



**TOWN OF ACTON**  
**472 MAIN STREET**  
**ACTON, MASSACHUSETTS, 01720**  
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**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

***It is the responsibility of the owner to notify the Engineering Department seven (7) days prior to the commencement of any construction or clearing.***

**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
  - Activity below permit thresholds or 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: \_\_\_\_\_

**Land Disturbance Permit Fee Schedule**

Exempt Activities	\$0	
Erosion Control Only	\$250	
Stormwater Management and Erosion Control	\$1500	
GPS Survey Support	\$100 per benchmark	
<i>Number of Benchmarks Requested &amp; Fee:</i>	____ benchmarks	\$____ fee



# 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**

*(All disturbances are presumed to be regulated by Chapter X unless completed)*

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)	<b>Created:</b>  <b>Altered Only:</b>

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):**

*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**

*Must provide a completed land disturbance application and the following:*

- Activity Below Permit Thresholds
  - Site Plan showing land disturbance
- Activity With Approved Stormwater Management
  - Copy of Order of Conditions and/or Approved Decision
  - All Type 2 Permit requirements required by the Approved Decision
- Other Exempt Activities
  - Any applicable materials within Section 3.1

## **Type 1 Permit – Erosion Control Only:**

- Completed Land Disturbance Application
- Erosion Control Bond: \$10,000 per acre disturbed (\$10,000 minimum) *[Not Required for Public Utilities]*
- Erosion Control & Sedimentation Plan (3.4.10)
- NPDES Construction General Permit (3.4.12) *[if applicable]*

## **Type 2 Permit – Erosion Control & Stormwater Management:**

- All Type 1 Permit Requirements
- Certified Abutters List (3.4.1) & Proof of mailing (i.e. green cards)
- Stormwater Management Report which includes:
  - Land Disturbance Description (3.4.2)
  - Other Permits & Variances (3.4.3)
  - Recorded Plans & Deeds (3.4.4)
  - Calculations: Earth Removal, Drainage & Water Balance Calculations (3.4.5 to 3.4.8)
  - Stormwater Checklist (3.4.9)
  - Cost Estimate for Erosion Control & Stormwater System Performance Bond (1.6)
  - Operation & Maintenance Plan (3.4.11)
- Site Plans (3.4.13):
  - Existing & Proposed Site Features (3.4.13.1 through 3.4.13.9)
  - Erosion Control & Sedimentation Plan (3.4.10)
- Post-Construction Requirements: To be submitted upon project completion
  - Inspection Logs [kept by applicant during construction] (3.5.2)
  - As-Built Plan (5.8) & Certification (5.8.3)