



Town of Wilbraham Department of Public Works

LOCAL STORMWATER MANAGEMENT PERMIT APPLICATION & PERMIT

Table with 1 column and 5 rows: Fee Paid, Date Paid, Permit #, Approved By, Approved Date

1. Project / Site Information

Address: _____

Description: _____

Estimated Area to be Disturbed (ft²): _____

Posted bond if applicable amount \$ _____

Table with 2 columns: Project Type (check one), Permit Review and Inspection Fee. Rows include Minor Project and Major Project with associated fees.

2. Owner Information

Applicant

Name, Address, Telephone, E-Mail, Fax fields for owner information

3. Licensed Excavation or General Contractor

Applicant

Name, Address, Telephone, E-Mail, Fax fields for contractor information

4. 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 Wilbraham DPW and its employees and agents permission to enter the property to review this application and make inspections before, during and after construction.

Signature and Date lines for Applicant and Owner

Comments: DO NOT PROCEED WITH WORK UNTIL THIS PERMIT IS APPROVED BY THE TOWN

- 1. A stabilized construction entrance or tracking pad must be installed and inspected by Town prior to start of significant earth disturbance or construction.
2. Construction phase stormwater and runoff must be controlled on site.
3. Erosion control measures to be inspected on a regular basis by the Applicant...
4. Street to be swept when necessary.
5. Catch basins to be inspected by applicant and cleaned when deemed necessary by the Town.
6. Any additional site work not depicted on original stormwater plan must be update and approved by the Town.

(For office use only)

Additional Conditions or Requirements:

Blank lines for additional conditions or requirements

5. Application Requirements

The application to the Wilbraham Department of Public Works (DPW) for a Local Stormwater Management Permit must include submission of the following:

- Completed and Signed Local Stormwater Management Permit Application
- Non-Refundable Permit Review and Inspection Fee
- A Site Plan depicting the information as described in the Town of Wilbraham Stormwater Management Regulations (adopted 11-15-2021) for either a Major Project or Minor Project.
<https://wilbraham-ma.gov/DocumentCenter/View/4575/Wilbraham-Stormwater-Regulations---11-15-2021?bidId=>
- All Major Projects must submit a copy of the Notice of Intent, (NOI) along with the EPA's "Approval acknowledgement for the projects NOI submission for Stormwater Discharges Associated with Construction Activity" and a copy of the Storm Water Pollution Prevention Plan (SWPPP) filed with EPA
- Only if required or requested by DPW, as described in the Town of Wilbraham Stormwater Management Regulations, Minor Project Applicants, may be required to submit one or more of the following documents to accompany the application: a Stormwater Management Plan, an Erosion and Sedimentation Control Plan (or SWPPP and signed NOI), an Operation and Maintenance Plan, or Surety. Final Reports may be required within 1 year after completion of construction.

Please refer to the Town of Wilbraham Stormwater Management By-law and the Town of Wilbraham Stormwater Management Regulations (adopted 2021) for applicable requirements.

6. Application Submission, Review, and Approval Procedures

1. **Application Submittal:** The application to the Wilbraham DPW for a Local Stormwater Management Permit must be submitted prior to or concurrently with any land use permit application. Submission of an application should be made to the Wilbraham DPW. For more information and copies of the Local Stormwater Management By-Law visit the Town web site at www.wilbraham-ma.gov or contact the DPW at 413-596-2800 ext 208.
2. **Review** Wilbraham DPW will review the application and supporting documents based on the criteria set forth in the Local Stormwater Management By-Law and will take final action within 21 municipal business days of the receipt of a complete application unless such time is extended by agreement between the applicant and the Wilbraham DPW.
3. **Final Action:** The Wilbraham DPW's final action will be in writing and will be sent to the applicant and the appropriate Town Department(s) and Board(s).

Construction Entrance Guidelines

Unless otherwise detailed or included in the project plans submitted with the permit application and approved by the Town.

Stone for a stabilized construction entrances shall be 1 to 3-inch diameter crushed or washed stone, reclaimed stone, or recycled concrete equivalent. The material shall be placed with a minimum layer thickness of 4 to 6 inches, upon a stable foundation or filter fabric. Entrances shall have a minimum width of 12 feet, or 25 feet for two-way traffic, with wider flared ends at the public roadway to accommodate turning vehicles. Construction entrances shall be a minimum of 30 feet in length for single-unit residential construction and minor projects, and a minimum 50 feet in length for commercial developments and Major Project where heavy construction traffic is anticipated.

For additional Construction Entrance design considerations please refer to pages 68 through 70 of the MASSACHUSETTS EROSION AND SEDIMENT CONTROL GUIDELINES FOR URBAN AND SUBURBAN AREAS (revised May 2003).

<https://www.mass.gov/doc/complete-erosion-and-sedimentation-control-guidelines-a-guide-for-planners-designers-and-municipal-officials/download>