



# Grafton Conservation Commission

## Application for Stormwater Permit

### Summary of Instructions

#### When should I file an Application for a Stormwater Permit?

- Whenever you propose to do any land-disturbing activity whether new, development or redevelopment which disturbs either:
  - 40,000 square feet or more
  - 1,000 cubic yards or more
- File well *before* starting any work – the permit process takes time.

#### How will the request be processed?

1. The application must be complete before the Commission can take any action. If the application is incomplete and/or the proper fee is not submitted, the process is put on hold until the application is complete and the proper fee is submitted. If the application lacks sufficient detail for Commission to evaluate stormwater impacts and proposed controls, the project may be denied.
2. A public hearing will be scheduled at a regular Commission meeting. It must be advertised at least five business days prior to the date of the hearing. It is generally advertised in *The Grafton News* which is published weekly.
3. The Commission or its Agent will visit the site prior to the hearing.
4. The Commission may require the services of an expert consultant to review the application, plans, engineering calculations, field conditions, etc. When the services of a consultant are required the cost of this review is charged to you.
5. If, during the hearing process, additional information required for the Commission to make a decision, then the hearing may be continued to a later date. If the Commission determines that all pertinent information has been submitted, then the hearing will be closed.
6. Within 21 days of the close of the hearing, the Commission will act to either issue a Stormwater Bylaw Permit or, under certain circumstances, to deny the project as proposed. Permit are generally sent by certified mail, but may be picked up at the Commission office.

## **What will it cost me?**

1. The permit fee which depends on the extent of the work.
2. The fee charged by the assessor's office for a certified list of abutters.
3. The cost of advertising the hearing in the newspaper.
4. Professional services engaged by you to design the project and meet design and performance standards specified by law.
5. Professional consulting costs incurred by the Commission. You can keep these costs to a minimum with a project designed to meet performance standards and prepared by a professional with thorough knowledge of the town and state stormwater regulations.

## **When can work proceed?**

1. Work may not start until the Stormwater Permit is issued.
2. Some requirements in the Permit may need to be satisfied before work can begin.

## **What if I disagree with the Commission's decision?**

You may appeal the decision to Superior Court; the appeal must be filed within 60 days of the date on which the decision was issued.

## **What to Submit –Application for Permit**

Be sure to read the Town and State rules and regulations and all instructions, including a detailed list of information that must be submitted with the application. This summary does not give you all the details.

### **What forms do I submit?**

1. **Application for Permit** – You must submit the town's Application for Stormwater Permit.
2. **Natural Heritage and Endangered Species Program notification.** – If any portion of your project is within an area designated on the latest (2011) Estimated Habitat Map (posted in the Conservation Commission office and available on-line), you must submit a copy of the Notice of Intent and plans to the Natural Heritage and Endangered Species Program (NHESP). **You are required to include proof of this mailing with your submittal.** Include in your application submittal a photocopy of map with site outlined even if the subject property is not within an area designated on the latest Estimated Habitat Map. This will show that you have checked the Map and that the property is not within a designated area.

### **3. Notice to Abutters**

You must notify all abutters within 300 feet of the property upon which the project is to be undertaken. Submit a request to the Assessor's Office for a certified abutter list. There is a fee for the list. The Notice to Abutters must be hand delivered or sent to each abutter by certified mail as specified in the Regulations. You must furnish the Commission with proof that all abutters have been notified. You should send the notice to the abutters at least two weeks before the scheduled hearing date, to give them time to make plans to attend the hearing. It is best to send the notice to the abutters at the same time you submit the application to the Commission.

### **What else must I include?**

1. Plans that clearly show the area where work is to be performed, and the location of all wetlands within 100 feet of the work and all Rivers and perennial streams within 200 feet of the work, drainage channels (whether natural or man-made), tree/shrub lines. See *Stormwater Regulations* for a more complete description of information to be included with plans.
2. A description of the proposed work, including all measures to prevent erosion that might create adverse conditions off-site and any that might affect the wetlands and all measures to mitigate any potential adverse effects from erosion.
3. A filing fee, based upon the nature and extent of the work.
4. An electronic copy of NOI, CAD drawings, and other submitted materials (which may be scanned and copied to disc) is required for all subdivisions, developments, commercial projects and initial filings on individual house-lots within subdivisions/developments.

### **Where should I send the application?**

1. The original and 2 copies of the complete application and plans must be submitted to the Conservation Commission.
2. A copy of the Application for Permit and a notification letter must be included for each town department listed in the Stormwater Management Bylaw: Planning Board, Board of Health, Building Inspector, Dept. of Public Works.

## Application for Permit Checklist

### Documents to be submitted to:

#### **1. The Grafton Conservation Commission (original and 2 copies)**

- Application for Stormwater Management Permit
- Check for the permit fee, payable to "Town of Grafton"
- Statement of how the permit fee was calculated
- 8-1/2 x 11 section of Grafton assessor's map *with site outlined in red*
- Certified Assessor's list of all abutters within 300 feet of the site
- Copy of the notice sent to abutters
- Proof that abutters were notified (certified mail return receipts **or** affidavit of person who hand delivered notices)
- Copy of NHESP Estimated Habitat Map showing location of project site outlined in red
- Evidence of mailing (certified mail receipt) to the Natural Heritage and Endangered Species Program (NHESP), if the site is within an area marked on the most recent Estimated Habitat Map
- 8-1/2 x 11 copy of USGS quad section showing location of project site outlined in red
- Copy of FEMA Map showing location of project and site outlined in red
- Plans and supporting materials describing the existing conditions on the site and the proposed activity (including all applicable information listed below)
- Stormwater Management Plan
- Operation and Management Plan
- Certificate of Good Standing

### Information to be included in Plans and Supporting Documents

#### **Format for Drawings**

- All drawings must show the name of the project, location, name of person(s) preparing the drawings, and date prepared (including latest revision date)
- Plans should be stamped and signed by a qualified professional engineer (PE) or a certified professional in erosion and sedimentation control (CPESC).
- NOTE: The Commission, at its discretion, may accept a plan from a professional land surveyor (PLS) or a registered landscape architect (RLA) for smaller projects that do not alter drainage characteristics or propose elevation changes. Plans depicting proposed drainage systems **must** be stamped and signed by a Registered Professional Engineer.
- Index sheet, if more than two drawing sheets
- Drawing sheets must be no larger than **24" x 36"**
- Drawing scale of **1" = not more than 50'**

#### **Description of Existing Site and Conditions** (include all that apply to your site)

- Property boundaries showing metes and bounds and abutters
- All zoning district boundaries, including floodplain and water supply protection overlays
- Existing contours at one-foot intervals based on National Geodetic Vertical Datum
- All existing natural and man-made features, including tree/shrub lines, rock outcrops, stone walls, fence lines, cart roads, foot paths, overhead and underground utilities, and drainage structures
- Location of all surface and subsurface water supplies, wells, and septic systems on the property and on the abutting properties

- All wetlands resource areas (including water courses, water bodies, intermittent streams, springs, open and closed channels, storm drains, kettleholes, vernal pools, isolated areas subject to flooding, and vegetated wetlands) contained on the site or within 100 feet of the site, and rivers and perennial streams on the site or within 200 feet of the site, and with boundaries identified by a wetland scientist and locations determined from a survey performed by a Registered Land Surveyor or Registered Professional Civil Engineer
- Boundaries of the 100-foot buffer zone for each wetland resource area
- Boundaries of the 100-foot and 200-foot Riverfront Areas
- Elevations of all natural and man-made drainage structures, waterways, water bodies and wetlands
- 100-year flood elevations and boundaries of all natural and man-made waterways, water bodies and wetlands
- Hydraulic calculations showing full-flow capacity and velocity of all water courses, open and closed channels, and storm drains flowing into, on and out of the property
- Soil boundaries as determined from mapping by the USDA Soil Conservation Service
- Soil characteristics in representative portions of the site
- Maximum groundwater elevations with calendar dates of measurements, samplings, and percolation tests where applicable

#### **Description of Proposed Activity**

- All proposed man-made features including roads, driveways, parking areas, structures, buildings, and overhead and underground utilities
- Subsurface sewage disposal systems, with plans showing compliance with Title V
- Proposed grading/changes in elevation shown with one-foot contours and spot grades
- All surface and subsurface drainage structures, including location, cross-section, slope, and surface treatment of all drainage channels and inverts, slope, pipe materials, catch basins, manholes and end treatment of all storm drains
- Location and detail of all temporary erosion control devices, diversions, terraces, silt fences, haybale barriers, straw wattles/bales and sedimentation basins

#### **Supplemental Documentation (include all that apply to your project)**

- Engineering calculations to fully support the design of compensatory flood storage areas, detailing existing and proposed incremental flood storage volumes up to the 100-year flood elevation
- Engineering data to describe alteration and replication of resource areas, with calculations showing that the capacity and stability of existing and altered waterways is not impaired by the proposed work
- Hydrologic analysis to support the design of the storm water management system prepared by a Registered Professional Civil Engineer
- Limit of clearing for all areas that will be altered
- Planting plans, specifications, and construction schedules for all area that will be altered
- Erosion control plan, describing all methods to control erosion and siltation on site, temporarily and permanently, with location of any fill material that will be stored on site
- Copy of NPDES Stormwater Pollution Prevention Plan



# Grafton Conservation Commission

## APPLICATION FOR PERMIT GRAFTON STORMWATER MANAGEMENT BYLAW

1. Notice is hereby given in accordance with the provisions of the Grafton Stormwater Management Bylaw that activity is proposed as described herein within the jurisdiction of the Town of Grafton Conservation Commission and is located at:

\_\_\_\_\_ Grafton, MA \_\_\_\_\_  
Street address Zip code

as shown on \_\_\_\_\_  
Assessor's map number Lot number

The property is recorded at the Worcester County Registry of Deeds,  
book \_\_\_\_\_ page \_\_\_\_\_.

2. The land on which the work is proposed is owned by:

\_\_\_\_\_  
Name Address  
\_\_\_\_\_  
Phone number e-mail

3. The applicant submitting this application (if not the owner) is:

\_\_\_\_\_  
Name Address  
\_\_\_\_\_  
Phone number e-mail

4. Plans describing and defining the work, included herewith and made a part hereof, are titled and dated as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Copies of this complete application with cover sheet (Memorandum to Town Departments) addressed to each of the following boards, are enclosed with this package:

Planning Board  
Inspector of Buildings

Town Engineer  
Board of Health

6. The abutters to the property on which the work is proposed have been notified about the filing of this application, on the form specified in the regulations, and in accordance with Section 5 of the Bylaw. A certified list of abutters, affidavit of service and completed notification to abutters form are attached hereto.

7. Description of the proposed project (attach additional sheets as needed):

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8. Amount of estimated town Stormwater Management Permit Application fee enclosed \$ \_\_\_\_\_

**Note:** Permit fees are calculated by the Commission per the published fee schedule. Estimated fees, subject to confirmation by the Commission, are payable upon submission of this application. In addition to a permit application fee, I understand that I am responsible to pay publication costs for legal notices and additional fees for independent consultants engaged by the Commission.

9. I understand that notification of this application, and the public hearing which will be held by the Conservation Commission, will be published in The Grafton News, or other newspaper having a location/circulation in Town, at my expense.

10. If the owner of the land is other than the applicant, I understand that the owner must either sign this application in the space provided or provide written authorization for the applicant to seek a permit.

11. WAIVER of HEARING DEADLINE

I understand that occasionally, the hearing schedule of the Conservation Commission precludes holding a hearing precisely within 21 days.

IF THE NEXT REGULAR MEETING OF THE CONSERVATION COMMISSION IS NOT SCHEDULED WITHIN 21 DAYS OF THE DATE OF MY FILING OF A COMPLETE APPLICATION OR IF A HEARING CANNOT BE SCHEDULED, I WAIVE THE 21-DAY REQUIREMENT AND AGREE TO A LATER DATE FOR A HEARING PURSUANT THE GRAFTON WETLANDS PROTECTION BYLAW AND A HEARING PURSUANT TO MGL CH. 131 §40, PROVIDED THAT THE HEARING IS HELD NOT LATER THAN 45 DAYS FROM THE DATE OF FILING A COMPLETE APPLICATION.

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**If applicable, this application may include a completed Notice of Intent which may be required pursuant to MGL Chapter 131, §40, as amended, and a completed Application for a Dept. of Army Permit.**

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**It is the applicant's responsibility to secure all other permits that may be required.**

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's signature (if different from owner) \_\_\_\_\_ Date \_\_\_\_\_

(Written authorization from owner must be attached if not signed above by owner.)

**BOARD OF ASSESSORS**  
**REQUEST FOR ABUTTERS LIST**

Date of Request: \_\_\_\_\_ Date List Needed: \_\_\_\_\_

Name of Person Requesting List: \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Reason for List:

Hearing before Zone Board of Appeals:       Yes       No

Hearing before Planning Board:               Yes       No

Hearing before Conservation Commission:     Yes       No

Other: \_\_\_\_\_

RADIUS FOR ABUTTERS:      300 Ft:

Two Sets of Labels will be provided if needed:       Yes       No

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Office use only

Date List Prepared: \_\_\_\_\_ Address Labels Prepared: \_\_\_\_\_

Fee Charged: \$ \_\_\_\_\_ Amt Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Check: # \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Money Order: \_\_\_\_\_

AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act  
and/or the Town of Grafton Wetlands Protection Bylaw  
and/or the Town of Grafton Stormwater Management Bylaw

(To be submitted to the Grafton Conservation Commission when filing a Notice of Intent  
Abbreviated Notice of Resource Area Delineation, Wetland Protection Bylaw Permit or  
Stormwater Management Permit)

I, \_\_\_\_\_ (person making Affidavit), hereby certify  
under the pains and penalties of perjury that on \_\_\_\_\_ (date) I gave notification to  
abutters in compliance with Article 25 and/or Article 36 of the Grafton General Bylaws and  
Regulations for administration of same in connection with the following matter:

- \_\_\_ A Notice of Intent or Abbreviated Notice of Resource Area Delineation filed under  
the Massachusetts Wetlands Protection Act
- \_\_\_ An Application for Permit filed under the Grafton Wetland Protection Bylaw
- \_\_\_ An Application for Permit filed under the Grafton Stormwater Management Bylaw

by \_\_\_\_\_ (name of applicant) with the  
Grafton Conservation Commission on \_\_\_\_\_ (date) for property located  
at \_\_\_\_\_ (address of proposed work).

The form of the notification and a list of the abutters to whom it was given and their  
addresses are attached to this Affidavit of Service.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Notice to Abutters

GRAFTON WETLANDS PROTECTION BYLAW  
GRAFTON STORMWATER MANAGEMENT BYLAW

DATE: \_\_\_\_\_ CERTIFIED MAIL # \_\_\_\_\_  
OR  
DATE OF HAND DELIVERY \_\_\_\_\_

TO: \_\_\_\_\_  
ABUTTER ADDRESS

FROM: \_\_\_\_\_  
Applicant Address

RE: Property identified on Grafton Assessor's Map # \_\_\_\_\_ Parcel \_\_\_\_\_  
located at \_\_\_\_\_

Proposed Work: \_\_\_\_\_  
\_\_\_\_\_

Pursuant to the requirements of the Grafton Wetlands Bylaw, I am writing to advise that I have filed with the Grafton Conservation Commission the following:

- \_\_\_\_\_ An Application for a Wetlands Bylaw Permit and/or Notice of Intent
- \_\_\_\_\_ An Abbreviated Notice of Resource Area Delineation
- \_\_\_\_\_ An Application for a Stormwater Management Permit

The Grafton Wetlands Bylaw defines abutters as those whose property physically touches the property identified above or whose property lies within 300 feet from the property identified above.

The Grafton Conservation Commission will be holding a public hearing on my filing within 21 days or any approved extension. Notice of that public hearing will be given at least five days prior to the hearing, in The Grafton News, or other newspaper having location/circulation in Town. Plans for this project and a copy of the application are on file with the Grafton Conservation Commission, Grafton Municipal Center, 30 Providence Road, Grafton, MA 01519. If you have any questions, you may contact the Conservation Commission or me.

# REQUEST FOR WAIVER

(NOTE: Fee of \$50.00 for each waiver requested)

## GRAFTON WETLANDS PROTECTION BYLAW GRAFTON STORMWATER MANAGEMENT BYLAW

Wetland Bylaw Permit # (if known): \_\_\_\_\_  
DEP File Number (if applicable): \_\_\_\_\_

1. The undersigned hereby requests that the Grafton Conservation Commission grant a waiver from strict compliance with the requirement listed below of the Rules and Regulations for Administration of the Grafton Wetlands Protection Bylaw and/or Regulations Governing Stormwater Management for the activity described below. (A separate form is required for each requirement requested to be waived.)
2. Applicant's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
3. The activity is located at: \_\_\_\_\_, Grafton, MA  
Street address  
as shown on Assessor's Map \_\_\_\_\_ Lot \_\_\_\_\_
4. The proposed activity is the following:
5. The specific requirement for which a waiver is requested is the following (refer to the specific section of the Rules and Regulations):
6. Waiver of this requirement is consistent with the intent and purpose of the Bylaw and Regulations for the following reasons (use additional paper if necessary):

Signature: \_\_\_\_\_

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



# Grafton Conservation Commission

## MEMORANDUM

DATE:

TO: Town Departments

RE: Hearing of the Conservation Commission

The Conservation Commission has scheduled a public hearing to review the following application:

Notice of Intent/Application for Permit filed by:

\_\_\_\_\_ regarding: Map \_\_\_\_\_ Lot: \_\_\_\_\_  
(Applicant's Name)

\_\_\_\_\_  
(Project Title or property address)

**Description of proposed project:** \_\_\_\_\_

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

Plans are attached or are available for review in the Conservation Office.

### Comments:

\_\_\_\_\_  
(Your formal comments to the Commission are requested no later than 14 days from receipt of this memo.)

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

# Grafton Stormwater Management Bylaw

## Filing Fee Worksheet

Permit fees are payable at the time of application. Make check payable to: “**Town of Grafton.**” Filing fees will be calculated by the applicant per the schedule below. Such fee calculation shall be subject to approval by the Commission. Filing fees are non-refundable. This fee is in addition to consultant fees.

**NOTE: Fees for all after-the-fact filings will be doubled.**

___ Disturbance of 40,000 square feet up to one (1) acre	\$100	\$ _____
___ Each additional 1 acre or portion thereof up to 5 acres	add \$ 50 per	each acre or portion of acre \$ _____
___ Each additional five (5) acres or portion (over 5 acres)	add \$50 per each 5 acres or	portion of 5 acres \$ _____

(For example: 5 acres = \$300; 100 acres = \$1250)

For projects disturbing less than 40,000 square feet but at least 1000 cubic yards:

___ Disturbance of 1000 cubic yards	\$100	\$ _____
___ Disturbance over 1000 cubic yards each 1000 cubic yards or portion thereof	add \$50 per	\$ _____
___ Waivers (payable for each waiver requested)	\$50	\$ _____
	Total fee	\$ _____

Project Address: \_\_\_\_\_