



Town of Ashland, *Office of Conservation*

Applicant Checklist for SMP

This checklist is meant as guide when preparing a permit application for a Stormwater Management Permit (SMP) for the Ashland Conservation Commission. This procedure is meant to accommodate for a remote meeting procedure, where applicants and attendees access the Conservation Commission hearing online via zoom. This checklist is pursuant to Chapter 343 Section 7.6, please refer to this section for further requirements and specific descriptions for each item on this checklist.

- 1: **Application:** Submit 2 paper copies and 1 digital copy of all materials. ***No spiral bindings, comb bindings, or equivalent.***

- 2: **Narrative:** Detailing the existing and proposed work, a list of other necessary permits (federal, state and local), the stormwater management plan, inspections and maintenance agreements, a description on how calculations were derived and which methods were used (see number 7.), construction sequencing, and a land use description. Make 1 copy

- 3: **Other Permits:** An electronic copy (pdf) of all other permits obtained for your project that were issued by other town departments/boards, state, and federal agencies.

- 4: **Site Plans** Make 2 copies and submit CAD files and shapefile georeferenced to NAD State Plane 83 in feet. Size to submit are 11x17", or Arch D. Additional plans may be requested depending on details and scope of your plan.
 - a. **Wellhead protection zones**, and the location of **nearest public wells and private wells** on abutting properties *with distance and direction to them.*
 - b. **Total lot area and areas of Floodplain District** (Section 282-36 of the Ashland Town Code), and wetlands
 - c. **Existing conditions and proposed conditions** of the site in *percent and square feet of the impervious cover, open space, undisturbed open space, and limits of clearing and disturbance should be included.*
 - d. **Natural features:** water bodies, wetlands, floodplain, natural drainage courses, ledge outcropping, vegetation, and soils.
 - e. **Existing and proposed structures and impervious cover**
 - f. **Pre- and post-development topography** in 2-ft contours

g. **Test pit locations and information to demonstrate the groundwater elevation** in areas *where stormwater runoff is proposed to be infiltrated into the ground*. There shall be a **least two feet of separation** from the bottom of the infiltration device, to the maximum elevation of groundwater.

h. **Shortest distance between the existing and proposed areas** on site *to the surface and estimated seasonal high groundwater*

i. **Stormwater management**, showing the location and elevations of the BMPs

j. **Erosion, and sedimentation control** BMPs. Note – **NO HAY BALES!**

k. **Existing and proposed water supply** on site if applicable.

l. **Existing Construction Detail Sheet**- details for site drainage and management.

5. Calculations: 1 copy.

a. Drainage Calculations based on NOAA Atlas 14 precipitation data (see 343-7.6.12)

b. Earth Removal/Fill calculations (See 343.13)

c. Hydrologic and hydraulic design calculations and report (see 343-7.6.16 (c)) 7:

6. Emergency Response Plan: Make 1 copy (see 343-7.6.15)

7. Stormwater Plan: a plan stamped by a Qualified Professional, containing the information outlined in 343-7.6.16 (b). Make 1 copy

8. Operation and Maintenance Plan: Make 1 copy. See c. 343-7.16.17.1

9. Certified List of Abutters: Get a certified list of abutters from the Assessor's Office. Make 1 copy.

10. Application Fee: copies of the check, make 1 copy. The fees are itemized below:

a. Basic Residential- \$100.00

b. Subdivision or Multifamily- \$500.00

c. Commercial Application- \$750.00

11. Submit all items above to the Ashland Conservation Commission, through its Agent. The Agent will provide a copy to the Town Clerk. Submit a pdf of all documents and plans as outline to bsolomon@ashlandmass.com and schrisafideis@ashlandmass.com.

12. You will receive hearing date and time from the Conservation Agent. (You will also receive a date and time for a pre-hearing site visit). Note that we have 60 days to review the application before posting the hearing date. We post the legal notice, and the Applicant gets billed by Gatehouse Media.

13. Notify Abutters: Notify abutters (via certified mail) within five business days of the scheduled hearing. Notification must include information on the public hearing.