



TOWN OF ACTON
472 MAIN STREET
ACTON, MASSACHUSETTS, 01720
TELEPHONE (978) 929-6630
FAX (978) 929-6340
ENGINEERING@ACTON-MA.GOV

Land Disturbance Permit Application and Checklist

An applicant must be familiar with the Town of Acton Stormwater Bylaw (Chapter X) and Rules and Regulations prior to submitting the application.

Authority

These rules are adopted by the Board of Selectmen as authorized under the authority granted by the Home Rule Amendment, Article LXXXIX (89) of the Constitution of the Commonwealth of Massachusetts, the Home Rules statues, and in accordance with the regulations of the federal Clean Water Act found at 40 CFR 122.34, the Phase II rule from the Environmental Protection Agency found in the December 8, 1999 Federal Register, and the National Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems issued by EPA Region 1 on April 18, 2003.

Purpose

The purpose of this permit is to establish Stormwater management requirements and controls that protect the public health, safety and welfare for the Town of Acton.

Applicability

This permit shall apply to all Land Disturbance and Development within the jurisdiction of the Town of Acton. Except in accordance with a Land Disturbance Permit issued pursuant to the Chapter X Stormwater Management and Erosion & Sediment Control bylaw, no Person shall perform any Land Disturbance that results in one or more of the Regulated Activities defined in Section 6.1 of the bylaw that is not an Exempt Activity listed in Section 7.1

Thresholds

A Land Disturbance Permit is required if any of the following criteria apply:

1. Disturbance OR development of 1 acre (43,560 square feet) of land.
2. Disturbance OR development of 5,000 square feet within areas of a 10% slope or greater
3. Disturbance OR creation of 5,000 square feet or more of impervious area
4. Construction of a new drainage system OR alteration of an existing system

Permit Categories (check applicable category)

- Exempt Activities (to be submitted with Building or Demolition Permits)
 - Single-Family Home activities that are...(all conditions must apply):
 - Below Chapter X Thresholds
 - Located within Groundwater Protection Zones 3 or 4
 - Is not part of a Common Plan of Development
 - Other activity below Chapter X Thresholds or is otherwise exempt
 - Activities with approved stormwater management (check all that apply)
 - Order of Conditions (MassDEP File #:_____)
 - Site Plan Special Permit (Site Plan Permit #:_____)
 - Definitive Subdivision (Subdivision Decision #:_____)
 - Comprehensive Permit (Permit #:_____)

- Type 1 Permit – Erosion Control ONLY: required for disturbances greater than or equal to the Chapter X Thresholds without a permanent alteration of drainage characteristics of the site (check all that apply)
 - Replacement and/or construction of a non-stormwater utility
 - Activity which does not increase the pre-development impervious area
 - Other Activity

- Type 2 Permit – Stormwater Management & Erosion Control
 - Residential
 - ANR Subdivision or other Common Plan of Development
 - Other New Construction
 - Redevelopment
 - Commercial
 - New Construction
 - Redevelopment
 - Other Activity

Fees

<u>Land Disturbance Permit Fee Schedule</u>	
Exempt Activities	\$0
Erosion Control Only	\$250
Stormwater Management and Erosion Control	\$1500



Land Disturbance Permit Application

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Applicant Address: _____
Company/Individual Name Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Contractor Responsible for Construction Site Erosion & Sedimentation Control

Check if same as Applicant

Company: _____ Date: _____

Contact Name: _____
Last First M.I.

Address: _____
Street Address Suite / Floor #

City State ZIP Code

Phone: _____ Email _____

Project Scope & Description

Project Location: _____
Street Address Apartment/Unit # Map/Parcel

Record Owner: _____
Last Name (or Trust/Company) First M.I. Signature

Project/Land Disturbance Description: _____
(See Section 3.4 of Rules) _____
(Use additional sheets if necessary) _____

Project Plans: _____
Title Date:

Land Disturbance Thresholds & Certification

Land Disturbance Threshold Check (to be completed by a Qualified Consultant)

Total area of land disturbance	Area (sq.ft or acres)
Area of disturbance on a 10% slope	
Impervious area created or altered (includes roofs, pools, pavement, etc)	Created: Altered Only:

Check if applicable:

- Project creates OR alters a stormwater system or conveyance
 - Drainage area serviced: _____ (sq.ft/ac) Impervious Area Served: _____ sq.ft
- Project is subject to the National Pollution Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities
 - NOI # _____ (Include copy of NOI with application)
 - EPA Tracking # _____ (Include copy of receipt of EPA Authorization Letter)

Qualified Consultant Information

Company: _____ Date: _____

Name: _____

Last
First
M.I.
License Number

Address: _____

Street Address
Suite / Floor #

City
State
ZIP Code

Phone: _____ Email _____

Certification (stamp):



Department Review (INTERNAL USE)

Permit Type (circle):	Exempt	Type 1	Type 2	<u>Order/Decision #</u>	<u>MUNIS #'(s)</u>
Approval Signature	_____ <small>Name</small>				
	_____ <small>Date of Issuance</small>				

Below please find the required documentation to be provided when turning in your application. See sections (i.e. "3.4") of Rules & Regulations for detailed descriptions:

Exempt Activities:

- Activity Below Permit Thresholds:
 - Land Disturbance Description (3.4.2)
 - Site Plan – A Site Plan showing proposed use & Design Certification from a Qualified Consultant showing limits of Land Disturbance below Permit Thresholds
- Activity With Approved Stormwater Management
 - Land Disturbance Description (3.4.2)
 - Copy of Order of Conditions and/or Approved Decision
 - Erosion Control & Sedimentation Plan (3.4.9)
 - Operation & Maintenance Plan (3.4.10)
- Other Exempt Activities
 - Land Disturbance Description (3.4.2)
 - Other applicable materials required within Section 3.1

Type 1 Permit – Erosion Control Only:

- Certified Abutters List (3.4.1) *[Not Required for Public Utilities. See Chapter X Section 7.2.3]*
- Land Disturbance Description & Erosion Control & Sedimentation Plan (3.4.9)

Type 2 Permit – Stormwater Management & Erosion Control:

- Certified Abutters List (3.4.1)
- Land Disturbance Description (3.4.2)
- Other Permits & Variances (3.4.3)
- Recorded Plans & Deeds (3.4.4)
- Drainage & Water Balance Calculations (3.4.5 & 3.4.6)
- Earth Removal Calculations (3.4.7)
- Stormwater Checklist (3.4.8)
- Site Plans (3.4.11):
 - Erosion Control & Sedimentation Plan (3.4.9)
 - Operation & Maintenance (3.4.10)
 - Site Plans (3.4.11)
 - Additional Information (3.4.12)
 - As-Built Plan & Certification (5.8) upon project completion