- B. Designation of Reviewing Board: The DPW will designate Town Board(s), including the Planning Board, Conservation Commission, or Board of Health, as its authorized agent(s) for the purposes of reviewing and rendering decisions on stormwater management permit applications for projects within that particular Board's (the "Reviewing Board") jurisdiction.
- C. Administrative Review: The Reviewing Board(s) will review the application for administrative completeness. Incomplete applications will be disapproved and returned to the applicant based on the determination that they are administratively incomplete.
- D. Technical Review: If the application is found to be complete, the Reviewing Board(s) will review the application and supporting documents based on the criteria set forth in the Belchertown Stormwater Management Bylaw and Regulations. The Reviewing Board(s) will notify the DPW in writing of its decision on a stormwater management permit application.
- E. Final Action: The DPW will take final action within 45 days of the receipt of a complete application by the Reviewing Board(s), unless such time is extended by agreement between the applicant and the Reviewing Board(s). The DPW will render its final action (approval, approval with conditions, disapproval, disapproval without prejudice) in writing to the applicant based on the decision of the Reviewing Board(s).