

# TOWN OF IPSWICH, MA DEPARTMENT OF PUBLIC WORKS

## GENERAL INSTRUCTIONS STORMWATER MANAGEMENT PERMIT (SMP) 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 Stormwater Management Permit (SMP). 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 *SMP Application Form* (available from the DPW office or the Town of Ipswich web site) with original signature of all property owners;
- b) *Stormwater Management Plan* and supporting information in accordance with the current *Checklist for Stormwater Management Plan*;
- c) *Operation and Maintenance Plan*;
- d) Payment of the application fee;
  - To apply for a SMP for either a minor or major project, a non-refundable application fee of \$300 shall be due and payable to the Town of Ipswich at the time of application submittal.
- e) *Inspection and Maintenance Agreement*; and
- f) *Erosion and Sediment Control Plan*.

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

**STORMWATER MANAGEMENT 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 proposed project and stormwater measures. Attach additional pages if needed.

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7. **Check here**  if any waivers are being requested in accordance with Section 6C of the Ipswich Stormwater Management Bylaw. If checked, 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. Attach additional pages if needed.

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8. This application is being filed as a  **Minor Project** /  **Major Project** as defined by Section 5.B. of the SMP Regulations. This project involves \_\_\_\_\_ **square feet** of land alteration. **Check here**  if this alteration occurs on more than 50% of the lot area.

9. If this is a Major Project: **Check here**  indicating that you understand that a drainage easement to the Town of Ipswich may be required as part of this permit process, in accordance with Section 6.H.2.D. of the Ipswich Stormwater Management Regulations for the Issuance of Stormwater Management Permits.

10. Have you included the \$300 filing fee for this application as required in Section 6.E. of the SMP Regulations?  **Yes** (Make check payable to the Town of Ipswich)  
Check Number: \_\_\_\_\_ Name on Check: \_\_\_\_\_

11. 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

12. 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 STORMWATER MANAGEMENT PLAN  
MINOR PROJECTS**

The following shall be submitted to the Department of Public Works (DPW) with every Stormwater Management Plan for a Minor Project. 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.
- 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.
- Erosion and Sediment Control Plan in accordance with Section 6.G. of the *Ipswich Stormwater Regulations for the Issuance of Stormwater Management Permits*.
- Existing and proposed mapping and plans (stamp and signature from a Massachusetts Licensed Professional Engineer is NOT required for Minor Projects, but plans should be to scale so that distances can be identified from the plans; scale should not be greater than 1" = 100') which conceptually illustrate at a minimum:
  - Existing topography (2-foot contours recommended);
  - Perennial and intermittent streams;
  - Mapping of predominant soils from US Department of Agriculture (USDA) soil surveys;
  - Boundaries of existing predominant vegetation and proposed limits of clearing;
  - Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and setbacks (e.g., buffers, water supply wells, septic systems);
  - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages;
  - Location of existing and proposed roads, buildings, and other structures;
  - Existing and proposed utilities (e.g., water, sewer, gas, electric) and easements;
  - Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains;
  - Existing and proposed catchment areas and drainage flow paths;

- Preliminary location and dimensions of channel modifications, such as bridge or culvert crossings; and
- Preliminary location, size, and limits of disturbance of proposed stormwater treatment practices (type of practice, depth, area).
- Narrative sequence of construction.
- Check here** \_\_\_ if your project occurs on an area considered to be a “hot spot” in accordance with Section 7.B.3. of the Ipswich Stormwater Regulations for the Issuance of Stormwater Management Permits. If checked, provide documentation of specific stormwater Best Management Practices (BMPs) utilized to address “hotspots” as defined in the most recent version of the Massachusetts Stormwater Management Standards (MASWMS) and in Section 2 of the SMP regulations.
- Sizing calculations for proposed stormwater treatment practices, including contributing drainage areas and storage.
- Landscaping narrative for stormwater treatment practices and any site reforestation or revegetation.
- Operation and Maintenance Plan in accordance with Section 6.H. of the Ipswich Stormwater Regulations for the Issuance of Stormwater Management Permits.

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 Stormwater Management Plan application for a Minor Project.

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

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

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

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

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

**CHECKLIST FOR STORMWATER MANAGEMENT PLAN  
MAJOR PROJECTS**

The following shall be submitted to the Department of Public Works (DPW) with every Stormwater Management Plan for a Major Project. Please check each box to indicate that you have included the information with your application and sign the statement following this checklist. The application will not be accepted by the DPW 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.
- Name, legal address, and telephone number of project owner.
- Common address and legal description of site.
- Plan set with signature and stamp of Massachusetts Licensed Professional Engineer.
- Vicinity map.
- Existing zoning and land use at the site.
- Proposed land use.
- Detailed Project Narrative.
- Erosion and Sediment Control Plan in accordance with Section 6.G. of the Ipswich Stormwater Regulations for the Issuance of Stormwater Management Permits.
- Existing and proposed mapping and plans (stamp and signature from a Massachusetts Licensed Professional Engineer is required for Major Projects; recommended scale of 1" = 40' or greater detail), which define at a minimum:
  - Existing and proposed topography (minimum of 2-foot contour interval);
  - Existing and proposed watershed delineations;
  - Perennial and intermittent streams;
  - Mapping of predominant soils from US Department of Agriculture (USDA) soil surveys as well as location of site-specific borings and/or test pits;
  - Boundaries of existing predominant vegetation and proposed limits of clearing;
  - 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);
  - Location of existing and proposed roads, buildings, and other structures;
  - Location of existing and proposed utilities (e.g., water, sewer, gas, electric) and easements;
  - Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains;

- Drainage flow paths;
  - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages; and
  - Location and dimensions of proposed channel modifications, such as bridge or culvert crossings.
- Selection and rationale for structural stormwater management practices.
  - Documentation showing compliance with Massachusetts Stormwater Management Standards (MASWMS) with the following addition: The runoff from the post developed condition during a 1-year, 24-hour return frequency storm event must be detained for a minimum of 24-hours to further address the peak discharge rate standard (Standard 2 in the 2008 Standards) in order to better manage potentially erosive flows and to provide enhanced channel protection for downstream receiving bodies from the proposed site. Documentation must also show compliance with other peak discharge rate controls in Standard 2 of the 2008 Standards. This specific application requirement does not apply to projects identified in Section B.1.a. of the Ipswich Stormwater Management Regulations for the Issuance of Stormwater management Permits.
  - 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 open conveyances and their method of stabilization;
    - Existing and proposed structural elevations (e.g., invert of pipes, manholes, etc.);
    - Design water surface elevations;
    - Structural details of outlet structures, embankments, spillways, stilling basins, grade control structures, conveyance channels, etc.; and
    - Logs of borings and/or test pit investigations along with supporting geotechnical report.
  - Hydrologic and hydraulic analyses 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;
    - 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;
    - Final sizing calculations for structural stormwater management practices including, contributing drainage area, storage, and outlet configuration;
    - Stage-discharge or outlet rating curves and inflow and outflow hydrographs for storage facilities (e.g., detention, retention or infiltration facilities); and
    - Dam breach analysis, where necessary, for earthen embankments over eight (8) feet in height and less than 2,000 feet upstream of a road crossing or structure.

- Final landscaping plans for structural stormwater management practices and any site reforestation or revegetation, including:
  - Location of woody and herbaceous vegetative stabilization;
  - Species, size, planting methods, and maintenance requirements of proposed landscaping;
- Structural engineering calculations, where necessary;
- Applicable construction specifications;
- Sequence of construction; and
- Operation and Maintenance Plan in accordance with Section 6.H. of the Ipswich Stormwater Regulations for the Issuance of Stormwater Management Permits.

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 Stormwater Management Plan for a Major Project.

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

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

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

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