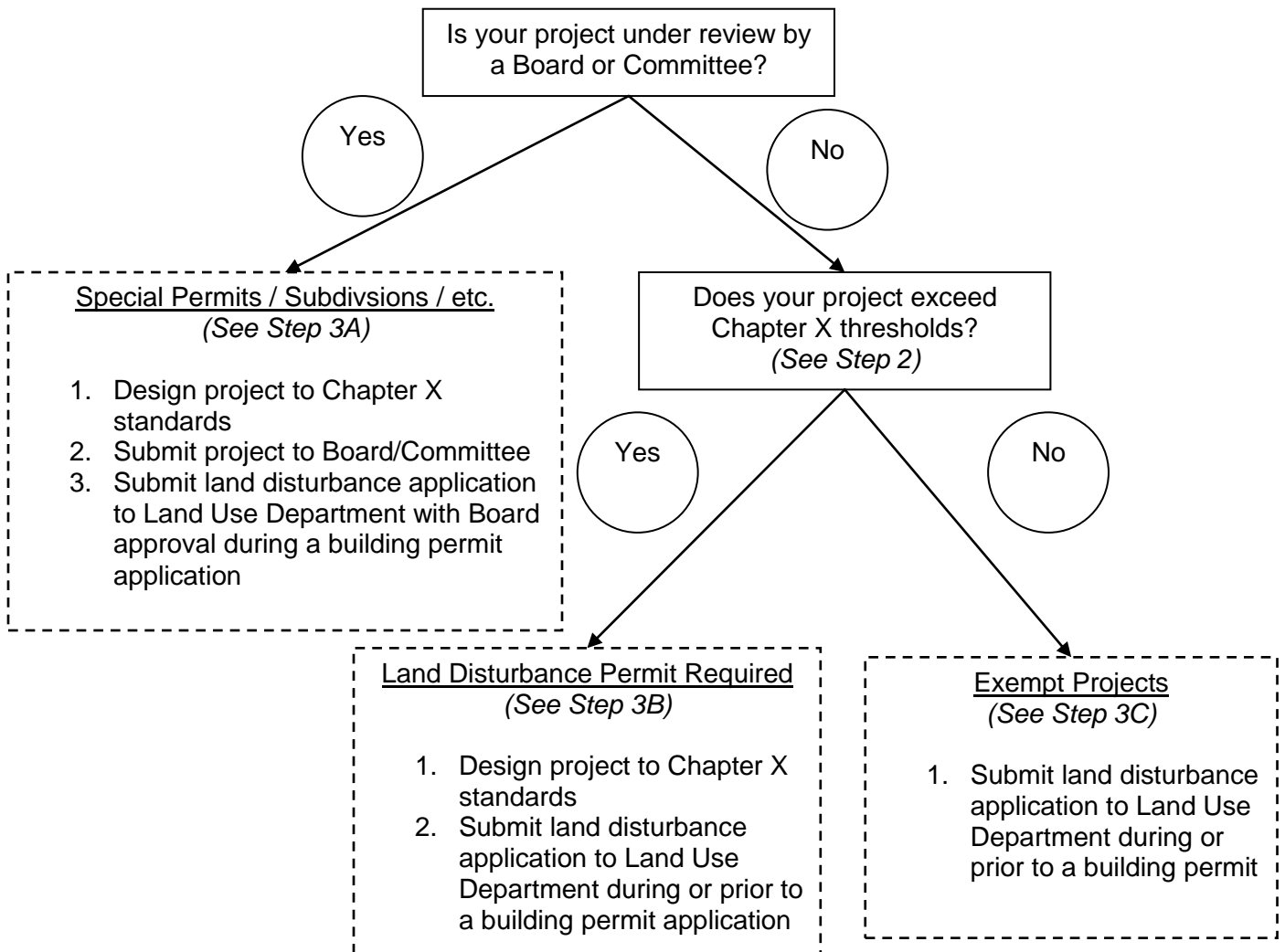




TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6630
Fax (978) 929-6340

Engineering Department

Storm Water & Erosion Control Review Process



Use this flow list to determine if you have a project that requires stormwater management or erosion control. Both requirements are regulated under "[Chapter X](#)" of the [Town General Bylaw](#) but approval for it can be done at the Board level or during the Building Permit phase of the project. Regardless of where the approval occurs all projects requiring stormwater management or erosion control must meet the requirements of the Chapter X General Bylaw and Rules & Regulations.

Step #1 – Projects under review by a town board or committee. Such projects are typically Site Plan Special Permit (Board of Selectmen), Definitive Subdivision (Planning Board), Notice of Intent (Conservation Commission) or Comprehensive Permit (Zoning Board of Appeals)

Does my project have requirements for stormwater management and/or erosion control?

Yes → Proceed to Step #3A after board approval

Your project is an activity with a requirement to have stormwater management reviewed as part of the approval process. You will need to provide a stormwater management and erosion control plan consistent with the Chapter X Rules & Regulations design standards and submission requirements with your board application.

No → Proceed to Step 2

Your project is a "by-right" project that does not require approval by a board or commission however the size of your project may trigger erosion control or stormwater management review under the Chapter X Bylaw.

Step #2 – Stormwater Management & Erosion Control

Does my project exceed any of the following thresholds?

1. Disturbs 1 acre or more of land OR
2. Disturbs 5,000 square feet or more of area on a 10% slope or greater OR
3. Creates or disturbs 5,000 square feet or more of impervious area OR
4. Creates or alters a drainage system serving a drainage area of one acre or more or 5,000 square feet or more of impervious area

Yes → Proceed to Step #3B

Though your project is exempt from approval by a board or commission, it meets the thresholds for stormwater management and/or erosion control approval under the Chapter X Bylaw. You will need to provide a completed [Land Disturbance Application](#) prior to, or concurrent with, your building permit application.

No → Proceed to Step #3C

Your project is exempt from approval by a board or commission and from approval under the Chapter X Bylaw however you will be required to document your project exemption with your building permit application.

Step #3 - Building Permit Application. You are required to provide a completed [Land Disturbance application](#) with **ALL** building permit applications

#3A - Projects approved in Step #1 (Boards & Commission Approval):

1. Complete a [Land Disturbance Permit Application](#) with “Activities with approved stormwater management” checked under “Exempt Activities”. No fee is required.
2. Provide a copy of the project approval and a completed Land Disturbance Permit with your building permit application

#3B - Projects that exceed thresholds in Step #2 (Land Disturbance Permit):

1. Complete a [Land Disturbance Permit Application](#) with the applicable permit type checked.
 - Erosion Control only (Type 1) if stormwater management is not required
OR
 - Stormwater Management & Erosion Control (Type 2) if stormwater management is required
2. Provide a copy of the Land Disturbance Permit with your building permit application with the applicable permit fee

#3C - Projects that are exempt from stormwater review (Exempt Projects):

1. Complete a [Land Disturbance Permit Application](#) with the applicable exemption checked under “Exempt Activities”
2. Provide a copy of the Land Disturbance Permit with your building permit application. No fee is required

Additional Information:

- For all projects involving any site work, it is the responsibility of the applicant to show that they are exempt from stormwater management or erosion control review
- The applicant must retain the services of a “qualified consultant” (typically a licensed civil engineer, land surveyor or architect)
- Certification of the qualified consultant must be restricted to their area of expertise
- Estimates of areas will not be accepted by approximate means such as GIS maps or other non-survey information. Any site project without certification of proposed areas from a qualified consultant will be presumed to exceed permit thresholds