



MANCHESTER-BY-THE-SEA

Charles J. Dam P.E.
DPW Director
10 Central Street
Manchester-by-the-Sea, MA 01944

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APPLICATION FOR A STORMWATER MANAGEMENT PERMIT

This application must be completed, signed, and submitted by the Applicant or their representative in accordance with the Department of Public Work's jurisdiction as the Stormwater Authority. Permit approval is required prior to any land disturbance. Submitted applications are deemed approved after 30 days unless notified otherwise.

Applicant Information

Applicant Name:

Applicant Phone:

Email Address:

Mailing Address:

Owner Information

Owner Name:

Owner Phone:

Email Address:

Mailing Address:

*If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.

Project Location

Street Address:

Assessors Map/Block #:

Parcel Lot(s) #:

Registry of Deeds Book:

Page:

Zoning District(s):

Total Property Land Area:

Total Land Disturbance Proposed:

Brief Project Description:

Project Timeline:

Receiving Waters:

Describe the Overall Site and Adjacent Properties:

Describe Types of Soil Disturbing Activities & Erosion Controls:

Reason for Stormwater Management Permit

The Stormwater Management Permit is being applied for work that involves either:

- ☐ Administrative Land Disturbance Review (Project disturbing 20,000 square feet to 1 acre of land, and/or grade changes over (2) feet);
- ☐ Administrative Land Disturbance Review (Project disturbing 1 acre or more of land);
- ☐ Disturbance of any amount of land where the proposed use is land use of higher potential pollutant load pursuant to Massachusetts Stormwater Management Standards; or
- ☐ Disturbance of any amount of land which has caused or can reasonably be expected to cause or contribute to a violation of State Water Quality Standards or as deemed necessary by the Stormwater Authority upon review.

Application Package Checklist

The site owner or their agent shall file a completed application package for a Stormwater Management Permit (SMP) as follows:

- ☐ One (1) copy to the Town Clerk with the filing fee made payable to the Town of Manchester-by-the-Sea (See DPW regulations for Fee Schedule);
- ☐ Two (2) additional copies to the DPW, and one (1) copy EACH to the Planning Board, Conservation Commission, and Board of Health (by delivery with the above copy to the Town Clerk); and
- ☐ A PDF version of the application package including all plans, elevations and applicable reports/studies sent via email (to dpw@manchester.ma.us) or thumb drive with the delivery of the application package.

Each of the application package copies shall include the following:

- ☐ 1 Completed application with all owner signatures
- ☐ 1 Letter providing owner(s) authorization (if owner is not the applicant)

- ☐ 1 copy of stormwater management system operation & maintenance plan
- ☐ 1 list of abutters, certified by the Assessor's Office
- ☐ 1 Surety bond, if applicable
- ☐ 1 List of waivers and explanation, if applicable
- ☐ 1 Stormwater Management Plan (Stormwater Report, Erosion and Sediment Control Plan, Operation and Maintenance Plan, Cost Estimate and Timeline)
- ☐ 1 Site Development Drawings; Depicting the proposed improvements, existing and proposed grades, erosion control measures, stamped by a Registered Professional Engineer.

Signatures

The undersigned certifies under the penalties of perjury that the foregoing Stormwater Management Permit applications and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. The undersigned acknowledges that any land clearing, construction, or development involving the movement of earth must be done in accordance with the Town of Manchester-by-the-Sea's bylaws and regulations as approved by the DPW. Further, the applicant and property owner certify they make this application and agree to all applicable laws of this jurisdiction and allow the Town of Manchester-by-the-Sea to inspect the project for conformance to the Town's regulations & laws.

Signature of applicant: _____ Date: _____

Signature of property owner: _____ Date: _____

Signature of representative: _____ Date: _____

Applicable Fee: \$250 Application Fee; An additional 3rd party review and/or inspection to be paid by Applicant may be required prior to issuance of this Permit as required by the Director of Public Works at amount to be determined.

For Town Use Only

Date of Submission: _____

Date of Completed Application: _____

Date Comments Due (30 days from Completed Application Date): _____

Application Approved:

☐ Yes (Amount Approved _____)

☐ No (Reason _____)

Approved By: _____ Date: _____