



STORMWATER MANAGEMENT PERMIT

APPLICATION

Fee Paid:	_____
Date Paid:	_____
Permit #:	_____
Approved By:	_____
Approval Date:	_____
<i>(for use by Planning Board only)</i>	

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. Engineer Information

Name: _____

Address: _____

Telephone: _____

E-Mail: _____

Fax: _____

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 Southampton Planning Board permission to designate Town Board(s) (i.e., Reviewing Board) as its authorized agent(s) for the purpose of reviewing stormwater submittals and making recommendations on stormwater permit applications within the designated Board's expertise. I also grant the Southampton Planning Board other delegated Reviewing Boards, and their agent's 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 Southampton Planning Board or delegated Reviewing Boards to review the application.

Applicant's Signature Date

Owner's Signature Date

STORMWATER MANAGEMENT PERMIT APPLICATION

Planning Board
 210 College Highway • Post Office Box 155
 Southhampton, Massachusetts 01073
 Telephone: (413)
 Fax: (413)

ROUTING SLIP

Per the Town of Southhampton Stormwater Management Bylaw, the Planning Board is designated as the Stormwater Authority. The Stormwater Authority shall administer, implement and enforce the Bylaw. The Stormwater Authority may also designate Town Boards, including (but not limited to) the Highway Department, Conservation Commission, Board of Health, and Building Inspections, to review stormwater submittals and make recommendations on stormwater permit applications within the designated Board's (the "Reviewing Board") expertise. For additional information, refer to Section 4 of the Bylaw. The Planning Board 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	Technical Review Required (Y or N)	Application Administratively Complete (Y or N), Signature and Date	Technical Review Complete (Y or N), Signature and Date	Final Recommendation or Decision (A, AC, D), Signature and Date
Highway Dept.				
Conservation Commission				
Planning Board				
Board of Health				
Bldg. Inspector				

A = approval; AC = Approval with conditions; D = Disapproval

Attach any applicable conditions to this Routing Slip.

7. Application Requirements

The application to the Southampton Planning Board 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 (fee 10.00)
 - Stormwater Management Plan
 - Payment of the permit application and review fee

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 Southampton Stormwater Management Bylaw and Section 7 of the Southampton 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 (fee 10.00)
- Stormwater Management Plan
- Operation and Maintenance Plan, with Inspection and Maintenance agreement
- Payment of the permit application and review fee

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;
- A description of provisions for project phasing;
- Erosion and Sediment Control Plan:
 - 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.

8. Application Submittal, Review, and Approval Procedures

- A. Application Submittal: Four (4) copies of an application to the Southampton Planning Board 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 Planning Board or Conservation Commission, as necessary. A stormwater management permit must be issued prior to any land altering activity under the jurisdiction of the Southampton Stormwater Management Bylaw. The applicant shall provide written notice to the Town Clerk of the filing of the application and of the date on which it was filed. Submission of an application should be made to the Southampton Planning Board, 210 College Highway, P.O. Box 155, Southampton, Massachusetts, 01073.

For more information and copies of the Southampton Stormwater Bylaw and Regulations, visit the Planning Board website:

<http://www.Southampton.org/departments/conservation/conservationhome.htm> contact John Furman, Chair at: 413-###-#### or planningboard@town.southampton.ma.us

- B. Administrative Review: The Planning Board will review the application for administrative completeness. If the Planning Board determines the application to be incomplete, the Board will inform the applicant that the application will be denied based on the determination that the application is administratively incomplete unless the incomplete items are addressed by a specific date to be determined by the Planning Board.
- C. Designation of Reviewing Board: The Planning Board will designate Town Board(s), including (but not limited to) the Highway Department, Conservation Commission, or Board of Health, as its authorized agent(s) for the purposes of reviewing and making recommendations on stormwater management permit applications for projects within that particular Board's (the "Reviewing Board") expertise.
- D. Technical Review: The Reviewing Board(s) will review the application and supporting documents based on the criteria set forth in the Southampton Stormwater Management Bylaw and Regulations. The Reviewing Board(s) will notify the Planning Board in writing of its recommendation on a stormwater management permit application.
- E. Final Action: The Planning Board will take final action within 45 days of the receipt of an application by the Reviewing Board(s), unless such time is extended by agreement between the applicant and the Planning Board and/or Reviewing Board(s). The Planning Board will render its final action (approval, approval with conditions, or disapproval) in writing to the applicant based on the recommendation of the Reviewing Board(s).