



City Of Attleboro Conservation Commission

GOVERNMENT CENTER, 77 PARK STREET
ATTLEBORO, MASSACHUSETTS 02703
(508) 223-2222 FAX 222-3046

GENERAL INSTRUCTIONS AND CHECKLIST FOR COMPLETING STORMWATER MANAGEMENT PERMIT (SMP) APPLICATION

FILING APPLICATION

The applicant shall file with the Conservation Commission **eleven (11) copies** of a completed application package for a stormwater management permit (hereafter, "SMP"). One of those copies must include the original signatures of the applicant and property owner. The applicant must certify that the application is complete. If a submitted application does not include all of the required information as listed in the plan checklists, the application will be deemed incomplete and will not be processed. The SMP application package may be submitted in two stages—an optional Concept Plan and the mandatory Final Plan. The Concept Plan is an optional application that enables the applicant to determine the feasibility of the site design concept before detailed engineering design is performed. Denial by the Commission of a Concept Plan shall not preclude the applicant from proceeding with a Final Plan, nor shall approval of a concept plan obligate the Commission to approve a Final Plan. An applicant may choose to skip the Concept Plan step at his/her own discretion and proceed directly with a Final Plan application. The following are the application filing requirements:

For the Concept Plan:

1. A completed current *SMP Application Form* (available from the Commission office or the City of Attleboro web site) with original signatures of all owners;
2. Stormwater Management Concept Plan and supporting information in accordance with the current "Checklist for Concept Stormwater Management Plan" as provided in Appendix A; and
3. Payment of the application fee, legal advertisement fee, and consultant services fee pursuant to §2(E) of the Stormwater Rules & Regulations;

For the Final Plan:

1. A completed current *SMP Application Form* (available from the Commission office or the City of Attleboro web site) with original signatures of all owners;
2. The Conservation Commission's *Certified List of Abutters* (the request form is available from the Conservation Commission office or the City of Attleboro web site). The list shall include the names and addresses of all abutters and shall be signed by an authorized representative of the Assessor's Office. Lists that are older than six months from the date of issuance are invalid and a new list must be applied for with the Assessor's. Written notification of the filing of a SMP shall be delivered by the applicant via Certified Mail, Priority Mail with Certificate of Mailing, or hand delivery to all abutters of the property subject to the application. When a SMP application is filed concurrently with a Conservation Commission application, the abutter notification shall be combined and shall utilize the more restrictive abutter notification radius. The abutters shall be

notified of both applications with one notification. The notice shall be made using the Conservation Commission's *Notification to Abutters* form (available from the Commission office or the City of Attleboro web site) and shall provide the time, place, and subject matter of the public hearing. Written notice shall be given to abutters not less than **five (5) business days** prior to the public hearing. Evidence of proper abutter notification shall be provided to the Conservation Commission prior to its opening of the public hearing;

3. Stormwater Management Final Plan and supporting information in accordance with the current "Checklist for Final Stormwater Management Plan" as provided in Appendix B;
4. Operation and Maintenance Plan;
5. Payment of the application fee, legal advertisement fee, and consultant services fee pursuant to §2(E) of the Stormwater Rules & Regulations;
6. Inspection and Maintenance Agreement; and
7. Erosion and Sediment Control Plan

Additional Information

The Conservation Commission reserves the right to require additional information during the course of the public hearing.

Public Hearing Schedule

After a SMP application is certified as complete by, the Conservation Commission will schedule a hearing within 90 days.



City of Attleboro CONSERVATION COMMISSION

GOVERNMENT CENTER, 77 PARK STREET
DEPARTMENT OF PLANNING & DEVELOPMENT
ATTLEBORO, MASSACHUSETTS 02703
(T) 508.223.2222 (F) 508.222.3046

Please check one:

- Concept Plan
- Final Plan

STORMWATER MANAGEMENT PERMIT APPLICATION

Pursuant to Chapter 19 of the Revised Ordinances of the City of Attleboro

(PRINT OR TYPE)

1. Name of Applicant: _____
 Address: _____
 Telephone Number: _____
 E-mail Address: _____

2. Name of Property Owner: _____
 Address: _____
 Telephone Number: _____

3. Name of Representative: _____
 Address: _____
 Telephone Number: _____

4. Project Street Location: _____
 Assessor's Plat(s) and Lots(s): _____

5. Deed/Property Recorded In: _____
 Registry Book and Page: _____

6. This application **does** / **does not** fall under the jurisdiction of the Conservation Commission under the Massachusetts WETLANDS PROTECTION ACT, MGL Ch.131 §40 or City of Attleboro's Chapter 18 LOCAL WETLANDS PROTECTION ORDINANCE.

7. This application **is** / **is not** filed simultaneously with a Notice of Intent under the Massachusetts WETLANDS PROTECTION ACT, MGL Ch.131 §40.
8. Briefly describe the proposed work, including at a minimum, the proposed project and stormwater measures (see checklist for specific requirements).
- _____
- _____
- _____
9. If any waivers are being requested, state the waiver, cite the (sub)section from which the waiver is being requested, describe the extent of the waiver, and clearly explain in detail the reason and need for the waiver.
- _____
- _____
- _____
- _____
10. Have you attached the completed **Concept Plan** / **Final Plan** checklist to this application form?
11. Have you included the \$100 (**Concept Plan**) / \$400 (**Final Plan**) filing fee for this project as required in §2(E)(2), FEES of these rules and regulations? (Make check payable to the City of Attleboro)
- Check Number: _____ Payor Name on Check: _____
12. If this is a **Final Plan** application, you must prepare an abutters list prior to filing this application and submit it to the City Assessor's Office for certification. This abutters list must be certified by the Assessor no more than six (6) months in advance of the submission of this application to the Conservation Commission. The certified abutters list must be included with this application. After the Conservation Commission schedules a public hearing for a **Final Plan** application, you must notify abutters as they appear on the list certified by the Assessor's Office not less than five (5) business days prior to the date of the public hearing. Notification must be made via certified mail, or Priority Mail with Certificate of Mailing from the Post Office, using the Attleboro Conservation Commission *Notification to Abutters* form. Certified mail receipts or Certificates of Mailing must be submitted to the Commission prior to the public hearing.

13. I hereby certify, under the pains and penalties of perjury, that the contents of this application and all supporting documents are true and complete.

Signature of Applicant:

Date:

14. By signing this application, the owner grants permission to the Conservation Commission and designated representatives to enter upon the premises of the site.

Signature of Applicant:

Date:

15. Pursuant of §9-31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, I attest that, to the best of my knowledge, I have paid any and all real estate taxes, excise taxes, or any other municipal charges.

Signature of Owner:

Date:

Please note that pursuant to §9.31 DELINQUENT TAXPAYERS of the REVISED ORDINANCES OF THE CITY OF ATTLEBORO, as amended, this application cannot be filed with the Office of the City Clerk or be processed by the Department of Planning and Development unless it is signed or initialed by the City Collector and the City Treasurer.

Debora Marcoccio, City Collector _____

Laura L. Gignac, City Treasurer _____

I hereby certify that the contents of this application and all supporting documents have been submitted for purposes of scheduling a public hearing.

Tara Martin, Conservation Agent _____

Date: _____

CHECKLIST FOR CONCEPT STORMWATER MANAGEMENT PLAN

PREPARATION AND REVIEW

The following shall be submitted to the Conservation Commission with every stormwater management Concept Plan application. Please check each box to indicate that you have included the information with your application, detailed where in the plans or reports the information can be found, and sign the statement on page C-3. The application will not be accepted by this department for processing unless: (a) the engineer signs and stamps the certification on page C-3 and (b) all portions of this checklist are filled out and accompany the application at the time of submittal.

- Applicant Information
- Name, legal address, and telephone number of project owner
- Common address and legal description of site
- Vicinity Map
- Existing zoning and land use at the site
- Proposed Land Use
- General Project Narrative
- Existing and proposed mapping and plans (scale not greater than 1"=100') which conceptually illustrate at a minimum:
 - Existing topography (2-foot contours recommended) (see sheet(s) # _____)
 - Perennial and intermittent streams (see sheet(s) # _____ or indicate N/A)
 - Mapping of predominant soils from USDA soil surveys (see sheet(s) # _____)
 - Boundaries of existing predominant vegetation and proposed limits of clearing (see sheet(s) # _____)
 - Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and setbacks (e.g., buffers, water supply wells, septic systems) (see sheet(s) # _____ or indicate N/A)
 - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages (see sheet(s) # _____ or indicate N/A)
 - Location of existing and proposed roads, buildings, and other structures (see sheet(s) # _____)
 - Existing and proposed utilities (e.g., water, sewer, gas, electric) and easements (see sheet(s) # _____)
 - Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains (see sheet(s) # _____)
 - Existing and proposed catchment areas and drainage flow paths (see sheet(s) # _____)
 - Preliminary location and dimensions of channel modifications, such as bridge or culvert crossings (see sheet(s) # _____ or indicate N/A)

- Preliminary location, size, and limits of disturbance of proposed stormwater treatment practices (type of practice, depth, area) **(see sheet(s) # _____)**
- Site Design Features that document the following:
 - Mapped steep slopes greater than 15% and forest stands exceeding 10,000 square feet in area **(see sheet(s) # _____ or indicate N/A)**
 - Delineated building envelopes that avoid steep slopes, forest stands and floodplains, and provide applicable buffers from wetland resource areas **(see sheet(s) # _____)**
 - Identification of natural open space provided on-site, and calculation of percent natural open space provided **(see sheet(s) # _____)**
 - Methods used to minimize impervious area and calculated total percent impervious onsite (refer to the latest edition of the MASWMS for more information on available methods) **(see page(s) # _____ of narrative or stormwater report)**
 - Methods used to disconnect impervious surfaces and calculated percent of “effective” impervious area (refer to the latest edition of the MASWMS for more information on available methods) **(see page(s) # _____ of narrative or stormwater report)**
- Preliminary selection and rationale for structural stormwater management practices **(see page(s) # _____ of narrative or stormwater report)**
- Preliminary sizing calculations for proposed stormwater treatment practices, including contributing drainage areas and storage **(see page(s) # _____ of narrative or stormwater report)**
- Preliminary landscaping narrative or stormwater report for stormwater treatment practices and any site reforestation or revegetation **(see page(s) # _____ of narrative or stormwater report)**
- Preliminary erosion and sediment control narrative or stormwater report that at a minimum meets the requirements outlined in these Regulations and the Massachusetts Stormwater Standard #8 **(see page(s) # _____ of narrative or stormwater report)**
- Identification of all anticipated applicable local, state and federal permits **(see page(s) # _____ of narrative or stormwater report)**
- Identification of all anticipated legal agreements (e.g., off-site easements, covenants, land trusts) **(see page(s) # _____ of narrative or stormwater report)**

I attest, as the project engineer, that to the best of my knowledge, all items required above are included as part of this stormwater management Concept Plan application filing.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company: _____

Telephone #: _____

E-Mail Address: _____

STAMP:

CHECKLIST FOR FINAL STORMWATER MANAGEMENT PLAN

PREPARATION AND REVIEW

The following shall be submitted to the Conservation Commission with every stormwater management Final Plan application. Please check each box to indicate that you have included the information with your application, detailed where in the plans or reports the information can be found, and sign the statement on page D-4. The application will not be accepted by this department for processing unless: (a) the engineer signs and stamps the certification on page D-4 and (b) all portions of this checklist are filled out and accompany the application at the time of submittal.

- Applicant Information
- Name, legal address, and telephone number of project owner
- Common address and legal description of site
- Signature and stamp of licensed engineer/surveyor and design/owner certification
- Vicinity Map
- Abutter Notification
- Existing zoning and land use at the site
- Proposed Land Use
- Detailed Project Narrative
- Existing and proposed mapping and plans (recommended scale of 1"=40' or greater detail) which define at a minimum:
 - Existing and proposed topography (minimum of 2-foot contour interval) (**see sheet(s) # _____**)
 - Existing and proposed watershed delineations (**see sheet(s) # _____**)
 - Perennial and intermittent streams (**see sheet(s) # _____ or indicate N/A**)
 - Mapping of predominant soils from USDA soil surveys as well as location of site-specific borings and/or test pits (**see sheet(s) # _____**)
 - Boundaries of existing predominant vegetation and proposed limits of clearing (**see sheet(s) # _____**)
 - Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks) (**see sheet(s) # _____**)
 - Location of existing and proposed roads, buildings, and other structures (**see sheet(s) # _____**)
 - Location of existing and proposed utilities (e.g., water, sewer, gas, electric) and easements (**see sheet(s) # _____**)
 - Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains (**see sheet(s) # _____**)
 - Drainage flow paths (**see sheet(s) # _____**)

- Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages **(see sheet(s) # _____ or indicate N/A)**
- Location and dimensions of proposed channel modifications, such as bridge or culvert crossings **(see sheet(s) # _____ or indicate N/A)**
- Soils information from test pits or borings at the location of proposed stormwater management facilities, including but not limited to soil descriptions, depth to seasonal high groundwater, depth to bedrock, and estimated hydraulic conductivity. Soils information will be based on site test pits or borings logged by a Massachusetts certified Soil Evaluator, or a Massachusetts Licensed Professional Engineer **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**
- Site Design Features that document the following:
 - Mapped steep slopes greater than 15% and forest stands exceeding 10,000 square feet in area **(see sheet(s) # _____ or indicate N/A)**
 - Delineated building envelopes that avoid steep slopes, forest stands and floodplains, and provide applicable buffers from wetland resource areas **(see sheet(s) # _____ or indicate N/A)**
 - Identification of natural open space provided on-site and calculation of percent natural open space provided **(see sheet(s) # _____)**
 - Methods used to minimize impervious area and calculated total percent impervious onsite (refer to the latest edition of the MASWMS for more information on available methods) **(see page(s) # _____ of narrative)**
 - Methods used to disconnect impervious surfaces and calculated percent of “effective” impervious area (refer to the latest edition of the MASWMS for more information on available methods) **(see page(s) # _____ of narrative)**
- Representative cross-section and profile drawings, notes and details of structural stormwater management practices and conveyances (i.e., storm drains, open channels, swales, etc.), which include:
 - Locations, cross sections, and profiles of all streams and drainage swales and their method of stabilization **(see sheet(s) # _____)**
 - Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.) **(see sheet(s) # _____)**
 - Design water surface elevations **(see sheet(s) # _____)**
 - Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc. **(see sheet(s) # _____)**
 - Logs of borings and/or test pit investigations along with supporting geotechnical report **(see page(s) # _____ of narrative or stormwater report)**
- Hydrologic and hydraulic analysis for all structural components of stormwater system (e.g., storm drains, open channels, swales, stormwater management practices, etc.) for applicable design storms, including:

- Existing condition analysis for watershed boundaries, curve numbers, time of concentrations, runoff rates, volumes, velocities, and water surface elevations showing methodologies used and supporting calculations **(see page(s) # _____ of narrative or stormwater report)**
- Proposed condition analysis for watershed boundaries, curve numbers, time of concentrations, runoff rates, volumes, velocities, water surface elevations, and routing showing the methodologies used and supporting calculations **(see page(s) # _____ of narrative or stormwater report)**
- Final sizing calculations for structural stormwater management practices including, contributing drainage area, storage, and outlet configuration **(see page(s) # _____ of narrative or stormwater report)**
- Stage–discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g., detention, retention or infiltration facilities) **(see page(s) # _____ of narrative or stormwater report)**
- Dam breach analysis, where necessary, for earthen embankments over eight (8ⁿ) feet in height and less than 2,000 feet upstream of a road crossing or structure **(see page(s) # _____ of narrative or stormwater report or indicate N/A)**
- Final landscaping plans for structural stormwater management practices and any site reforestation or revegetation, including:
 - Location of woody and herbaceous vegetative stabilization **(see sheet(s) # _____)**
 - Species, size, planting methods, and maintenance requirements of proposed landscaping **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**
- Structural calculations, where necessary **(see page(s) # _____ of narrative or stormwater report or indicate N/A)**
- Applicable construction specifications **(see sheet(s) # _____)**
- Erosion and sediment control plan that at a minimum meets the requirements of these Regulations and the Massachusetts Stormwater Policy Standard #8 **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**
- Sequence of construction **(see sheet(s) # _____ and/or page(s) # _____ of narrative or stormwater report)**
- Maintenance plan, which will include:
 - Name, address, and phone number of responsible parties for maintenance **(see page(s) # _____)**
 - Description of annual maintenance tasks **(see page(s) # _____)**
 - Description of applicable easements **(see page(s) # _____)**
 - Description of funding source **(see page(s) # _____)**
 - Minimum vegetative cover requirements **(see page(s) # _____)**
 - Access and safety issues **(see page(s) # _____)**

- Identification of all anticipated applicable local, state and federal permits (see page(s) # _____ of narrative or stormwater report)
- Identification of all necessary legal agreements (e.g., off-site easements, covenants, land trusts) (see page(s) # _____ of narrative or stormwater report)

I attest, as the project engineer, that to the best of my knowledge, all items required above are included as part of this stormwater management Final Plan application filing.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company: _____

Telephone #: _____

E-Mail Address: _____

STAMP:

Median Pollutant Removal for Approved Practices to Meet Water Quality Treatment Criteria

Best Management Practice	Median Pollutant Removal (%) ¹	
	TSS ²	TP
Constructed Wetlands	80	50
Extended Dry Detention Basins	50	20
Wet Retention Basins	80	50
Water Quality Swales	70	55
Sand Filters/Organic Filters	80	30
Bioretention/Rain Gardens	90	60
Infiltration Basins	80	65
Infiltration Trenches	80	55

¹ Derived from the 2008 Massachusetts Stormwater Management Standards (MASWMS) Update

² TSS removal rates assume practice is designed according to the latest version of the MASWMS and with an appropriate and effective pretreatment system.

CERTIFIED LIST OF ABUTTERS

ATTLEBORO CONSERVATION COMMISSION

City Assessor, or designee's, initials: _____ Date: _____

Type of Application: ___ **Filing under Ma. Wetlands Protection Act/Stormwater Management Ordinance**
(check all that apply) (notify all properties within 100 feet of property line**)
 ___ **Filing under City of Attleboro Wetland Protection Ordinance**
 (notify all direct abutters and abutters to them within 300 feet of property line**)

Name of Applicant: _____

Phone Number: _____

Property Owner: _____

Property Owner Signature: _____

Property Address: _____

Assessor's Plat/Map: _____ Lot(s): _____

PLEASE PRINT OR WRITE NEATLY PLAT NUMBER AND LOT NUMBER IN EACH BOX (use additional sheet if necessary)

****Including abutters located directly opposite on any public or private street or way, in another municipality or across a body of water.**

NOTIFICATION TO ABUTTERS

UNDER THE CITY OF ATTLEBORO STORMWATER MANAGEMENT ORDINANCE

In accordance with Section 2 of the City of Attleboro Stormwater Management Ordinance, you are hereby notified that the Attleboro Conservation Commission will hold a public hearing relative to the following. The applicant has filed a Stormwater Management Permit application with the Attleboro Conservation Commission seeking permission to do activities that will result in an increased amount of stormwater runoff, pollutants flowing from a parcel of land, alteration to the drainage characteristics of a parcel of land, and/or create flows that enter municipally owned storm drain system. Application materials and plans are on file with the Department of Planning and Development, Government Center, 77 Park Street, Attleboro, Massachusetts 02703 and are available for public review between the hours of 8:30 a.m. to 4:30 p.m. during regular business days.

- A. The name of the applicant is: _____
- B. This application is being filed under (check all that apply):
 ___ The City of Attleboro Stormwater Management Ordinance
 ___ Application is being filed concurrently under the Massachusetts Wetlands Protection Act and the Local Wetlands Protection Ordinance
 (See attached wetlands protection abutter notification)
- C. The address/location of the site where the activity is proposed is: _____

- D. Description of the proposed work: _____

- E. Copies of the Notice of Intent may be obtained from either (check one) the applicant ___ or the applicant's representative ___, by calling this telephone number: () _____ between the hours of ___ and ___ on the following days of the week: _____
- F. Information regarding the date, time, and place of the public hearing may be obtained from the Attleboro Conservation Commission by calling (508) 223-2222 between the hours of 8:30 a.m. and 4:30 p.m. during regular business days.

Notice of the public hearing, including its date, time, and place, will be published at least five (5) days in advance in the Sun Chronicle newspaper.

Notice of the public hearing, including its date, time, and place, will be posted with the City Clerk's Office at Attleboro City Hall at least forty-eight (48) hours in advance.

You may also contact the Attleboro Conservation Commission at (508) 223-2222 x3145 for more information about this application.