



# **TOWN OF UPTON**

## **LAND DISTURBANCE PERMIT APPLICATION**

This permit is triggered by the clearing or disturbing of over 20,000 sq. ft. of land.

To: Stormwater Authority

*The undersigned wishes to submit a Land Disturbance Permit Application as defined in Chapter 242 Stormwater Management By-Laws of the Town of Upton and requests a review and determination by the Stormwater Authority of said Land Disturbance Plan.*

### **A. GENERAL INFORMATION**

1. Applicant/Owner \_\_\_\_\_  
Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_
  
2. Owner (if different from applicant) \_\_\_\_\_  
Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

### **B. PROJECT SITE INFORMATION**

1. Street \_\_\_\_\_
2. Assessor's Map / Block # \_\_\_\_\_ Parcel Lot # \_\_\_\_\_
3. The property/building is currently used as \_\_\_\_\_
4. The changes proposed are \_\_\_\_\_
5. Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Land Disturbance Plan involves property where the owner's title to the land is derived under deed from: \_\_\_\_\_, date \_\_\_\_\_, and recorded in the Worcester County Registry of Deeds, book \_\_\_\_\_, page \_\_\_\_\_, or Land Court Certificate of Title No. \_\_\_\_\_, registered in \_\_\_\_\_ District, book \_\_\_\_\_, page \_\_\_\_\_.

## **C. APPLICATION**

*Note: 1) An applicant for a Land Disturbance Plan Review must file with the Stormwater Authority with a completed Land Disturbance Permit Package (see Land Disturbance Permit Application Checklist)*  
*2) The applicant shall also file a copy of the Land Disturbance Plan and the application with the Town Clerk. The date of receipt by the Town Clerk shall be the official filing date.*

## **D. SIGNATURES**

*I hereby certify that under the penalties of perjury that the foregoing Land Disturbance Permit application and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.*

Signature of Applicant \_\_\_\_\_  
(If different from owner)

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Land Disturbance Permit Application Checklist

The Stormwater Authority shall make a determination as to the completeness of the application and adequacy of the materials submitted. No review shall take place until the application has been found to be complete. The Land Disturbance Permit Application package shall include:

- (1)  A completed Application Form with original signatures of all owners;
- (2)  A certified list of abutters within 300 feet of the property;
- (3)  Payment of the application and review fees; and,
- (4)  One (1) copy each of the Application Form and the list of abutters filed with the Town Clerk.

*Stormwater Management Plan (2 copies and one electronic version) shall at a minimum include:*

- (1)  Name, address, and telephone number of all persons having a legal interest in the property and the tax reference number and parcel number of the property or properties affected;
- (2)  Narrative describing project
- (3)  Plan(s)
- (4)  Calculations to show compliance with regulations
- (5)  Soil mapping and test data
- (6)  Completed MassDEP Checklist for Stormwater Report

*Erosion and Sedimentation Control Plan (2 copies and one electronic version) shall at a minimum include:*

- (1)  Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
- (2)  Narrative describing existing and proposed conditions, construction sequencing and phasing and methods to control erosion and sedimentation during construction.
- (3)  Plan(s)
- (4)  Calculations to show compliance with regulations

*Operation and Maintenance Plan (2 copies and one electronic version) shall at a minimum include:*

- (1)  The name(s) of the owner(s) for all components of the system;
- (2)  A map showing the location of the stormwater systems and facilities;
- (3)  Maintenance Agreement with the Stormwater Authority; and
- (4)  Stormwater Management Easement(s)

## Application and Review Fee Schedule

The following fee schedules are minimum fees. The Stormwater Authority may require higher fees if deemed necessary for proper review of an application or to ensure compliance.

<u>Proposed Disturbance Requires</u>	<u>Application Fee</u>	<u>Review Fee</u>
Administrative Land Disturbance Review	\$ 100	TBD per project*
Land Disturbance Permit	(2 acres or less) \$ 500 (greater than 2 acres) \$1,000	TBD per project*

\*Review fees include engineering review, legal review, and clerical fees associated with the public hearing and permit processing. A fee estimate may be provided by the Stormwater Authority, its agent, or consulting engineer. An initial fee of \$5,000 retainer is typical.

### *GENERAL*

1. Any application not accompanied by the appropriate fee shall be deemed incomplete. Payment must be made to the Stormwater Authority in cash, money order, bank or certified check payable to the Town of Upton.
2. An Applicant's failure to pay any additional review or inspection fee within five (5) business days of receipt of the notice that further fees are required shall be grounds for disapproval.
3. Stormwater Authority will publish the public notice and the applicant will send abutter notifications. Abutter notification shall be by certified mail, return receipt requested. The applicant shall pay all costs associated with the publication and notification requirements. These costs shall not be imposed on the applicant if the applicant completes the public notice and abutter notification requirements and provides Stormwater Authority with copies of the public notices and the return receipt cards.