



# Town of Upton, Massachusetts

## Erosion and Sediment Control Plan Application and Checklist

It is the responsibility of the Applicant to become familiar with the Town of Upton's Stormwater Bylaw and Stormwater Regulations prior to submitting any application for a proposed project.

### ***Trigger for Completing This Application***

An Erosion and Sediment Control Plan is required if any of the following four conditions apply:

1. The proposed project will change the existing grade of more than 5,000 square feet of land, or 25% of the lot size, whichever is smaller.
2. The proposed project will include removing vegetation from more than 5,000 square feet of land, or 25% of the lot size, whichever is smaller.
3. The proposed project includes the storage of more than 100 cubic yards of excavated soil or fill.
4. The proposed project includes disturbing an area of 2,500 square feet (or more) on a slope greater than 4:1 (25%).

Having met at least one of these four conditions, the project is considered "Minor" if all of the following apply:

- The proposed project will change the existing grade of *less than* 20,000 square feet of land;
- The proposed project will remove vegetation from *less than* 20,000 square feet of land; and
- The proposed project will involve stockpiling *less than* 1,300 cubic yards of excavated soil or fill.

For a Minor project, the Applicant shall complete Sections 1 and 2 of this Application.

Conversely, the project is considered "Significant" if any of the three Minor project conditions are not met. I.e., the project is considered Significant if:

- The proposed project will change the existing grade of *more than* 20,000 square feet of land; or
- The proposed project will remove vegetation from *more than* 20,000 square feet of land; or
- The proposed project will involve stockpiling *more than* 1,300 cubic yards of excavated soil or fill.

For a Significant project, the Applicant shall complete all three sections of this Application.

When the materials submitted as part of this Application have been approved by the Town of Upton, the Application and materials shall be jointly referred to as the Erosion and Sediment Control Plan.

If the proposed project will disturb more than 43,560 square feet of land, the proposed project will require a Stormwater Management Plan Application in addition to this Erosion and Sediment Control Plan. Refer to the separate Stormwater Management Plan Application included in this package.

### ***Fees Associated with this Application***

#### 1. Filing Fee

The filing fee for this Application for a Minor Project is \$50.

The filing fee for this Application for a Significant Project is \$100.

These filing fees cover reasonable costs and expenses of Town staff in connection with review and consideration of the proposed project.

The filing fee is non-refundable. The filing fee does not guarantee that the decision will be in favor of the Applicant.

2. Review Fee

No review fee is associated with this Application.

**Review Time Associated with this Application**

Within 30 calendar days of submittal of a complete Application, the Conservation Commission shall take one of the three actions outlined in the Stormwater Bylaw.

Failure of the Conservation Commission to act within 30 calendar days shall authorize the Applicant to proceed in accordance with the plans, as filed, unless such time is extended by agreement between the Applicant and the Commission.

**Section 1: Applicant Information**  
(Required for all Projects)

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address*

*Suite/Unit #*

*City*

*State*

*ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Operator/Tenant (if different than Owner)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address*

*Suite/Unit #*

*City*

*State*

*ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Engineer (if applicable)**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address*

*Suite/Unit #*

*City*

*State*

*ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section 2: Construction Activities Information (Minor Project)**

*Attach additional materials as required.*

<input type="checkbox"/>	Location of all existing and proposed building and impervious surfaces (Attach Figure and Provide Narrative).
<i>Comments:</i>	
<input type="checkbox"/>	Location of all existing and proposed stormwater utilities, structures, pipes, swales and detention basins (Attach Figure).
<i>Comments:</i>	
<input type="checkbox"/>	Property Lines (Attach Figure).
<input type="checkbox"/>	Design details for both temporary and permanent erosion control structures (Attach Figure and Provide Narrative).
<i>Comments:</i>	
<input type="checkbox"/>	Erosion and sediment control provisions to minimize on-site erosion and prevent off-site sediment transport, including provisions to preserve topsoil and limit disturbance.
<i>Comments:</i>	

**Section 3: Construction Activities (Significant Project)**

*Attach additional materials as required.*

<b>Required:</b>	
<input type="checkbox"/>	Vicinity map showing the location of the site in relationship to the surrounding area's watercourses, water bodies and other significant geographic features, and roads and other significant structures. (Attach Figure).
<i>Comments:</i>	
<input type="checkbox"/>	Topographical Map – Including both existing and proposed contours (Attach Figure).
<i>Comments:</i>	
<input type="checkbox"/>	Delineation of vegetation and/or trees. Note all vegetation to be removed and all vegetation to be saved. (Attach Figure and Provide Narrative).
<i>Comments:</i>	
<input type="checkbox"/>	Delineation of wetlands, natural or artificial water storage detention areas and drainage ditches. (Attach Figure).
<i>Comments:</i>	
<input type="checkbox"/>	Construction sequence of the development site, including stripping and clearing; rough grading; construction of utilities; infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, and establishment of permanent vegetation (Attach Schedule).
<i>Comments:</i>	

***The Upton Conservation Commission may require any additional information or data deemed appropriate and/or may impose such conditions thereto as maybe deemed necessary to the preservation of public health and safety.***