



STORMWATER MANAGEMENT PERMIT

Revised 11/12/19

Received Date: _____
Fee Paid: _____
Date Paid: _____
Permit #: _____
Approved By: _____
Approval Date: _____
(For DPS use only)

**Department of Public Services
Engineering Division**
16C Perry Way
Newburyport, MA 01950
Telephone: 978-465-4464 x1711

APPLICATION

1. Project / Site Information

Is land disturbance at the site 10,000 square feet or more? If 'yes', then a permit is required, please fill out application below. If 'no', then no permit is required.

Project / Site Name: _____

Project Street / Location: _____

Assessor's Map: _____ Parcel(s): _____

Applicant Type (Check One) Residential Non-Residential

Application Fee Structure		Proposed Project Land Disturbance (sq. ft.)	Application Fee (Non-Refundable)
Land disturbance less than 10,000 square feet	No permit required		
Land disturbance 10,000 square feet and greater	\$200.00 base fee plus \$1.00 for every 1,000 square feet of land disturbance		

Total Area of Impervious Surfaces: Existing Proposed Net
(Paved, parking, decks, roofs, etc.) (sq. ft.) _____ _____ _____

2. Applicant Information

3. Owner Information

Check box if Owner is also the Applicant

Name: _____

Address: _____

Phone: _____

E-mail: _____

4. Application Waiver

The project described above is exempt from meeting the stormwater management standards as outlined in the Newburyport Stormwater Management Ordinances (Chapter 17) for the following reason:

Land disturbance is less than 10,000 square feet.

Other: _____

Attach any relevant and supporting documentation for an Application Waiver.

5. Certification

I hereby certify that the information contained herein including all attachments is true, accurate, and complete to the best of my knowledge. Further, I grant the Newburyport Department of Public Services and its' agents permission to enter the property to verify the information in the application and to inspect for compliance with the resulting permit.

Applicant's Signature *Date*

Owner's Signature *Date*



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APPLICATION REQUIREMENTS & CHECKLIST

REQUIREMENTS & INFORMATION:

1. Documentation requirements are listed in the Stormwater Rules and Regulations for the Stormwater Management Plan, Erosion and Sediment Control Plan, and Operation and Maintenance Plan. Refer to the Stormwater Rules and Regulations for additional important information, including design requirements, standards, etc.
2. The site owner or his/her technical representative shall file **one (1) hard copy and provide a digital copy (CAD & PDF)** of the ***Stormwater Management Permit Application Package*** with the City Engineer (Enforcement Officer). While the Applicant can be a representative, the Permittee must be the owner of the site.
3. No change or alteration of the plans approved by the Stormwater Management Permit shall be made without further review by Engineering (see Regs).
4. A Permit shall expire three (3) years from the date of issuance.
5. Engineering Dept shall review the application, all final responses and decisions will be as follows:
 - a. Approved as Submitted: Approval of the Stormwater Management Permit Application, based upon a determination that the proposed stormwater management systems and measures, as set forth in the design plans submitted in accordance with Section 8, will meet the Standards specified in Section 7, will adequately protect the water resources of the City, and are in compliance with the requirements set forth in the Regulations.
 - b. Approved with Conditions: Approval of the Stormwater Management Permit Application, based upon a determination that the proposed stormwater management systems and measures, as set forth in the design plans submitted in accordance with Section 8, subject to any conditions, modifications, or restrictions required by the Enforcement Officer to ensure that the project will meet the Standards specified in Section 7, will adequately protect the water resources of the City and are in compliance with the requirements set forth in the Regulations.
 - c. Not Approved: Disapproval of the Stormwater Management Permit Application, based upon a determination that the proposed stormwater management systems and measures, as set forth in the design plans submitted in accordance with Section 8, will not meet the Standards specified in Section 7, will not adequately protect the water resources of the City, or are not in compliance with the requirements set forth in the Regulations.

CHECKLIST:

The **Stormwater Management Permit Application Package** shall include:

- Completed Application Form with signatures of all owners;
- Stormwater Management Plan* and supporting documentation, if applicable;
- Erosion and Sediment Control Plan*;
- Operation and Maintenance Plan*, if applicable;
- NPDES General Permit for Discharges from Construction Activities* Application, including Notice of Intent and Stormwater Pollution Prevention Plan (SWPPP), if applicable;
- Site Plan*
- Decisions or Approvals of other permitting agencies, including but not limited to the Zoning Board of Appeals, Planning Board, Conservation Commission, as applicable;
- Application Fee*: The application will not be accepted without the non-refundable Application Fee specified in the application. The Application Fee for the Permit shall be in addition to any fee requirements for other applications for permits for the same project before any other City Board or Commission which may review the project.
- ~~*Record at Registry of Deeds*: Prior to commencement of construction, the approved (signed) Stormwater Management Permit Application (2 pages) shall be recorded at the Southern Essex District Registry of Deeds, in the chain of title for the property that is the subject of the Stormwater Management Permit. A copy of the signed Stormwater Management Permit, as recorded at the Registry, shall be provided to the Enforcement Officer.~~
- Pre-Construction Meeting*: Prior to any land disturbance, the Applicant is required to meet with the Enforcement Officer to review the permitted work.
- Site Inspections*: Along with the required inspections defined in the City Stormwater Rules and Regulations, the Applicant is subject to periodic site inspections from the Enforcement Officer during construction to ensure the Applicant has not altered the project from the approved proposed submittal. If during construction a change of conditions is encountered, the Applicant must notify DPS and the Enforcement Officer to determine the most viable solution.
- Final Inspection*: The Applicant is subject to a final site inspection by the Enforcement Officer upon the completion of construction to ensure the Applicant's work complies with the approved permitted submittal.
- Final Submittals*: Upon completion of the project and final inspection, the Applicant shall submit all as-builts for the site along with an Operation and Maintenance Plan or other documents if deemed necessary.
- Certificate of Completion*: The Applicant will be provided a Certificate of Completion upon successful achievement of all prior items listed on the checklist.