



## 5. Application Requirements

The application to the Northampton Department of Public Works (DPW) for a Stormwater Management Permit must include submission of the following:

- Completed and Signed Stormwater Management Permit Application
- Non-Refundable Permit Review and Inspection Fee (made out to *City of Northampton*)
- Stormwater Report as defined by the MA DEP 4/01/08 Stormwater Report Checklist
- Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan
- Three complete copies of the Stormwater Report and Erosion and Sedimentation Control Plan or SWPPP prepared by a professional engineer licensed by the Commonwealth of Massachusetts, and including the minimum documentation listed below (see the Northampton Stormwater Management Ordinance (Chapter 281) for more information):

### **Project Documentation:**

(Check circles below indicating that you have provided the following minimum information)

- Identify all operators for the project site and the portions over which each operator has control.
- All plans submitted have been prepared and stamped by a professional engineer licensed by the Commonwealth of Massachusetts
- The applicant has certified on the drawings that all clearing, grading, drainage, construction, and development shall be conducted in strict accordance with the plan
- Locus map
- The existing zoning, and land use at the site
- The proposed land use
- The location of existing and proposed easements
- The location of existing and proposed utilities
- The site's existing & proposed topography with contours at 2 foot intervals
- Soils investigation (by a Certified Soil Evaluator or Certified Professional Soil Scientist) including borings or test pits, to a depth greater than 4 ft. below estimated seasonal ground water for areas where construction of infiltration practices will occur.
- Estimated seasonal high groundwater elevation (November to April) in areas to be used for storm water retention, detention, or infiltration (by a Certified Soil Evaluator or Certified Professional Soil Scientist).
- A description & delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which storm water flows.
- A delineation of 100-year flood plains, if applicable.
- The existing and proposed vegetation and ground surfaces with runoff coefficient for each.
- A drainage area map showing pre and post construction watershed boundaries, drainage area, storm water flow paths, and receiving water.
- A description and drawings of all components of the proposed drainage system including:
  - 1) the structural details for all components of the proposed drainage systems and storm water management facilities (including size, inverts, and grade);
  - 2) all measures for the detention, retention or infiltration of water;
  - 3) all measures for the protection of water quality;
  - 4) notes on drawings specifying materials to be used, construction specifications, and typicals;
  - 5) the existing and proposed site hydrology with supporting drainage calculations (including the 1,2,10, and 100 year NRCS design storms);

- 6) proposed improvements including location of buildings or other structures, impervious surfaces, and drainage facilities, if applicable;
  - 7) location, cross sections, and profiles of all potentially impacted brooks, streams, drainage swales and their method of stabilization; and
  - 8) proposed ownership of drainage system structures.
- Estimate of the total area expected to be disturbed by excavation, grading or other construction activities.
  - A description and location of all measures (i.e., Best Management Practices) that will be implemented as part of the construction activity to control pollutants in storm water discharges. A description of when each control measure will be implemented in the construction schedule, which operator is responsible for the implementation of each control measure and a maintenance and inspection schedule for each control measure during construction.
  - A description of construction and waste materials expected to be stored on-site, and a description of controls to reduce pollutants from these materials including storage practices to minimize exposure of the materials to storm water, and spill prevention and response.
  - Timing, schedules, and sequence of development including clearing, stripping, rough grading, construction, final grading, and vegetative stabilization.

## 6. Application Submission, Review, and Approval Procedures

1. **Application Submittal**: The application to the Northampton DPW for a Stormwater Management Permit must be submitted prior to or concurrently with any land use permit application. Submission of an application should be made to the Northampton Department of Public Works, 125 Locust St., Northampton, MA 01060. For more information and copies of the Northampton Stormwater Ordinance visit the DPW web site at <http://www.northamptonma.gov/dpw/Stormwater/> or contact Doug McDonald at 413-587-1582 or [dmcDonald@northamptonma.gov](mailto:dmcDonald@northamptonma.gov)
2. **Administrative Review**: The Northampton DPW will have 7 days from the receipt of the application to review the application for administrative completeness. Incomplete applications will be disapproved and returned to the applicant based on the determination that they are administratively incomplete.
3. **Review**: If the application is found to be complete, the Northampton DPW will review the application and supporting documents based on the criteria set forth in the Northampton Stormwater Management Ordinance (Chapter 281) and will take final action within 21 days (including the 7 day administrative review period) of the receipt of a complete application unless such time is extended by agreement between the applicant and the DPW.
4. **Final Action**: The Northampton DPW's final action will be in writing and will be sent to the applicant and the appropriate City Department(s) and Board(s).