



Town of Upton, Massachusetts

Stormwater Management Plan Application

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

Complete this Application for a Stormwater Management Plan if:

- The proposed project will disturb (on a cumulative basis) more than one acre (43,560 square feet) of land, or
- The proposed project will cause alteration of drainage characteristics.

A proposed project that requires a Stormwater Management Plan Application will also require an Erosion and Sediment Control Plan. Refer to the separate Erosion and Sediment Control Plan Application included in this package.

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

Fees Associated with this Application

1. Filing Fee

The filing fee for this Application is \$200 and covers 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

The review fee for this Application will vary. The Town of Upton is authorized to require the Applicant to pay a fee for the reasonable costs and expenses of a third-party reviewer (e.g., an engineering consulting firm) when it is determined that these services are necessary to reach a decision on the Application.

The review fee for the proposed project will reflect the third-part review services that are necessary based on the character and size of the project. These services may include, but are not limited to: hydrologic and drainage analyses; stormwater quality analyses; site visits or inspections; site plan review; review of technical specifications; analysis of proposed Best Management Practices (BMPs); and legal review.

The Applicant has the right to request information on the professional requirements of the third party (or parties) selected by the Town to review the proposed project.

The review fee collected from the Applicant will be deposited into an escrow account. Any unused portion of the review fee collected from the Applicant will be returned to the Applicant within 45 days of a written request by the Applicant upon affirmative completion of the project as determined by the Town.

Review Time Associated with this Application

The Conservation Commission shall act on a complete Stormwater Management Plan within 30 calendar days of submittal of a complete Application. The Applicant shall proceed only when approval of the full Stormwater Management Permit has been granted.

Applicant Contact Information

Owner:

Name: _____

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Home Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

Operator or Tenant (if different than Owner):

Name: _____

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Home Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

Emergency Contact:

Name: _____

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Home Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

The following section requires the applicant to identify the person or persons that will be responsible for maintaining stormwater Best Management Practices (BMPs) at the proposed project. Definitions of the levels of responsibility for BMPs are as follows:

BMP Inspector – Person responsible for routine inspection of Best Management Practices.

BMP Maintainer – Person responsible for maintaining the Best Management Practices.

BMP Documenter – Person responsible for documenting changes to the Stormwater Management Plan.

BMP Communicator – Person responsible for communicating changes in the SMP to the people working on the site.

Best Management Practice (BMP) Responsibilities

BMP Inspector: _____

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Home Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

BMP Maintainer: _____

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Home Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

BMP Documenter: _____

Address: _____

Street Address

Suite/Unit #

City

State

ZIP Code

Home Phone: () _____ Fax: () _____ Cell: () _____

Email Address: _____

Site and Activity Description

Provide a site and activity description, including the following information. Attach additional materials as required.

<input type="checkbox"/>	Location
<i>Comments:</i>	
<input type="checkbox"/>	Existing Conditions
<i>Comments:</i>	
<input type="checkbox"/>	Proposed Conditions
<i>Comments:</i>	
<input type="checkbox"/>	Area to be Disturbed (Square Feet and Acres)
<i>Comments:</i>	
<input type="checkbox"/>	Topography
<i>Comments:</i>	
<input type="checkbox"/>	Wetlands and Water Bodies
<i>Comments:</i>	
<input type="checkbox"/>	Land Type
<i>Comments:</i>	

Pollution Prevention Controls

Provide the following information. Attach additional materials as required.

<input type="checkbox"/>	Identify all potential pollutant sources such as fuels, paint, pesticides, wastes, oil, other toxic chemicals, etc.
<i>Comments:</i>	
<input type="checkbox"/>	List and discuss each Best Management Practice, its purpose, its construction sequence and installation timing as they apply to the site and the project proposed.
<i>Comments:</i>	
<input type="checkbox"/>	Provide design calculations of all temporary and permanent stormwater management and erosion and sediment control best management practices.
<i>Comments:</i>	

Soil Disturbance Phases

Provide the following information. Attach additional materials as required.

<input type="checkbox"/>	Provide tabulated sequence of construction.
<i>Comments:</i>	
<input type="checkbox"/>	Provide the construction schedule.
<i>Comments:</i>	
<input type="checkbox"/>	Provide the earth movement schedule.
<i>Comments:</i>	

Maintenance and Inspection Procedures

Provide the following information. Attach additional materials as required.

<input type="checkbox"/>	Provide the proposed schedule for the inspection and maintenance of all BMP's.
<i>Comments:</i>	
<input type="checkbox"/>	Provide the proposed routine BMP inspection forms.
<i>Comments:</i>	

The 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.

Alternately, the Conservation Commission or their Authorized Representative may waive all, or some, of the requirements for a Stormwater Management Plan Application if it determines that some, or all, of the application requirements are unnecessary because of the size or character of the development project or because of the natural conditions at the site.

The applicant shall make all requests for waivers in writing. The applicant must submit supporting technical information and documentation to demonstrate that, because of minimal environmental impact, some, or all, of the requirements are unnecessary. The Enforcing Agent's decision to grant or deny waiver shall be in writing and shall set forth the reasons for the grant or denial.