City of Westfield
Department Of Public Works

STORMWATER MANGEMENT PERMIT
SUMMARY OF SUBMITTAL REQUIREMENTS

The Stormwater Management Permit is a non-zoning permit generally mandated for land disturbance of 40,000 square feet or more. The Board of Public Works, as the permitting authority, will not issue a permit until the application has been reviewed and approved by the Department of Public Works. Applicants should be prepared to allow extra time in their permitting schedule for this review. Unless waived, the following submittals are required as part of an application for the City Stormwater Management Permit:

I. A post construction stormwater management plan
II. An erosion and sediment control plan for the construction phase of the project
III. A post construction operation and maintenance plan for the stormwater system
IV. An executed operation, maintenance and inspection agreement recorded with the Registry of Deeds is required prior to the issuance of any building permit for this project.
V. A construction waste management plan
VI. A bond or other security is required in an amount not less than the total estimated construction cost of the stormwater management system. This security is required before the issuance of any building permit for this project.

I. POST CONSTRUCTION STORMWATER MANAGEMENT PLAN MINIMUM REQUIREMENTS

The post construction Stormwater Management plan must be prepared by a licensed professional engineer in the Commonwealth of Massachusetts. The plan must provide sufficient information for the City to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed development on water resources, and the effectiveness and acceptability of measures proposed for managing stormwater runoff. The minimum information to be submitted in support of the stormwater management plan shall be as follows:

1. Locus Map
2. Existing zoning and land use at the site
3. The Proposed land use
4. Locations of existing and proposed easements
5. Location of existing and proposed utilities
6. The sites existing and proposed topography with contours at two foot intervals
7. The existing site hydrology
8. Description and delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows
9. Delineation of the 100 year flood plain if applicable
10. Estimated seasonal high ground water elevation (November to April) in areas to be used for stormwater retention, detention, or infiltration.
11. Existing and proposed vegetation and ground surfaces with runoff coefficient for each
12. Drainage map showing the pre and post construction watershed boundaries, drainage areas and stormwater flow paths

13. A description of all components of the proposed drainage system including:
    - Locations, cross sections, profiles of streams & swales and their method of stabilization
    - All measures for the detention, retention, or infiltration of stormwater
    - All measures for the protection of water quality
    - Structural details for all components of the proposed drainage system and stormwater management facilities
    - Notes on drawings specifying materials to be used, construction specifications, and typical details
    - Expected hydrology with supporting calculations
    - Proposed buildings or other structures, impervious surfaces, and drainage facilities

II. CONSTRUCTION EROSION AND SEDIMENT CONTROL PLAN MINIMUM REQUIREMENTS

A plan is required for erosion and sediment controls during the construction phase of the project to prevent impacts during construction or land disturbance activities. The minimum information to be provided with this plan includes the following:

1. Plan showing the proposed location for the following control measures:
    - Single established entry/exit point and location of measure to remove sediment and mud from construction vehicles.
    - Limits of soil disturbance.
    - Location of proposed soil stockpiles, staging areas and equipment storage
    - Stormwater drainage paths during construction phases
    - Location of all proposed temporary erosion and sediment control measures with notes to cover installation sequencing and construction maintenance.
    - Location of disposal areas for construction waste, disposal of excess soil and stump disposal.
    - Proposed erosion control measures and restoration details for areas with steep slopes (>3:1)
    - Location of storm sewer inlets and proposed methods for siltation control.
    - Soils map
    - Boundaries for undisturbed riparian buffers
    - Proposed structures, roads, and utilities
    - Property lines
    - Location of all surface water bodies, including wetlands

2. Narrative providing a general description of the project and including the following:
    - Site drainage characteristics and waterways
    - Existing site soils and vegetation
    - A description of the proposed grading, grading timetable and any seasonal limitations
    - Timetable for all major construction activities and addressing sequencing of construction as a key component of the erosion control plan to minimize the amount of exposed soil at any time.
    - A description of the control plan strategies explaining how they will be effective at this site.
    - A description of the seeding and mulching plan
    - A description of all proposed construction erosion and sediment control measures.
    - A description of the maintenance and inspection plan for erosion and sediment control measures during construction.

III. POST CONSTRUCTION STORMWATER MANAGEMENT OPERATION AND MAINTENANCE PLAN MINIMUM REQUIREMENTS

Stormwater treatment BMPs must be regularly maintained to insure their continued effectiveness. A Draft Stormwater Operation and Maintenance plan must be submitted with the Stormwater Management Permit application. This plan must be revised at the end of construction to reflect the "as-built" condition of the system and resubmitted for final approval. A copy of the approved O &M manual must be kept on site for use by maintenance personnel. The Stormwater O & M plan must include the following:

1. A narrative describing the site, drainage areas, stormwater management strategy and treatment BMPs
2. A description of the maintenance responsibility including:
    - Name and contact information for the responsible individual (s)
    - Chart showing the organization of the maintenance function for the facility
    - Source of funds for maintenance
3. Description of the staff training program
4. As built drawings of each BMP and manufacturer's manuals with maintenance requirements.
5. A listing of each BMP with operating and maintenance requirements and troubleshooting recommendations.
6. A BMP maintenance and inspection schedule for each BMP
7. Information on service agreement in place for maintenance and inspection
8. Safety requirements and equipment
9. Inspection and maintenance log
10. Provisions for record maintenance
11. Copy of proposed Stormwater BMP inspection and Maintenance Log

V. STORMWATER CONSTRUCTION WASTE MANAGEMENT PLAN MINIMUM REQUIREMENTS

Building Materials and construction site waste must be properly managed to reduce the risk of stormwater pollution. The construction site waste management plan must include the following minimum information:

1. Description of the types of wastes to be generated during construction with estimated volumes.
2. Map showing proposed storage locations
3. Description of how these materials will be stored to prevent contamination of stormwater
4. Description of plan to protect storage areas from vandalism
5. Description of how heavy equipment and vehicles will be maintained fueled and repaired to protect stormwater from contamination
6. Spill prevention, control and response measures
7. Fertilizer and pesticide application plan
8. Plan for disposal of residual materials and waste

The Stormwater Ordinance is available at http://library.municode.com/HTML/11700/level4/PTIICOOR_CH16STSI_ARTIISTDIV4STMA.html