



## CITY OF FITCHBURG, MASSACHUSETTS Stormwater Management Permit Fact Sheet

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### 1. What is Land Disturbance?

Land Disturbance is any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material, or results in the removal or covering up of natural vegetation. Land disturbance includes, but is not limited to, exposing soil due to clearing, grading, or excavation activities.

### 2. What is a Stormwater Management Permit?

A Stormwater Management Permit is required under Fitchburg's Stormwater Management Rules and Regulations for any activity that results in:

- a) Land Disturbance exceeding a total cumulative area of 20,000 square feet.
- b) Land disturbance within a critical area as defined in Article I, Section 7.
- c) Land disturbance on a parcel of land having more than 5,000 square feet of existing impervious area and ultimately resulting in a net increase of 30% or more of impervious area.

### 3. What are the application requirements?

The City's Stormwater Management Rules and Regulations require an applicant to submit five (5) paper copies and one (1) electronic copy of the completed application package along with the review fees to the Department of Public Works (DPW). The Stormwater Management Permit Application must include the following:

- a) A completed Application Form with original signature(s) of owner(s).
- b) Five (5) copies and one (1) electronic copy of the Stormwater Management Plan and project description as specified in Section 20;
- c) Five (5) copies and one (1) electronic copy of the Erosion and Sediment Control Plan as specified in Section 21;
- d) Five (5) copies and one (1) electronic copy of the Operation and Maintenance Plan as specified in Section 22;
- e) If applicable, five (5) copies and one (1) electronic copy of the NPDES General Permit for Discharges from Large and Small Construction Activities application, including the Notice of Intent and Stormwater Pollution Prevention Plan (SWPPP);
- f) All copies of the application form, the Stormwater Management Plan, the Erosion and Sediment Plan, and the Operation and Maintenance Plan must be filed with the DPW. The date of receipt by the DPW shall be the official filing date; and
  - i. Payment of the application and review fee to the Department of Public Works .
- g) The plans that must be submitted with the application include:

- **Stormwater Management Plan:** Overall Plan required as part of the application for a Stormwater Management Permit. The Plan is used to prevent and reduce the release of pollutants from a site. Plan includes techniques to control the quality and quantity of stormwater. *(Refer to Stormwater Management Rules and Regulations)*
- **Erosion and Sediment Control Plan:** A Plan required as part of the application for a Stormwater Management Permit containing narrative, drawings, and details developed by a Massachusetts Registered Professional engineer (P.E.) or Certified Professional in Erosion and Sediment Control (CPESC). The plan should include Best Management Practices (BMPs), or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbances. This plan also includes an Operation and Maintenance Plan for temporary BMPs installed and operated during construction activities. *(Refer to Stormwater Management Rules and Regulations)*



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- **Operation and Maintenance Plan (for Permanent BMPs):** A Plan required as part of the application for a Stormwater Management Permit setting up the functional, financial, and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed. *(Refer to Stormwater Management Rules and Regulations)*
  - **NPDES Construction General Permit:** Permit required by the EPA under the most recent Construction General Permit (CGP) for construction activities that disturb one (1) acre or more of land, either by itself or as part of a larger development. Permit requires a Notice of Intent (NOI) to be submitted to the EPA and the development of a Stormwater Pollution Prevention Plan (SWPPP) prior to any land disturbance. **If  $\geq 1$  Acre is disturbed, the approved NOI and SWPPP must be submitted to the Department of Public Works (DPW) before Stormwater Management Permit can be obtained.** *(Refer to EPA's website for more information and for the most recent CGP)*
4. **What is a Best Management Practice (BMP)?**  
A BMP is an activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff. The Massachusetts Stormwater Handbook and Stormwater Standards contain guidance and BMPs for each of the 3 Plans listed above.
5. **What are requirements prior to construction (before any land disturbance takes place) and during construction?**
- a) Pre-construction Meeting. Prior to the start of clearing, excavation, construction, or land disturbance, the Applicant, the Applicant's Technical Representative, the general contractor, or any other person with authority to make changes to the project, must meet with the Department of Public Works to review the permitted plans and their implementation.
  - b) The Applicant's Technical Representative shall inspect the project site and provide certification to the City of project completeness at the following stages:
    - i) **Initial Site Inspection:** prior to approval of any Plan.
    - ii) **Project Progress Inspections:** observe and document project progress at certain milestones as described in Article III Section 25. B.
    - iii) **Permittee Inspections:** weekly inspections and prior to and following storm events.
    - iv) **Bury Inspection:** prior to backfilling of drainage piping or stormwater conveyance structures.
    - v) **Final Inspection:** after construction of the stormwater management system is completed.
  - c) The Department of Public Works must be granted access to enter privately owned property for the purpose of performing their duties for inspection and monitoring of projects under a Stormwater Management Permit.
  - d) If necessary, the Department of Public Works may require additional fees for site inspections conducted by City Departments. Fees are calculated at a rate of \$85 per hour for review, inspection, and monitoring services that require an excess of two (2) hours of review, inspection, and monitoring time by a City department.



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6. **What are requirements for project completion?**

Upon completion of the project, the permittee shall submit a report including as-built drawings of all structural stormwater controls and treatment BMPs required for the site to the Department of Public Works. The as-built drawings should be certified by a Massachusetts Registered Professional Engineer (P.E.), surveyor, or Certified Professional in Erosion and Sediment Control (CPESC), certifying that all erosion and sediment control devices, along with an approved changes and modifications have been completed. Once approved, a certification letter is issued to the owner. The owner submits the letter to the Inspectional Services Department to obtain a Certificate of Occupancy.

7. **Are there any requirements after construction is complete?**

The Operation & Maintenance Plan (O&M Plan) for any permanent BMPs must be evaluated and updated annually. A log that includes a record of all inspections and copies of maintenance work orders must be maintained.

8. **Where do I pick up copies of the Stormwater Management Permit Application and additional guidance documents?**

The Department of Public Works (DPW) located at 301 Broad Street Fitchburg, MA 01420 maintains copies. A permit application can also be downloaded from DPW's website at: [Public Works Department | Fitchburg, MA \(fitchburgma.gov\)](https://www.fitchburgma.gov/public-works-department)

9. **Any Questions? Please contact the Department of Public Works at 978-829-1900 or email us at [rkilleen@fitchburgma.gov](mailto:rkilleen@fitchburgma.gov).**