



Town of Reading Massachusetts

Community Planning and Development Commission

**Stormwater Management and
Erosion Control Procedures**

August 28, 2017

Applicability:

A Stormwater Permit from the CPDC is required if the proposed activity:

- a Results in the disturbance of one or more acres of land; or
- b Is part of a larger Common Plan of Development or sale that will ultimately disturb one or more acres of land.

Exempt Activities:

- Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by MGL Chapter 131 Section 40 and 310 CMR 10.04;
- Normal maintenance of lawns and landscaping; and
- Activities that are subject to the jurisdiction of the Conservation Commission under Section 7.1 of the Reading General Bylaw or MGL Chapter 131 Section 40 and its implementing regulations; demonstrate compliance with the Massachusetts Stormwater Management Standards, as reflected in an Order of Conditions; and are in compliance with the requirements of that Order of Conditions.

Procedures:

In accordance with the Checklist for a Stormwater Permit, applicants shall submit the following:

- Three (3) full size (24x36) copies of the required site plans;
- Six (6) half size (11x17) copies of the required site plans;
- Eight (8) copies of the application form, narratives & other supporting materials; and
- An electronic version of everything submitted.

Applicants are strongly encouraged to double-side whenever possible. All plans must be to scale.

The Community Development Director shall make a determination of completeness within ten (10) days of receipt of an application for a Stormwater Permit, in accordance with the Checklist for a Stormwater Permit, and shall notify the Applicant of the determination.

Upon a favorable determination of completeness, the Community Development Director shall distribute the submitted plans and supporting materials to the Town Engineer, DPW Director, Conservation Administrator, and other staff as may be appropriate, and shall schedule the Application on the next available CPDC agenda (allowing sufficient time for public notice).

When an Application for a Stormwater Permit is submitted in conjunction with a Subdivision Plan, Site Plan Review, or other Special Permit within the jurisdiction of the CPDC, the Community Development Director may combine the hearings to streamline the process as applicable. In that event, public notice of the hearings may be combined as well.

Application:

Property Address _____

Assessors Map _____ **Lot** _____

Name of Applicant _____

Address _____

Email _____

Phone / Fax _____

Name of Owner (if not applicant) _____

Address _____

Email _____

Phone / Fax _____

Name of Engineer _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Name of Attorney _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Name of Architect _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Current Use of the Property _____

Proposed Use of the Property _____

Brief Description of the Project / Acres to be Disturbed _____

Certifications:

The undersigned Applicant hereby certifies:

- 1 That the aforementioned requisite number of copies of the application, plans and all attachments have been delivered (or are being delivered herewith) to the Planning Division, and that all information in that application is correct to the best of his/her knowledge.
- 2 That a Certified List of Abutters within 300 feet of the subject property together with a stamped, plain (NO RETURN ADDRESS) envelope addressed to each abutter and interested party has been delivered to the Public Services Department.
- 3 That a Certified Check for the required Application Fee in the amount of \$_____ has been delivered to the Public Services Department.
- 4 That he/she understands and hereby agrees that, in addition to the Application Fee identified in Item 3 above, if the Community Development Director or the Community Planning and Development Commission determines that review of all or any part of this proposed project by an outside consultant of the Community Development Director's sole choosing is necessary for proper evaluation of this project, that he/she shall promptly provide a certified check(s) in an amount equal to the estimated cost of the consultant services to the Planning Division. In addition, that he/she further understands and hereby agrees that the Town of Reading shall not issue any Certificate of Occupancy for this project until any and all such consultant fees which have been duly imposed subject to the Stormwater Management and Erosion Control Regulations have been paid in full;
- 5 That he/she understands and hereby agrees that no Building Permit shall be issued by the Town of Reading until this Application is approved or approved with modifications and/or conditions; that no Certificate of Occupancy shall be issued until the project has been duly certified as completed in full accordance with approved plans, or that the remainder of the work has been bonded to the Town by the Applicant to guarantee such completion; and that the subject property shall not be occupied or used until said Certificate of Occupancy is issued, or such bonding provided;
- 6 That he/she understands and hereby agrees that pursuant to law, notification of this Application and required public hearing(s) must be placed in a local newspaper at the Applicant's expense.

Applicant's Signature _____ Date _____

Printed Name _____

The undersigned Property Owner hereby certifies:

I am the owner of the parcel identified as Reading Assessor's Map ____, Lot ____, or the authorized signatory for the entity that is the owner of that parcel. I hereby attest that I have knowledge of, and give my consent to, this application. I authorize the CPDC and its authorized agents to enter the aforementioned parcel to verify the information contained in this application and associated documents and, if a permit is granted, to inspect for compliance with permit conditions.

Owner's Signature _____ Date _____

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Date of Receipt of Application _____

This application is Complete in accordance with Section 7.9.5 of the Reading General Bylaw and authorized for filing with the Town Clerk.

Community Development Director, as Clerk to CPDC:

Date _____

Fee Schedule:

- 1 Municipal Projects (carried out by or for the Town of Reading): No fee
- 2 Single-Family Home: \$500.00
- 3 Other Residential: \$500.00 + \$200.00 per acre of land-disturbing activity
- 4 Commercial or Industrial: \$500.00 + \$500.00 per acre of land-disturbing activity
- 5 Other: \$500.00 + \$200.00 per acre of land-disturbing activity

Determination of category of application shall be in the sole discretion of the Community Development Director.

Fees may be waived or reduced for government agencies or qualified non-profit organizations at the discretion of the CPDC.

Checklist for a Stormwater Permit		
	Provided	Waived
A Stormwater Permit Application – Completed & Signed		
B Fee (Certified Check)		
C Certified Abutters List		
D Plain White Envelopes Labeled with Abutters’ Addresses (no return address)		
E Erosion and Sediment Control Plan (per 7.9.6)		
1 Narrative containing sufficient information to describe the nature and purpose of the proposed activity, pertinent conditions of the site and adjacent areas, proposed erosion and sedimentation controls, and any other proposed pollution prevention measures		
2 Site plan containing the following information:		
a Stamped by MA P.E. or Certified Professional in ESC		
b Names, addresses, numbers of owner, applicant, design team		
c Title, date, north arrow, scale, legend, locus map		
d Locations of watercourses and water bodies		
e Lines of existing abutting streets showing drainage (including catch basins), driveway locations and curb cuts		
f Property lines of entire site with delineation and number of SF to be disturbed		
g Drainage patterns and approximate slopes anticipated after major grading activities (construction phase grading plans)		
h Location and details of ESC measures, including structural and non-structural measures, interim grading, material stockpiling areas		
i Location, description of, and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures		
F Stormwater Management Plan (per 7.9.7)		
1 Narrative describing the measures proposed by the Applicant for reducing adverse post-construction impacts from stormwater and how those measures meet the relevant Massachusetts Stormwater Management Standards		
2 Site plan containing the following information:		
a Stamped by MA P.E.		
b Names, addresses, numbers of owner, applicant, design team		
c Title, date, north arrow, scale, legend, locus map		
d Existing and proposed topography at 2-foot contour intervals		
e Existing site hydrology, conveyances, impoundments		
f Estimated seasonal high groundwater elevation (Nov – April) in areas to be used for retention, detention or infiltration		
g Existing and proposed vegetation and ground surfaces with runoff coefficient for each		

Checklist for a Stormwater Permit		
	Provided	Waived
h Drainage area map showing pre- and post-construction watershed boundaries, drainage area, stormwater flow paths		
i Drawings of all proposed drainage system components		
G Operation and Maintenance Plan (per 7.9.8)		
1 Name and signature of each owner of the project parcel(s)		
2 Maintenance specifications and a schedule for all drainage structures, swales, ponds, components requiring maintenance		
3 For stormwater BMPs serving more than one parcel, the information required by Section 7.9.8.2 of the Bylaw		