

(INSERT SEAL)

(INSERT City/Town), MA
Land Disturbance Permit Fact Sheet

1. What is Land Disturbance?

Any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel, or similar earth material.

2. What is a Land Disturbance Permit?

A Land Disturbance Permit is required under the Stormwater Management Rules and Regulations for all projects that disturb 20,000 square feet or more of land and/or add 5,000 square feet or more of impervious area.

NTU: Insert land disturbance threshold below and remove Minor Permit items if not applicable.

3. What is the difference between a Major and a Minor project?

A Minor project is any activity where land disturbance is undertaken on a single property or is part of a larger common plan of development or sale that results in:

a total cumulative added impervious surface that meets or exceeds 5,000 square feet of area.
a total cumulative disturbance of land that meets or exceeds 20,000 square feet of area and is less than 1 acre of area.

A Major project is any activity where land disturbance is undertaken on a single property or is part of a larger common plan of development or sale that results in a total cumulative disturbance of land that meets or exceeds 1 acre of area.

NTU: All Bylaw/Ordinance and Regulations section references should be reviewed and cross-checked with existing regulatory documents in the sections below.

4. What are the application requirements?

The Stormwater Management Rules and Regulations require an applicant for a **Minor Land Disturbance Permit** to file with the Stormwater Committee a copy of a completed application **Minor Land Disturbance Permit package**. The Owner is required to be the applicant of the permit, unless written authorization is granted by the Authorized Enforcement Agency. The Minor Land Disturbance Permit application package shall include:

1. A completed Application Form with original signatures of all Owners;
2. A Site Plan complete with Stormwater BMP calculations and Erosion and Sediment Control measures shown;
3. Certification that Operations and Maintenance of BMPs will be performed in perpetuity;
4. All copies of the application form and materials listed above must be filed with the (INSERT AEA). The date of receipt by the (INSERT AEA) shall be the official filing date; and
5. Payment of the application and review fee. The (INSERT AEA) shall obtain with each submission an Application Fee of (INSERT APPLICATION FEE). The (INSERT AEA) may require higher fees if deemed necessary.
6. The (INSERT AEA) is authorized to require additional fees for the following:
7. Specific engineering and consultant services. Services may include, but are not limited to hydrologic and drainage analysis, stormwater quantity and quality analysis, design review, site

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inspections, as-built plan review, and legal issues. Fees are determined at the time of project review based on a specific scope of work.

8. Inspection services as detailed in Section 3.9 of Stormwater Management Rules and Regulations for the (INSERT CITY/TOWN NAME).

The Stormwater Management Rules and Regulations require an Owner who applied for a Major Land Disturbance Permit to file with the (INSERT AEA) a copy of a completed application package. While the Applicant can be a representative, the permittee must be the owner of the site. The Major Land Disturbance Permit application package shall include:

1. A completed Application Form with original signatures of all owners;
 2. Stormwater Management Plan and project description as specified in Section 3.4 of the Stormwater Management Rules and Regulations for the (INSERT CITY OR TOWN NAME);
 3. Project Narrative addressing how the Permittee is in compliance and with and/or meeting the Standards set forth in Section 1.7 Design and Construction Standards of the Stormwater Management Rules and Regulations for the (INSERT CITY OR TOWN NAME) or to the best of their ability. Include with this Narrative a copy of the calculations performed to ensure compliance as defined in Section 3.4.B.1.(b) of the Stormwater Management Rules and Regulations for the (INSERT CITY OR TOWN NAME).
 4. Erosion and Sediment Control Plan as specified in Section 3.5 of the Stormwater Management Rules and Regulations for the (INSERT CITY OR TOWN NAME);
 5. Operation and Maintenance Plan as specified in Section 3.6 of the Stormwater Management Rules and Regulations for the (INSERT CITY OR TOWN NAME);
 6. If required by the EPA, NPDES General Permit for Discharges from Large and Small Construction Activities application, including the NPDES Construction General Permit Notice of Intent and Stormwater Pollution Prevention Plan (SWPPP);
 7. Application form, Stormwater Management Plan, Erosion and Sediment Plan, and Operation and Maintenance Plan must be filed with the (INSERT AEA). The date of receipt by the Authorized Enforcement Agency shall be the official filing date; and
 8. Payment of the application and review fee. The Stormwater Committee shall obtain with each submission an Application Fee of (INSERT APPLICATION FEE). The Stormwater Committee may require higher fees if deemed necessary.
 9. The (INSERT AEA) is authorized to require additional fees for the following:
 - a. Specific engineering and consultant services. Services may include, but are not limited to hydrologic and drainage analysis, stormwater quantity and quality analysis, design review, site inspections, as-built plan review, and legal issues. Fees are determined at the time of project review based on a specific scope of work.
 - b. Inspection services as detailed in Section 3.9 of Stormwater Management Rules and Regulations for the (INSERT CITY OR TOWN NAME).
- **Stormwater Management Plan:** Overall Plan to prevent and reduce the release of pollutants from a site. Plan includes techniques to control the quality and quantity of stormwater. *(Refer to Stormwater Management Rules and Regulations)*
 - **Erosion and Sediment Control Plan:** Plan containing narrative, drawings, and details developed by a qualified professional (a Massachusetts Registered Professional Engineer (P.E.), Massachusetts Registered Landscape Architect, Certified Professional in Erosion and Sediment Control (CPESC), or professional with relevant experience deemed satisfactory to the Authorized Enforcement Agency), which includes best management practices (BMPs), or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction, and construction related land disturbance activities. This plan also includes an

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Operation and Maintenance Plan for temporary BMPs installed and operated during construction activities. (Refer to Stormwater Management Rules and Regulations)

- **Operation and Maintenance Plan (for Permanent BMPs):** Plan setting up the functional, financial, and organizational mechanisms for the long-term operation and maintenance of a stormwater management system to ensure that it continues to function as designed. (Refer to Stormwater Management Rules and Regulations)
- **NPDES Construction General Permit:** EPA requires permit coverage under the most recent Construction General Permit (CGP) for land disturbances ≥ 1 Acre. Requirements include submission of a Notice of Intent (NOI) and preparation of a Stormwater Pollution Prevention Plan prior to any land disturbance. **The approved NOI must be submitted to the (INSERT AEA) before a Stormwater Management Permit can be obtained.** Refer to EPA's website for more information and for the most recent CGP.

5. **What is a Best Management Practice (BMP)?**

A BMP is an activity, procedure, restraint, structural or non-structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff. The Massachusetts Stormwater Handbook and Stormwater Standards contain guidance and BMPs for each of the 3 Plans.

NTU: Update inspection list below based on required inspections as stated in municipal's stormwater management regulatory documents.

6. **What are requirements prior to construction (before any land disturbance takes place) and during construction?**

The Owner must conduct the following site inspections:

1. **Initial Site Inspection:** prior to approval of any Plan.
2. **Project Progress Inspections:** observe and document project progress at certain milestones.
3. **Owner Inspections:** weekly inspections and prior to and following storm events.
4. **Bury Inspection:** prior to backfilling of drainage piping or stormwater conveyance structures.
5. **Final Inspection:** after construction is completed.

7. **What are requirements for project completion?**

The Owner must submit a final report with as-built drawings certified by a from a Qualified Professional. Once approved, a certification letter is issued to the owner; Owner submits letter to the Inspectional Services Department to obtain a Certificate of Occupancy.

8. **Are there any requirements after construction is complete?**

The O&M Plan (for Permanent BMPs) must be evaluated and updated annually. A log that includes a record of all inspections and copies of maintenance work orders must be maintained.

9. **Where do I pick up copies of the Stormwater Management Permit Application and additional guidance documents?**

(INSERT AEA) located at (INSERT AUTHORITY ADDRESS) maintains copies.

10. **Any Questions? Please contact the (INSERT AEA) at (INSERT AUTHORITY PHONE NUMBER).**

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