

Stormwater Management Plan Checklist

Please prepare the Stormwater Management Plan to be included in the Application Package. Adhere to the Drawing and Map standards described in the Land Disturbance Permit Checklist and use this checklist to be sure Plan is complete.

You must sign and date this checklist and attach to completed Plan for submittal.

Plan Cover Sheet

- ☐ Title - *Stormwater Management Plan*
- ☐ Project Name
- ☐ Project Location
- ☐ Assessor Parcel Number
- ☐ Stormwater Management Permit Number
- ☐ Designer or Other Firm Name and Contact Information
- ☐ Owner Name
- ☐ Owner Address, Phone Number, E-mail Address
- ☐ Technical Representative Name (if applicable)
- ☐ Technical Representative Address, Phone Number, E-mail Address (if applicable)
- ☐ Pre- and Post-Development Site Imperviousness

Submission Requirements

Unless otherwise noted or waived by the (INSERT AEA), all items listed below are required to be submitted as part of this Plan for the application package to be considered complete.

Narrative:

Provide description of the following:

- ☐ The nature and purpose of the land disturbing activity, and the area (square feet) to be disturbed. Clearly identify the impact on all thresholds outlined in the Stormwater Management Rules and Regulations.
- ☐ Identify the watershed in which the site is located, the receiving waters to which the site stormwater drains, and pollutants of concern (consult the most recent Massachusetts Integrated List of Waters which can be found at <http://mass.gov/dep/water/resources/tmdls.htm>).
- ☐ The existing topography, vegetation, site use, drainage pattern(s), and outfall(s)/discharge points.
- ☐ Provide current site impervious area measurements and describe any changes in impervious area. Identify Low Impact Development Techniques and non-structural stormwater controls to be used.
- ☐ Neighboring areas such as streams, lakes, residential areas, roads, etc. which might be affected by the land disturbance. Describe how adjacent properties and the Town/City right of way will be impacted by runoff from the site.
- ☐ Provide boring logs with profiles, groundwater elevation, and infiltration tests to determine on-site infiltration.
- ☐ Describe methods that will be used to maximize groundwater recharge.

- ☐ Provide research results for the site addressing previous use, history of spills, hazardous wastes, etc.). Include information on any Activity and Use Limitation (AUL) that precludes inducing runoff to the groundwater pursuant to MGL Chapter 21E and the Massachusetts Contingency Plan, 310 CMR 40.0000. Resources include the MassDEP's webpage for site locations of cleanup and spills: <http://www.mass.gov/dep/cleanup/sitesloc.htm> and two regulated areas MassGIS layers - *MassDEP Tier Classified Chapter 21E sites* layer and *MassDEP Oil and/or Hazardous Material Sites with Activity and Use Limitation (AUL)*. MassGIS layer list webpage: <https://www.mass.gov/service-details/massgis-data-layers>
- ☐ The proposed site conditions with regard to site use, drainage design and peak runoff rates, and proposed outfalls/discharge points.
- ☐ Identify all source controls that will be used to mitigate pollutant parameters. Label and individually reference each source control on site.
- ☐ Identify the prescribed treatment train(s) and the proposed BMPs to be used on site. Provide an overview of the stormwater's path through the on-site BMPs. Provide specific information on how pathogens, nutrients, and other priority pollutants will be mitigated. Provide a description as to where BMPs will be located.
- ☐ Also include any site uses the proponent wishes to be allowed to accommodate within the project at any time in the future.

Site Locus Map:

- ☐ An accurately scaled boundary map of the development lot or parcel(s) which is subject of the permit application, and all receiving waters that parcel(s) and its stormwater runoff drain to.

Site Plan:

- ☐ Adhere to the following datum standards: Horizontal – NAD 1983 State Plane Massachusetts Mainland (feet). Vertical – NAVD 88 (feet).
- ☐ A site plan of the development parcel or lots, drawn to scale, and differentiate between existing and proposed items.
- ☐ Existing conditions on the subject parcel or lot and on lots abutting or directly across the street from the subject parcel or lot.
- ☐ Existing zoning, and land use at the site,
- ☐ Critical area boundaries at the site,
- ☐ Proposed land use.
- ☐ Location(s) of existing and proposed easements.
- ☐ Existing and proposed utilities (above and below ground).
- ☐ Site's existing and proposed topography with contours at 2-foot (NAVD 88) intervals.
- ☐ Existing site hydrology.
- ☐ A description and delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows,
- ☐ Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration,
- ☐ Include all existing BMPs and contours.
- ☐ Location of proposed buildings and any existing buildings to remain, proposed vegetation and existing vegetation to be retained, as well as existing and proposed vegetation and ground surfaces with runoff coefficient for each.
- ☐ Location of parking spaces, driveways, proposed or altered curb cuts and walkways.
- ☐ Proposed treatment of the perimeter of the site including techniques and materials to be used (e.g. screens, fences, walls, landscaping, etc.).

- ☐ Show location of proposed permanent structural and non-structural BMPs with identification. Label BMPs or use an identification system which corresponds with the narrative section.
- ☐ Location of required open space and the location of any easements or rights of way. [*The location of all proposed open space shall be specifically identified on the plan through distinctive shading or other appropriate technique.*]

Permits and Owner of Record:

- ☐ A list of all permits (local, state, and federal), including any special permits and variances, obtained for this project (include permit numbers).
- ☐ Completion of the Owner of Record information on the Land Disturbance Permit Application, a copy of the recorded deed for the applicable lot or parcel,.

Flood Plain Plans (if applicable):

- ☐ Plans, elevations, cross sections showing new building construction, proposed flood water retention systems, and other flood control systems. [Suggested scale of 1" = 20']
- ☐ Plans must include existing and proposed contours (at two foot intervals) and spot elevations with those areas proposed to be filled, excavated, or otherwise physically altered within the 100 year flood line as determined by the regulated flood elevation for the 100 year flood plain, Zone A as determined by the relevant Flood Insurance Flood Map.

Massachusetts Stormwater Standards & Site Drainage:

- ☐ Include calculations which illustrate compliance with the Stormwater Standards outlined in the most recent revision of the Massachusetts Stormwater Handbook and Stormwater Standards, which can be accessed at <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>.
- ☐ Include calculations and hydrographs for pre- and post-development runoff.
- ☐ Include calculations supporting the design of the proposed BMPs and any flood control systems.

Drainage Area Map including:

- ☐ Pre and post construction watershed boundaries, drainage area and stormwater flow paths, type of cover (including area and CN number), NRCS hydrologic soil group boundaries (A, B, C, and D soil groups), flow paths for time of concentration, points of analysis and location of soil tests.
- ☐ A description and drawings of all components of the proposed drainage system – Notes on drawings specifying materials to be used, construction specifications, and typicals.
- ☐ Expected hydrology with supporting calculations.
- ☐ Proposed improvements including location of buildings or other structures, impervious surfaces, and drainage facilities, if applicable.
- ☐ Timing, schedules, and sequence of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization.
- ☐ A maintenance schedule for the period of construction.
- ☐ WSPA DCR LAYER (Wachusett Reservoir) and Zone A layer.
- ☐ Any other information requested by the Authorized Enforcement Agency.

Wetland Protection Act (if applicable):

- ☐ Completion of the NOI filed with the Town's Conservation Commission and a copy of completed NOI.

Summary of Non-Applicable Items:

- ☐ Clearly identify and explain any items which are not applicable to the project. Owner should cite references.

Project Changes

- ☐ The Owner, or their agent, shall notify the (INSERT REGULATORY AUTHORITY) in writing of any change or alteration of a land disturbance authorized in a Major Land Disturbance Permit before any change or alteration occurs. If the (INSERT REGULATORY AUTHORITY) determines that the change or alteration is significant, based on the design requirements listed in these Regulations and accepted construction practices, the (INSERT REGULATORY AUTHORITY) may require that an amended Major Land Disturbance Permit application be filed and/or a public hearing held. If any change or deviation from the Major Land Disturbance Permit occurs during a project, the (INSERT REGULATORY AUTHORITY) may require the installation of interim measures before approving the change.

<i>Owner's Certification</i>

I, the undersigned, hereby certify that the attached Stormwater Management Plan submittal includes all items required by (INSERT TOWN OR CITY NAME) Stormwater Management Rules and Regulations. I understand that if any of the items required are found to be missing from the submittal, the Stormwater Management Plan will not be acceptable for review and will be returned as incomplete. I, the Owner, or approved applicant is aware of these criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, have not been included in this submittal package.

Owner's/Approved Applicant's Signature: _____

Date: _____