

CHECKLIST
Millbury Planning Board
Submission of Stormwater Plan Review

Plan Name: _____

Property Address: _____ Assessor's Map _____, Lot _____

Applicant's Name: _____ Address: _____ Tel. No. _____

(If the applicant is not the owner, a notarized statement authorizing the applicant to act on the owner's behalf and disclosing his interest shall be submitted)

Owner's Name: _____ Address: _____ Tel. No. _____

Engineering Firm: _____ Address: _____ Tel. No. _____

Submission Checklist:

1) Submission Fee of \$_____ and Technical Review Fee of \$_____ made payable to the Town of Millbury

2) One original Stormwater Management Plan and ten (10) copies thereof showing:

(on all plans in title block) a) Names, addresses and telephone numbers of the owner, applicant and person(s) or firm(s) preparing the plan

(on all plans in title block) b) Name of project, property address, assessor's map and lot number, the date, north arrow, names of abutters and scale

(on sheet L1.00) c) A locus map

(on attached .pdf Official Zoning Map) d) The existing zoning, and land use at the site

(on all plans in title block) e) The proposed land use

(on existing conditions plans) f) The location(s) of existing and proposed easements

(on existing conditions plans and grading and utilities plans) g) The location of existing and proposed utilities

(on grading and utilities plans) h) The site's existing & proposed topography with contours at one (1) foot intervals

(on attached .pdf Existing Site Hydrology) i) The existing site hydrology

(on existing conditions plans/ Drainage area map/ .pdf Existing site Hydrology) j) A description and delineation of existing stormwater conveyances, impoundments, and wetlands on or adjacent to the site or into which stormwater flows

(project not in flood plain) k) A delineation of 100-year flood plains, if applicable

(on attached .pdf Boring Report) l) Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention or infiltration

(on ex. conditions plans, planting plans, materials plans, runoff coefficient in attached .pdf Hydrology calcs) m) The existing and proposed vegetation and ground surfaces with runoff coefficient for each

(on attached .pdf Drainage Area Maps) n) A drainage area map showing pre and post construction watershed boundaries, drainage area and stormwater flow paths

(on grading and utilities plans, and details sheets) o) A description and drawings of all components of the proposed drainage system, including:

(plans and details) Locations, cross sections and profiles of all brooks, streams, drainage swales and their method of stabilization

(plans and details) All measures for the detention, retention or infiltration of water

(plans and details) All measures for the protection of water quality

(plans and details) The structural details for all components of the proposed drainage systems and stormwater management facilities

(plans and details) Notes on drawings specifying materials to be used, construction specifications and typicals

(on attached .pdf Hydrology Calculations) Expected hydrology with supporting calculations

(on plans) p) Proposed improvements including locations of buildings or other structures, impervious surfaces, and drainage facilities if applicable

(on attached .pdf Timing Schedule and Sequence of Development) q) Timing schedules and sequence of development including clearing, stripping, rough grading, construction, final grading and vegetative stabilization

(on attached .pdf Maintenance Schedule for period of Construction) r) A maintenance schedule for the period of construction

(on attached .pdf Operation and Maintenance Procedures) **3)** One original Operation and Maintenance Plan and ten (10) copies thereof showing:

a) The names(s) of the owners(s) for all components of the system

b) Maintenance agreements that specify:

_____ The names and addresses of the person(s) responsible for operation and maintenance

_____ The person(s) responsible for financing maintenance and emergency repairs

_____ A maintenance schedule for all drainage structures, including swales and ponds

_____ A list of easements with the purpose and location of each

_____ The signature(s) of the owner(s)

Note: The Planning Board may waive any of the above listed requirements if it believes that said requirement is not necessary based on the size and scope of the project. The applicant may petition the Planning Board prior to making a formal application to request notification as to which sections (s) of the stormwater plan review by-law requirements are necessary. The Planning Board will then notify the applicant within thirty (30) days as to which sections relate to the proposed project based on the size and scope of the project.

The Millbury Planning Board has accepted the submission of the above Stormwater Plan. This document certifies that, as currently submitted, the Stormwater Plan meets the minimum submission guidelines as set forth by the Town of Millbury. This document certifies that the Stormwater Plan is officially accepted for Planning Board review and consideration. It does not constitute approval of the Stormwater Plan.

Town Planner/Planning Board Clerk Signature _____ Date _____