

# TOWN OF IPSWICH, MA DEPARTMENT OF PUBLIC WORKS

## GENERAL INSTRUCTIONS CONNECTION AND DISCHARGE PERMIT (CDP) APPLICATION

### Filing Application:

The applicant shall file with the Department of Public Works (DPW) an original and three (3) copies of a completed application package for a Connection and Discharge Permit (CDP). One must include the original signatures of the applicant and property owner. While the applicant can be a representative for the property owner, the permittee must be the 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 following are the application filing requirements:

- a) A completed current *CDP Application Form* (available from the DPW office or the Town of Ipswich web site) with original signatures of all owners;
- b) Narrative description of the non-stormwater connection and discharge, including a discussion of alternatives to connecting and discharging to the Municipal Separate Storm Sewer System (the Storm Drain System) (MS4), and measures taken to limit the potential for discharging pollutants to the MS4 via the proposed connection. An in-depth evaluation by a Massachusetts Licensed Professional Engineer of alternatives to connecting to the MS4 may be required at the discretion of the DPW;
- c) If the discharge is permitted through the National Pollutant Discharge Elimination System (NPDES) program, a copy of the NPDES permit shall be included;
- d) Sketch Plan of location and type of connection to the MS4 in accordance with the current *Checklist for Sketch Plan for Connection and Discharge Permit*;
- e) Payment of the application fees;
  - To apply for a CDP, a non-refundable application fee of \$100 for each connection and discharge from one- and two-family residential buildings or sites and \$200 for each connection and discharge from any other building or site shall be due and payable to the Town of Ipswich at the time an application is filed.
- f) *Inspection and Maintenance Agreement*; and
- g) *Pollution Prevention Plan*, for non-residential properties only, and only when required by DPW. Once an Application is reviewed for completeness, the DPW will notify the applicant if a *Pollution Prevention Plan* is required for your project.

**TOWN OF IPSWICH, MA  
DEPARTMENT OF PUBLIC WORKS**

**CONNECTION AND DISCHARGE PERMIT  
APPLICATION**

Pursuant to Chapter XIX of the General Bylaws of the Town of Ipswich

Date: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

3. Name of Representative (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

4. Project Location: \_\_\_\_\_  
Assessor's Plat(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

5. Deed/Property Recorded In: \_\_\_\_\_  
Book: \_\_\_\_\_ Page: \_\_\_\_\_

6. Briefly describe the proposed work, including at a minimum, the nature of the proposed non-stormwater connection and discharge, and any pollution prevention measures (see sketch plan checklist for specific requirements). Attach additional pages if needed. (?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have you included the filing fee for this application as required in Section 6.E. of the CDP Regulations?  Yes (Make check payable to the Town of Ipswich)  
Check Number: \_\_\_\_\_ Payor Name on Check: \_\_\_\_\_

8. 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

9. By signing this application, the owner grants permission to the DPW for its members and designated representatives to enter upon the premises of the site.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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**For Completion by Ipswich DPW:**

This application has been reviewed and is deemed to be:

**Complete.** A technical review will be initiated and permit decision will issued.

**Incomplete.** This application is being returned to the Applicant for completion.

Date: \_\_\_\_\_

**TOWN OF IPSWICH, MA  
DEPARTMENT OF PUBLIC WORKS**

**CHECKLIST FOR SKETCH PLAN for  
CONNECTION AND DISCHARGE PERMIT**

The following shall be submitted to the Department of Public Works (DPW) with every Sketch Plan for a Connection and Discharge Permit (CDP) application. Please check each box to indicate that you have included the information with your application and sign the statement directly following this checklist. The application will not be accepted by this department for processing unless the petitioner signs the statement certifying that all of the requisite information accompanies the application at the time of submittal.

- Applicant information and site address.
- Name, legal address, and telephone number of project owner.
- 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:
  - Source of proposed discharge;
  - Proposed pollution prevention mechanisms;
  - Proposed conveyance structure;
  - Location of connection to the MS4;
  - Location of existing roads, buildings, and other structures;
  - Location of existing utility infrastructure (e.g., water, sewer, gas, electric, cable) and easements; and
  - Connection construction details.
- Selection, rationale and sizing calculations for proposed pollution and prevention mechanisms.
- Sizing calculations for proposed connection and discharge conveyance systems.

I attest, as the property owner or duly designated agent, that to the best of my knowledge, all items required above are included as part of this Sketch Plan for Connection and Discharge Permit.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_