



WEST NEWBURY

TOWN OF WEST NEWBURY PLANNING BOARD STORMWATER MANAGEMENT REGULATIONS

Appendix A & B
Under Review

**Adopted by the West Newbury Planning Board
On December 21, 2021**

**TOWN OF WEST NEWBURY APPLICATION FOR
STORMWATER MANAGEMENT PERMIT**

Town of West Newbury Bylaw Section XLI

A. GENERAL INFORMATION

1. Applicant _____
 Address _____ Town _____
 State _____ Zip _____
 Phone # _____ Email _____
2. Owner _____
 Address _____ Town _____
 State _____ Zip _____
 Phone # _____ Email _____
3. Representative (if any) _____ Firm _____
 Address _____ Town _____ State _____
 Zip _____
 Phone # _____ Email _____

B. PROJECT SITE INFORMATION

Address _____ Assessors Map # _____ Lot # _____

Total Area of Lot _____ Total Area of Disturbance _____
 (Acres/Square Feet) (Acres/Square Feet)

Registry of Deeds Recording Information Book _____ Page _____

Registry of Deeds Plan Book and Plan Plan Book _____ Plan _____

Registered Land Court Certificate # _____

Brief Project Description _____

Stormwater Permit Application: _____

Appendix A - 1 of 7

Date of Submission to Planning Office: _____
 Project Address
 To be filled in by Town

<p align="center">TOWN OF WEST NEWBURY APPLICATION FOR STORMWATER MANAGEMENT PERMIT</p>
--

Town of West Newbury Bylaw Section XLI

C. FEES

The application fee shall be submitted to the Planning Board. See Section 6.E. of the Planning Board's Stormwater Management Regulations for the fee structure. The application package will not be deemed complete until the application fee is submitted.

Applicants must submit the following information to confirm fee payment:

Payer name on check _____

Check made out to Town of West Newbury.

Check number _____ Check Amount _____ Check date _____

**TOWN OF WEST NEWBURY APPLICATION FOR
STORMWATER MANAGEMENT PERMIT**

Town of West Newbury Bylaw Section XLI

D. SIGNATURES

I hereby certify under the penalties of perjury that the foregoing Stormwater Management Permit application and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

Applicant Name _____ Date _____

Signature of Applicant

Owner Name _____ Date _____

Signature of Owner (required)

Representative Name _____ Date _____

Signature of Representative (if any)

**TOWN OF WEST NEWBURY APPLICATION FOR
STORMWATER MANAGEMENT PERMIT**

Town of West Newbury Bylaw Section XLI

E. CONSULTANT FEE ACKNOWLEDGEMENT

This form is to be completed and signed by all applicants filing a Stormwater Management Permit Application with the Planning Board.

I hereby acknowledge that this project application may be subject to engineering and consultant review fees as outlined in Section 6.F. of the Stormwater Management Regulations. These engineering and consultant review fees are in addition to any filing fees paid as part of the project application. The amount of these fees shall be, based upon the time expended by the Planning Board's consultant in the review of the application and supporting plans and documents.

Applicant Name _____ Date _____

Signature of Applicant

Project Address _____

Assessors Map # _____ Lot # _____

Stormwater Permit Application: _____

Appendix A - 4 of 7

Date of Submission to Planning Office: _____
Project Address
To be filled in by Town

**TOWN OF WEST NEWBURY APPLICATION FOR
STORMWATER MANAGEMENT PERMIT**

Town of West Newbury Bylaw Section XLI

F. SITE INSPECTION AUTHORIZATION

As the owner of the property which is the subject of this permit application and listed below, I grant the members and agents of the Planning Board the right to enter, inspect, and sample the premises for the following:

- A. To evaluate site conditions and verify information contained in the application prior to and during the review process.
- B. To monitor the site during construction.
- C. To verify compliance with the permit conditions after the project's completion.

Property Owner Name _____

Date _____

Signature of Property Owner _____

Address _____

Assessors Map # _____

Lot # _____

Stormwater Permit Application: _____

Appendix A - 5 of 7

Project Address

Date of Submission to Planning Office: _____ To be filled in by Town

**TOWN OF WEST NEWBURY APPLICATION FOR
STORMWATER MANAGEMENT PERMIT**

Town of West Newbury Bylaw Section XLI

G. LEGAL NOTICE FORM

Please fill in the following information for the Legal Notice and submit it with the application. Upon receiving a Determination of Completeness from the Planning Board or its Agent pursuant to Section 6.D. of the Stormwater Management Regulations, please publish, post and mail the notice pursuant to Section 6.I of the Stormwater Management Regulations.

**Legal Notice
West Newbury Planning Board**

Pursuant to Section XLI of the Town of West Newbury Bylaws *Stormwater Management* and the *Stormwater Management Regulations*, the West Newbury Planning Board will hold a public hearing on Date to be filled in by Town beginning at 7:00 PM to consider an application for a Stormwater Management Permit to _____.

Brief Description _____.

The property is located at _____ Project Address _____, West Newbury, Assessors' Map _____, Lot _____ and is in the _____ Zoning District(s). Applicant: _____ Applicant, Applicant Address, Applicant State _____ / Owner: Owner Name, Owner Address, Owner State _____. The application and plans can be viewed online here: To be filled in by Town or please contact the Planning Office at 978-363-1100 x125 or izambenardi@wnewbury.org to view the plans in person. Interested persons may participate in the meeting by joining from computer, tablet or smartphone using ZOOM: To be filled in by Town OR by calling: To be filled in by Town. Enter Meeting ID: To be filled in by Town, Passcode: To be filled in by Town.

**TOWN OF WEST NEWBURY APPLICATION FOR
STORMWATER MANAGEMENT PERMIT**

Town of West Newbury Bylaw Section XLI

H. CHECKLIST

1. One (1) completed Application Form with original signatures of all property owners, and eleven (11) copies _____
2. List of abutters within 300 feet of the property, certified by the Town of West Newbury Assessors Office _____
3. Eleven (11) copies each:
 - (a) Stormwater Management Plan _____
 - (b) Erosion and Sediment Control Plan _____
 - (c) Operation and Maintenance Plan _____
4. An Electronic File containing all application documents and plans in PDF _____
5. Application Fee _____
6. One (1) copy each of the Application Form and the list of abutters filed with the Town Clerk, including proof of filing with the Town Clerk _____

I. Determination of Completeness

Date*

I, have determined that the application is adequate and complete. Planning Board or its Agent

Signature of Planning Board or Planning Board Agent

- * The Planning Board shall hold a public hearing within twenty-one (21) days of the date of receiving a Determination of Completeness (see Sections 6.D. and 6.I. of the Planning Board's Stormwater Management Regulations)

Stormwater Permit Application: _____

Appendix A - 7 of 7

Project Address

Date of Submission to Planning Office: _____
To be filled in by Town

APPENDIX B

MODEL CONDITIONS FOR STORMWATER MANAGEMENT PERMITS¹

Failure to comply with all conditions stated herein shall be deemed cause to revoke or modify this Permit.

1. This Permit does not relieve the permittee or any other person of the necessity of complying with all other applicable federal, state, or local statutes, ordinances, by-laws, or regulations.
2. Prior to commencement of any work on-site, this Stormwater Management Permit and approved plan, and the Operations and Maintenance Plan shall be recorded at the Southern Essex District Registry of Deeds, and evidence of recording of both shall be provided to the Planning Board and the Department of Public Works (DPW).
3. Copies of the Registry recorded Stormwater Management Permit and approved plan, and the Erosion and Sedimentation Control Plan shall be kept on-site at all times during construction. All contractors and subcontractors engaged during construction shall be provided with copies of the aforementioned documents and plans before commencing work.
4. Prior to the Pre-construction Meeting and/or commencement of any activity on this site, the Applicant shall provide the following payments to the Town:
 - a. Project Review Fee for Inspection Services pursuant to Section 6.F. of the Stormwater Management Regulations.
 - b. Surety in an amount and form satisfactory to the Planning Board, pursuant to Section 11 of the Stormwater Management Regulations, providing for the completion of the work authorized under this Permit in accordance with this Stormwater Management Permit and approved plans, the Stormwater Management Bylaw, and the Stormwater Management Regulations.
5. The Applicant shall provide the Planning Board or its Agent a minimum of two (2) business days' notice, in writing, before starting any work authorized or required by this Stormwater Management Permit.
6. A pre-construction meeting must be held with the Planning Board's Agent, the Applicant, and the person and/or contractor engaged to install the stormwater management system. This requirement may be waived for owner-occupied single-family dwelling development. This is to ensure that all aspects of the Permit are fully understood, particularly the necessity to install the system in accordance with the approved design details.
7. The Applicant shall provide, at its own expense, on-site construction supervisor(s), and shall provide the Planning Board with a contact list and 24-hour phone numbers(s) and email address(es) of the on-site construction supervisor(s) whose responsibility shall be to ensure compliance with the conditions of this Stormwater Management Permit. The Planning Board shall be notified should the contact information of the construction supervisor(s) change at any point during this project.

¹ This document is provided for illustrative purposes only and may be modified and supplemented by the Planning Board during review of the Stormwater Management Permit Application.

8. The Contractor shall clean up at least daily, all refuse, rubbish, concrete washout from trucks, scrap and surplus materials, debris, and unneeded construction equipment resulting from the construction operations. The site of the work and the adjacent areas shall be kept in a neat and orderly condition. Sediments that might be deposited on streets adjacent to the site shall be swept up daily.
9. Any fill used in connection with this project shall be clean fill, containing no trash, refuse, rubbish or debris, including but not limited to lumber, bricks, plaster, wire, lath, paper, cardboard, pipe, tires, ashes, refrigerators, motor vehicles or parts of any of the foregoing.
10. All loam to be used in the landscaped areas of the site shall be from sources certified to be free from weed seeds, especially those of invasive species.
11. The Applicant shall immediately control any erosion problems that occur on-site and shall notify the Planning Board of said problems. If any erosion problems occur it may become necessary to install additional erosion and sedimentation controls in association with this project.
12. Following completion of work, the Applicant shall submit a Final Report pursuant to Section 12 of the Stormwater Management Regulations. The submission shall include a statement that the stormwater management system has been satisfactorily installed and the site has been adequately stabilized, and a request for a Certificate of Completion pursuant to Section 13 of the Stormwater Management Regulations.
13. Concurrently with the Final Report, the Applicant shall submit surety to ensure adequate long-term operation and maintenance of the stormwater BMPs in an amount and form satisfactory to the Planning Board pursuant to Section 9.B.6. of the Stormwater Management Regulations
14. After completion of construction, fertilizers utilized for landscaping and/or lawn care shall be organic in nature and of the low phosphorus content variety. Fertilizers shall be used in moderation. The use of fertilizers containing ammonium nitrate or ammonium phosphate is prohibited.
15. In the event that the owner(s) and successors in title alter areas in violation of this Stormwater Management Permit, the Town shall have no responsibility to maintain the drainage system and shall not be liable for any damages in the event of failure. By acceptance of this Stormwater Management Permit, the owner(s) and successors in title indemnify and hold harmless the Town for any damages attributable to said alterations.
16. Issuance of this Permit does not in any way imply or certify that the site or downstream areas will not be subject to flooding, storm damage, or any other form of water damage.