



**LOCAL STORMWATER
MANAGEMENT PERMIT
APPLICATION**

Town of East Longmeadow
Department of Public Works

1. Project / Site Information

Project / Site Name: _____

Project Street / Location: _____

Assessor's Map: _____ Parcel(s): _____

Estimated Area to be Disturbed (ft²): _____

Total Area of Impervious Surfaces: Existing Proposed
(paved, parking, decks, roofs, etc.) (ft²) _____

Project Type (check one)	Permit Review and Inspection Fee
<input type="checkbox"/> Minor Project (Single or Mutlti-family residential)	\$100
<input type="checkbox"/> Minor Project (Commercial or Residential Subdivision less than 5 acres disturbed)	\$500
<input type="checkbox"/> Major Project (Commercial or Residential Subdivision greater than 5 acres disturbed)	\$500 + \$100 per acre above 5 acres

2. Applicant Information

Name: _____
Address: _____
Telephone: _____
E-Mail: _____
Fax: _____

**3. Owner Information
(if different from Applicant)**

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 East Longmeadow Department of Public Works and its agents permission to enter the property to review this application and make inspections during and after construction.

Applicant's Signature *Date* *Owner's Signature* *Date*

Fee Paid: _____
Date Paid: _____
(For DPW Use Only)

Permit #: _____
Approved By: _____
Approval Date: _____

5. Application Requirements

The application to the East Longmeadow Department of Public Works (DPW) for a Stormwater Management Permit must include submission of a non-refundable permit application fee and five (5) copies of the following:

- Completed and signed East Longmeadow Stormwater Management Permit Application
- Stormwater Management and Erosion Control Plan, which shall be prepared and signed by a professional engineer licensed by the Commonwealth and which shall contain sufficient information to describe the nature and purpose of the proposed development. See the East Longmeadow Rules and Regulations for the Management of Stormwater for more information.
- Supporting computations, drawings, and sufficient information describing the manner, location, and type of measures in which Stormwater Runoff shall be managed for the entire development.
- Ongoing maintenance agreement
- A list of requested waivers, if applicable

Project Documentation:

(Check circles below indicating that you have provided the following minimum information)

- A project narrative including a brief description of the project, amount and type of Impervious Surfaces, and how and where Stormwater will be controlled,
- A locus map,
- The existing zoning, and land use at the site,
- The proposed land use,
- The location(s) of existing and proposed easements,
- The location of existing and proposed utilities,
- The site's existing and proposed topography with contours at two-foot intervals,
- The existing site hydrology,
- A description and delineation of existing Stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which storm water flows,
- A delineation of 100-year flood plains, if applicable,
- Estimated seasonal high Groundwater elevation (November to April) in areas to be used for Stormwater Retention, Detention, or Infiltration,
- The existing and proposed vegetation and ground surfaces with Runoff coefficient for each,
- A Drainage Area map showing pre and postconstruction watershed boundaries, Drainage Area and storm water flow paths,
- A description and drawings of the components of the proposed drainage system including:

- Locations, cross sections, and profiles of brooks, streams, drainage Swales and their method of stabilization,
 - All measures for the Detention, Retention or Infiltration of water,
 - All measures for the protection of water quality,
 - The structural details for all components of the proposed drainage systems and storm water management facilities,
 - Notes on drawings specifying materials to be used, construction specifications, and typical.
- Expected hydrology with supporting calculations,
 - Proposed improvements including location of buildings or other structures, Impervious Surfaces, and drainage facilities, if applicable,
 - Location and details of erosion and sediment control measures with a narrative of the construction sequence/phasing of the project, including both operation and maintenance for structural and non-structural measures, clearing, stripping, interim grading, construction, final grading, material stockpiling areas and vegetative stabilization,
 - A description of construction and waste materials expected to be stored on site, and a description of controls to reduce Pollutants from these materials including storage practices to minimize exposure of the materials to Stormwater, and spill prevention and response,
 - Location and description of and implementation schedule for temporary and permanent seeding, vegetative controls, and other stabilization measures, and
 - A maintenance schedule for the period of construction.

6. Application Submission, Review, and Approval Procedures

- a) **Application Submittal:** The application to the East Longmeadow DPW for a 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 East Longmeadow DPW. For more information and copies of the Stormwater Management By-Law visit the Town web site at www.eastlongmeadowma.gov or contact the DPW at 413-525-5400.
- b) **Administrative Review:** The East Longmeadow DPW will have 7 days from the receipt of the application to review the application for administrative completeness. Incomplete applications will be disapproved and returned to the applicant based on the determination that they are administratively incomplete.
- c) **Review:** If the application is found to be complete, the East Longmeadow DPW will review the application and supporting documents based on the criteria set forth in the East Longmeadow Stormwater Management By-Law and will take final action within 28 days (including 7 day administrative review period) of the receipt of a complete application unless such time is extended by agreement between the applicant and the DPW.
- d) **Final Action:** The East Longmeadow DPW's final action will be in writing and will be sent to the applicant and the appropriate Town Department(s) and Board(s).