

APPENDIX B - APPLICATION



PLANNING DEPARTMENT

Community Development Division

Land Disturbance Permit Application

Please type or print clearly.

1. Petitioner: _____

1.0 Petitioner's Address: _____

Telephone number: _____

2. Owners of the Land: _____

Address: _____

Number of years of ownership: _____

3. Address of Property Being Affected: _____

Zoning District: _____

Assessors Map: _____ Lot #: _____

Registry of Deeds: Book #: _____ Page #: _____

4. Description of Project: _____

5. Total Area to be Disturbed _____

6. Has there been a previous application (Special Permit or Definitive Subdivision) from the Planning Board on these premises? _____ If so, when and for what type of construction?

7. Has there been a previous application (NOI/RDA, Small Project, Certificate of Compliance) from the Conservation Commission on these premises? _____ If so, when and what type?

8. Petitioner and Landowner signature(s):

Every application for a Land Disturbance Permit shall be made on this form, which is the official form of the Planning Board. Every application shall be filed with the Town Clerk's office. It shall be the responsibility of the petitioner to furnish all supporting documentation with this application. The dated copy of this application received by the Town Clerk or Planning Office does not absolve the applicant from this responsibility. The petitioner shall be responsible for all expenses for filing and legal notification. Failure to comply with application requirements, as cited herein and in the Planning Board Rules and Regulations may result in a dismissal by the Planning Board of this application as incomplete.

Petitioner's Signature: _____

Print or type name here: _____

Owner's Signature: _____

Print or type name here: _____

9. Please list title of plans and documents you will be attaching to this application.

10. Application Fee to be included with the Application is \$300, made payable by check to the Town of North Andover.

APPENDIX C – CHECKLIST

The following is a checklist of requirements for the Town of North Andover Stormwater Discharge Permit.

Please be sure to include the following items as part of your Permit:

- Name of Contractor Responsible
- Site Description
- Nature of the activity
- Construction Schedule
- Total area of site, area to be disturbed
- Run-off coefficient for pre-construction and post construction
- General location map
- Discharge locations - Receiving Water or special aquatic sites (on-site, near site) receiving discharges
- Structural Practices
- Structures used to divert storm water
- Structures used to store storm water
- Post-construction controls (required when sediment or other pollutants leaving the site will exceed pre-development levels)
- Technical explanation why practices are selected
- Velocity dissipation devices
- Controls used to prevent solid materials
- Controls used to minimize offsite tracking
- Compliance with local and state regulations
- Materials to be stored on-site (with updates)
- Pollutants from support activities (asphalt/concrete plant)
- Control measures for support activities
- Measures to protect threatened or endangered species, or critical habitat
- Site Map should contain the following:
 - Drainage patterns
 - Approximate slopes after major grading
 - Areas of soil disturbance
 - Areas which will not be disturbed
 - Locations of control measures
 - Locations where stabilization practices are expected to occur
 - Location of off-site storage of material, waste, borrow, or equipment storage
 - Surface Waters
 - Storm Water discharge locations
- Maintenance Procedures
 - Inspections (of disturbed areas, areas used for material storage, control measures, and vehicle access)
- Copy of State Permit (if required)
- Inspection Records
 - Name & qualification of inspector
 - Dates
 - Major observations
 - Non-storm water discharge sources

Erosion and Sedimentation Controls

- Control measures used should be designed to keep sediment on site. Control measures should be properly selected, installed and maintained in accordance with manufacturer's specifications and good engineering practices.
- Accumulated sediment, off-site. must be removed often enough to minimize impacts.
- Sedimentation ponds/traps must be cleaned out when 50% full (by volume)
- Litter must be prevented from being a pollutant.
- Offsite material storage areas are considered part of the plan.

Sample Stabilization Practices

- Preservation of existing vegetation
- Preservation of existing trees
- Vegetative Buffer strips
- Mulching
- Geotextiles
- Sod stabilization

Sample Structural Practices

- Silt Fences
- Earthen Dikes
- Drainage Swales
- Sediment Traps
- Check Dams
- Subsurface Drain
- Level Spreaders
- Inlet Protection
- Outlet Protection
- Sediment Basins
- Rain Gardens