

**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:
  - \_\_\_\_\_ a) Names, addresses and telephone numbers of the owner, applicant and person(s) or firm(s) preparing the plan
  - \_\_\_\_\_ b) Name of project, property address, assessor's map and lot number, the date, north arrow, names of abutters and scale
  - \_\_\_\_\_ c) A locus map
  - \_\_\_\_\_ d) The existing zoning, and land use at the site
  - \_\_\_\_\_ e) The proposed land use
  - \_\_\_\_\_ f) The location(s) of existing and proposed easements
  - \_\_\_\_\_ g) The location of existing and proposed utilities
  - \_\_\_\_\_ h) The site's existing & proposed topography with contours at one (1) foot intervals
  - \_\_\_\_\_ i) The 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
  - \_\_\_\_\_ k) A delineation of 100 year flood plains, if applicable
  - \_\_\_\_\_ l) Estimated seasonal high groundwater elevation (November to April) in areas to be used for stormwater retention, detention or infiltration
  - \_\_\_\_\_ m) The existing and proposed vegetation and ground surfaces with runoff coefficient for each
  - \_\_\_\_\_ n) A drainage area map showing pre and post construction watershed boundaries, drainage area and stormwater flow paths
  - \_\_\_\_\_ o) A description and drawings of all components of the proposed drainage system, including:
    - \_\_\_\_\_ Locations, cross sections and profiles of all 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 stormwater management facilities
    - \_\_\_\_\_ Notes on drawings specifying materials to be used, construction specifications and typicals
    - \_\_\_\_\_ Expected hydrology with supporting calculations
  - \_\_\_\_\_ p) Proposed improvements including locations of buildings or other structures, impervious surfaces, and drainage facilities if applicable
  - \_\_\_\_\_ q) Timing schedules and sequence of development including clearing, stripping, rough grading, construction, final grading and vegetative stabilization
  - \_\_\_\_\_ r) A maintenance schedule for the period of construction
- \_\_\_\_\_ 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 \_\_\_\_\_