



Checklist for STORMWATER PERMIT APPLICATIONS

This Checklist is to be used as a guide for complying with the *Town of Milford Stormwater Management and Erosion Control Regulations*. A completed Checklist must be submitted as part of the required stormwater application. The Planning Board or Code Enforcement Officer shall make a determination to accept, reject, or table an application based on both its review and the review and recommendation of the Community Development Department.

Please fill out this Checklist thoroughly by checking the appropriate box and providing the necessary information. Provide written justification for any waiver requests (including citing the appropriate section number of the regulations), or for any boxes checked “not applicable” if the reasons are not apparent. A Waiver Request form is available through the Town of Milford website (http://planning.milfordnh.info/planning_2.htm#Forms) or through the Milford Community Development Office.

The *Milford Stormwater Management and Erosion Control Regulations* are available for a fee at the Milford Community Development Office or on the Web at: www.milford.nh.gov. If you have any questions, please contact this Office for assistance, at (603) 673-7964. **General construction standards** for storm drainage, roadways, water, and sanitary sewer are available for a fee at the Department of Public Works or Water Utilities Department.

NOTE: If greater than 43,560 square feet of disturbance is proposed for any use, the applicant IS REQUIRED to check Federal EPA NPDES permitting requirements.

Name of Stormwater Application _____ Map(s) _____ Lot(s) _____

TYPE OF PROJECT (The project involves):

<input type="checkbox"/>	Disturbance or impact less than 5,000 square feet ** No Permit Required at this time. No further action required. **
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<input type="checkbox"/>	Disturbance or impact greater than 5,000 square feet and less than 20,000 square feet
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Review the conditions below. If any of the five boxes below are checked, you are not currently required to apply for a permit.	
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<input type="checkbox"/>	Normal Maintenance of Land in Agricultural Use utilizing BMP's
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<input type="checkbox"/>	Maintenance of property associated with a single-family dwelling
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<input type="checkbox"/>	Construction of a fence that will not alter drainage patterns
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<input type="checkbox"/>	Construction of utilities within an existing paved roadway that will not permanently alter drainage patterns
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<input type="checkbox"/>	Emergency repairs to any stormwater management facility per listed conditions
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If the project proposes a disturbance greater than 5,000 square feet, and at least one of the five boxes above are not checked, a Permit Application is required. Continue this checklist.

<input type="checkbox"/>	Disturbance of impact greater than 20,000 square feet
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<input type="checkbox"/>	Impact is not solely related to construction or reconstruction of a roadway (If solely related to Roadway reconstruction, no application is required unless greater than 43,560 square feet of disturbance is required.)
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<input type="checkbox"/>	Subdivision or phasing of more than three lots
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<input type="checkbox"/>	Proposed work in or adjacent to a wetlands or wetlands buffer
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<input type="checkbox"/>	Construction of utilities requiring contiguous ground disturbance greater than 20,000 square feet
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<input type="checkbox"/>	The utility work is completely contained within the limits of an existing paved roadway (A Permit is required, however, no Plan is required)
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<input type="checkbox"/>	Disturbance or impact greater than 43,560 square feet and is only related to construction or reconstruction of a roadway
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<input type="checkbox"/>	Proposed work in or adjacent to disturbed critical areas
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If any of the above boxes are checked, a Permit Application and Stormwater Management and Erosion Control Plan **ARE** required.

INITIAL (AND FINAL) APPLICATION REQUIREMENTS (5.32.090.A)

	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
1. Drawings Shall Include:				
a. Locus Map showing property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. North arrow, scale and date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Structures, utilities, roads and other paved areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Topographic contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Critical Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Drainage Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Surface water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Watershed boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Limits of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. NCSS/SSSNNE Soils information related to highly erodible soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Construction details & application procedures for temporary and permanent stormwater management and erosion and sediment control BMP's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Areas and timing of soil disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
5. A schedule for self-inspection and maintenance of all BMP's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Narrative section including discussion of each measure, its purpose, construction sequence, and installation timing as they apply to the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. If no Infiltration or Exfiltration is proposed skip to question 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Test pit information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Estimated seasonal high water table elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Calculations for the infiltration or exfiltration system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Any requested studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Name, address, stamp, and signature of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-Licensed Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-Licensed Civil Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-Licensed Soil Scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-Licensed Wetland Scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL FINAL APPLICATION REQUIREMENTS (5.32.090.B)

(If initial application, skip to question 13)

	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
11. Construction Drawings/Supporting Documents:				
a. A project narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Plan for stump and debris removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Topographic contours at two-foot (2') intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Surface waters, wetlands, and drainage patterns and watershed boundaries within the project area and within 200 feet of project boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Extent of 100-year floodplain boundaries if published or determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Areas of cut and fill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Locations of earth stockpiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Locations of equipment storage and staging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Locations of proposed construction and/or permanent vehicle or equipment fueling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Stump disposal plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Highlighted areas of poorly and very poorly drained soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
m. Highlighted areas of poorly and/or very poorly drained soils proposed to be filled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Construction and earth movement schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. Locations, descriptions, details, and design criteria and calculations for all sedimentation control measures and BMP's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. Identification of all permanent control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
q. Identification of permanent snow storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
r. Identification of snow management measures during construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
s. Description of the combination of sediment and erosion control measures which are required to achieve maximum pollutant removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. SWMP Contents must also include:				
a. Design calculations for all BMP measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. A proposed schedule for the inspection and maintenance of all BMP's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
c. Identification of all permanent control measures and responsibility for continued maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Drainage report with calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Plans showing the entire drainage area affecting or being affected by the development of the site. Proposed lot boundaries and drainage areas shall be clearly shown on the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. The direction of flow of runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. The location, elevation, and size of all existing and proposed drainage features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. When detention structures are planned to reduce future condition peak discharge, the soil cover complex method shall be used to compute the runoff volume and peak discharge for designing the structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Copies of pertinent State and Federal Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

13. OUTSIDE AGENCY REVIEW, PERMITTING AND APPROVALS

Depending on the jurisdiction of outside agency authority, and prior to the acceptance of the Stormwater Application by the Planning Board, the applicant may be required to obtain approvals and permits for various aspects of the development from:

	REQUIRED	COMMENTS
A. Milford Zoning Board of Adjustment	<input type="checkbox"/>	_____
B. Milford Conservation Commission	<input type="checkbox"/>	_____
C. Milford Water and Sewer Commissioners	<input type="checkbox"/>	_____
D. Milford Heritage Commission	<input type="checkbox"/>	_____
E. NH Department of Environmental Services (DES)		
1. State subdivision approval	<input type="checkbox"/>	_____
2. Site specific	<input type="checkbox"/>	_____
3. Utility extensions	<input type="checkbox"/>	_____
4. Wetlands dredge and fill	<input type="checkbox"/>	_____
F. NH Department of Transportation (NHDOT)	<input type="checkbox"/>	_____
G. US Army Corps of Engineers	<input type="checkbox"/>	_____
H. "Regional Impact" review	<input type="checkbox"/>	_____
I. Other agencies as required (please list)	<input type="checkbox"/>	_____

Note:

Depending upon the type of review and permit, the Planning Board may require that the permit be obtained prior to final approval or as a condition of approval to be met prior to the signing of the final Subdivision or Site plan but not requiring a final meeting with the Planning Board.

Signature of person preparing the Stormwater Application Checklist:

The Town has the right to deny a permit if any information is missing and that by signing; the applicant is stating the information is accurate to the best of their knowledge.

Name / Title _____

Date _____