



APPLICATION AND INSTRUCTIONS

STORMWATER MANAGEMENT PERMITS

Please review this document and the Easthampton General City Ordinances, Chapter 12, Article VII, Sections 76-82 prior to submitting your application.

All applications must be accompanied by the information as described on the following pages and in the City Ordinances.

All applications for permits or waivers must have a time-stamp by the City Clerk showing the date submitted or the application will not be considered complete/submitted.

For more information or clarification on the stormwater ordinance or the application procedures, please contact the City Planning Department at 413.529.1405 or planner@easthampton.org.

AUTHORITY

The Easthampton Planning Board will be the adjudicating authority for a stormwater permit or waiver when a project requires a special permit, site plan approval, or definitive subdivision approval before the Planning Board. The application for a stormwater management permit shall be incorporated and included as a part of the larger application to the Planning Board for permit approvals. Approvals/denials will be issued with and become a part of the approved zoning and/or subdivision permits.

When a project requires review or permitting from the Conservation Commission, regardless of the need for a project to appear in front of the Planning Board, the Conservation Commission will be the adjudicating authority for stormwater permits and waivers. In the case of a Notice of Intent (NOI) to the Conservation Commission, the application for a stormwater management permit shall be incorporated and included with the NOI. Submission of the Stormwater Report and Plan under the NOI will meet the requirements of the stormwater management permit application, provided that it contains all required information under the relevant sections of the City Ordinances and this application.

For any project, regardless of the need to obtain a stormwater permit, the City Engineer may review and order erosion and sediment controls with any size of disturbance that results in the visible discharge of sediment causing off-site stormwater impacts.

APPLICABILITY

For any proposed development project listed below, no person may initiate construction, any land clearing and grubbing, land grading, earth moving, or other development activities without approval or waiver of the requirement for a stormwater management permit by the applicable authorized permitting agency. Additionally, these projects shall be required to submit drainage reports, plans, construction drawings, specifications, and as-constructed information as required in the City Ordinances Ch.12, Art.7, §§76-82.

- Construction activities and subdivisions disturbing greater than or equal to one (1) acre;
- Multifamily residential developments involving four (4) or more units;
- Any new commercial, industrial, and institutional structures under the same ownership, with at least 5,000 square feet of gross floor area, 10,000 square feet of impervious surface, or that require 10 or more parking spaces;

- Redevelopment or additions to existing commercial, industrial, and institutional uses which result in an additional impervious surface area or gross floor area of greater than 5,000 square feet, or which results in an increase of 10 or more parking spaces;
- Development or redevelopment involving multiple separate activities in discontinuous locations or on different schedules if the activities are part of a larger common plan of development that together disturbs one (1) or more acres.

Construction activities that are not part of a larger common plan and that result in the disturbance of less than one (1) acre of land, but more than 10,000 square feet, must minimize impervious area; disconnect impervious area runoff from the public storm drainage system, wetlands, waterways, and adjacent off-site impervious areas; or otherwise treat, infiltrate, or retain stormwater run-off by implementing stormwater management measures designed in accordance with the City Ordinances Ch.12, Art.7, §§76-82 and the *Massachusetts Stormwater Handbook*. The applicant shall submit evidence to the Building Inspector that the requirements of this paragraph and the City Ordinances Ch.12, Art.7, §79(h), §80(c), and §81(b) have been met prior to issuance of a building permit.

For a complete list of exemptions to the Stormwater Management Permit see the City Ordinances Ch.12, Art.7, §78(d).

APPLICATION AND PROCEDURES

Submit eight copies of the stormwater management application and eight copies of all the information required by the City Ordinances Ch.12, Art.7, §79 to the Planning Department (along with any other required documents required by other zoning/subdivision applications if applicable).

Approvals will be granted when the Stormwater Management Plan is consistent with the purposes and objectives of the City Ordinances Ch.12, Art.7, §76; and meets the performance standards and design requirements described in the City Ordinances Ch.12, Art.7, §81.

The applicable authorized permitting agency must take final action on a complete application with 45 days of the application submission or a constructive grant will be given upon certification by the City Clerk that the allowed time has passed without action.

APPLICATION INFORMATION

Each application/petition shall consist of one digital copy and one time-stamped hard-copy of all the required materials as described in this document and the City Ordinances Ch.12, Art.7, §§76-82. If a digital version is not submitted then eight (8) hard-copies of the application and all other required material must be submitted.

FEE SCHEDULE:

Construction Projects of one (1) acre or greater:	\$300.00
Construction Projects of less than one (1) acre:	\$100.00

* Fees do not include the costs of legal notification and advertising if a public hearing is required.

* Additional fees may be required for the review or modification of an existing approved permit.

Completed applications are to be time-stamped by the City Clerk and then filed with the office of the City Planner, 50 Payson Avenue and shall be accompanied by a check, payable to *the City of Easthampton*.

APPLICATION FOR STORMWATER PERMIT OR WAIVER

APPLICANT

DATE: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant Is: Owner Owner Agent Prospective Owner/Tenant
 Other _____

PROPERTY

Address: _____

Zoning District: _____ Lot Size: _____

Special Overlay District: Aquifer Protection District Smart Growth Zoning Overlay District
 Floodplain & Manhan River Protection Zoning District

PROPERTY OWNER (if different from Applicant):

Name: _____

Address: _____

Phone: _____ Email: _____

APPLICATION CHECKLIST

- Stormwater Management Plan (see City Ordinances Ch.12, Art.7, §80)
- Supporting computations, drawings, and sufficient information describing the manner, location, and type of measures in which stormwater runoff and erosion will be managed for the entire development during and after construction.
- Ongoing operations, maintenance, and inspection agreements
- Nonrefundable permit fee

I hereby request a hearing before the applicable authorized permitting agency with reference to the above noted application. I further attest that all information provided as part of this application and at the hearing is truthful and accurate.

Signature of Applicant: _____ **Date:** _____

If Applicant is not the property owner of record, then signature of owner is required below.

Signature of Owner: _____ **Date:** _____

Note: If the Applicant is unable to attend the hearing to explain the application, or is authorizing a representative (legal or otherwise) to speak on their behalf, the **Authorization to Represent Applicant** form must be completed and presented prior to the start of the hearing and will become part of the public record.

<i>For Official Use Only:</i>	<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Denied
Comments: _____			

Signature of adjudicating body: _____		Date: _____	

AUTHORIZATION TO REPRESENT APPLICANT

If you are unable to attend the hearing to explain your application, or are authorizing a representative (legal or otherwise) to speak on your behalf, the following statement regarding representation must be presented prior to the start of the hearing and will become a part of the official record:

Date: _____

I/we, _____,

authorize _____

to represent my/our interests in the application for a stormwater permit or waiver being heard for the property located at _____, Easthampton, MA.

I/we hereby acknowledge that a decision rendered by the applicable authorized permitting agency based on information given by my/our representative will be considered final, unless appealed in Superior Court in accordance with MGL Chapter 249, Section 4.

Printed name(s) of Applicants

Signature(s) of Applicant(s)

Date

As the designated representative, I acknowledge that the decision (and any conditions) made by the applicable authorized permitting agency based upon my presentation is binding upon the applicant.

Signature of Representative

Date