



## TOWN OF DEERFIELD

Planning Board  
8 Conway Street  
South Deerfield, MA 01373  
Voice: 413.665.1400  
Facsimile: 413.665.1411  
Web: [www.deerfieldma.us](http://www.deerfieldma.us)

### Stormwater Permit Eligibility Worksheet

#### Introduction – *What is the purpose of the Stormwater Bylaw?*

The Town of Deerfield adopted a Stormwater Bylaw to protect the Town's waters from the harmful effects of stormwater runoff that can occur with new development and redevelopment. Stormwater from roads, homes and businesses is the leading cause of water pollution in our area and contributes to flooding. It can be prevented with low cost, highly effective practices such as rain gardens and low impact designs that cleanse the most polluted 'first flush' of storm runoff and help recharge groundwater. Low impact methods are promoted by state and federal agencies, homebuilder organizations and by the Town's Stormwater Bylaw. We recommend that you review the Stormwater Bylaw (Chapter [155](#)) and [Regulations](#) and the Deerfield [Best Development Practices Guidebook](#) for more information at <http://www.deerfieldma.us>.

#### ***Does this project require a Stormwater Permit?***

Some development projects in Deerfield may require a Stormwater Permit to assure that stormwater runoff will be properly managed during construction and after development is complete. The Planning Board serves as the Town's Stormwater Authority and issues Stormwater Permits and Certificates of Completion when project construction has fulfilled the terms of the Stormwater Permit. Please complete this worksheet to determine whether the proposed project will require a Stormwater Permit.

Project/Site Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Street \_\_\_\_\_ Town, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Project Street/Location: \_\_\_\_\_

Assessors' Map: \_\_\_\_\_ Parcel(s): \_\_\_\_\_

Estimated area of land to be disturbed (ft<sup>2</sup>): \_\_\_\_\_

Total area of impervious surfaces (ft<sup>2</sup>)                      Existing                      Proposed  
(paved, parking, decks, roofs, etc.): \_\_\_\_\_

***Proceed to Eligibility Worksheet on pages 2 and 3.***

1. Check all that might apply to your proposed project.	Yes	No	Maybe
a) This is a <b>new development</b> or <b>redevelopment</b> project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) <b>Increased stormwater runoff or pollutants</b> will flow from this parcel of land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Activities on this site will <b>alter the drainage characteristics</b> of this parcel of land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) This project is for <b>residential development that will disturb an area of 1 acre or more</b> of land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) This project is for <b>commercial, industrial or institutional use that will disturb an area of 12,500 square feet or more.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) This project will require an earth removal permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) This project will alter or convert land use to one with <b>higher potential pollutant loading</b> as defined in Section 155-3A(2) of the Deerfield Stormwater Bylaw.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you checked "No" to all of the above statements, **STOP. The Deerfield Stormwater Bylaw and Regulations do not apply to your project, and you do not need to obtain a Stormwater Permit.** If you checked "Yes" or "Maybe" to any of the above, you **may** be required to meet the requirements of the Deerfield Stormwater Bylaw and Regulations and obtain a Stormwater Permit. **Proceed to question 2. Please note that the Planning Board's review of the Eligibility Worksheet may result in a determination that a Stormwater Permit is required.**

2. If you meet one of the following descriptions, you are **exempt** from Deerfield's Stormwater requirements.
- a) Normal maintenance and improvement of land in agriculture;
  - b) Conversion of land to agricultural use for crops and/or pasture;
  - c) Timber harvesting;
  - d) Maintenance of existing landscaping, gardens or lawn areas associated with residential dwellings;
  - e) Construction of a single family dwelling where approval is not required under the Subdivision Control Law and where total land disturbance is less than 1 acre;
  - f) Repair or replacement of a septic system;
  - g) Construction of a deck, patio, retaining wall, driveway or other impervious surface expansion, shed, accessory building, swimming pool, tennis and basketball court associated with a residential dwelling;
  - h) Construction of utilities (gas, water, electric, telephone, etc.) other than drainage, which will not permanently alter terrain, ground cover or drainage patterns;

- i) Emergency repairs to any Stormwater Management device or practice that poses a threat to public health or safety, or as deemed necessary by the Stormwater Authority; or
  - j) Stormwater discharges resulting from the activities subject to the Deerfield Stormwater Bylaw that are wholly subject to jurisdiction under the Wetlands Protection Act and that demonstrate compliance with the Massachusetts Stormwater Standards as reflected in an Order of Conditions issued by the Conservation Commission.
- 

If you checked any of the boxes in Question 2, **STOP. You are exempt from Deerfield's Stormwater Bylaw and Regulations and do not need to obtain a Stormwater Permit.**

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### Instructions for Submitting an Application:

If you do not meet any of these exemptions and you checked "Yes" or "Maybe" to any statements in Question 1, you **must apply for a Stormwater Permit. The Building Commissioner will not grant building permits until a Stormwater Permit has been issued and will not grant a Certificate of Occupancy until a Certificate of Completion for stormwater controls has been issued by the Planning Board.**

### Attachments:

1. Stormwater Permit Requirements & Checklist
2. Stormwater Application Form
3. Engineering Consultant Fee Acknowledgment Form
4. Fees & other Expenses

### Additional Resources:

1. Town of Deerfield Bylaws (available through Town Website at [www.deerfieldma.us](http://www.deerfieldma.us)): c. 155 §1-6; Attachment 236 1-6: Planning Board Regulations Governing Fee and Fee Schedules
2. Deerfield [Best Development Practices Guidebook](#)
3. Massachusetts Stormwater Handbook & Stormwater Standards: <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>
4. MassGIS Standard for Digital Plan Submittals to Municipalities (Version 2.0--October 2007)



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### **Stormwater Permit Requirements and Checklists**

Please submit a copy of this checklist and other documents for a Stormwater Permit to the Deerfield Planning Board (Stormwater Authority) as part of your Application Package. The Board's consulting engineer or other designee will be your contact during the Permit review process and construction, and will handle inquiries with regard to the Stormwater Permit. The checklists are intended to guide preparation of documents and summarize procedures for a Stormwater Permit and stormwater management. Applicants are expected to adhere to all requirements as set forth in the Deerfield Stormwater Regulations. Checklist items under Construction and Inspections and Project Completion will be completed after a Stormwater Permit has been issued.

#### **Process Overview**

##### **Review of Stormwater Guidance and Regulations**

1. Please review the Deerfield Best Development Practices Guidebook and the Town's Stormwater Regulations to become familiar with the Town's goals and objectives for better site design and stormwater management and the requirements for obtaining a Stormwater Permit and Certificate of Completion.

##### **Application**

2. File seven (7) hard copies and one (1) electronic version (in a format determined by the Town) of a complete Stormwater Application with the Deerfield Planning Board (Stormwater Authority).
3. Pay the Application and Engineering and Consultant Review Fees. A Surety may be required.
4. The Planning Board will have 90 days to act upon a complete Stormwater Application.
5. Stormwater permit decision may be appealed to an appropriate court pursuant to MGL Ch. 249, §4.4 within 60 days

##### **Construction and Inspections**

6. After a Stormwater Permit has been issued, site altering activities may begin, subject to the Performance Standards and Stormwater Criteria described in Section 7 of the Stormwater Regulations.
7. The Stormwater Authority or its agent will make periodic inspections of the site to review the stormwater management devices during and after construction subject to the terms of Section 10 of the Stormwater Regulations.

##### **Project Completion**

8. The permittee must submit record drawings of all structural stormwater controls to the Planning Board.
9. All stormwater practices and techniques and the terms and conditions of the Operation and Maintenance Plan must be a) placed on the final approved Plan; b) recorded at the Franklin Registry of Deeds; c) placed on individual deeds as restrictions and d) filed with the Town Building Commissioner.
10. The Planning Board will issue a Certificate of Completion upon its receipt and approval that all work was completed in conformance with the Stormwater Regulations.
11. The Building Commissioner will issue a Certificate of Occupancy only after receipt of a copy of the Certificate of Completion.



## Stormwater Permit Checklist    Town of Deerfield Planning Board

### Project Information

Project/Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Street: \_\_\_\_\_ Town, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Stormwater Permit Submission Requirements

Carefully read all sections of the application for procedures that you must follow.

- Please type or print all information.** Incomplete and/or illegible applications will delay the application process.
- All applications must be reviewed by a staff member** in the Inspections Office once completed.
- The Building Commissioner must review and sign the application**, and then the original application, seven (7) hard copies, and the application fee must be submitted to the Inspections Office. Please keep a copy of the entire application packet for your own records.
- Review the Deerfield Best Development Practices Guidebook and Stormwater Regulations**
- File 7 hard copies and 1 electronic version of all items below.** (Only complete Applications will be reviewed.)
  - **Stormwater Permit Eligibility Worksheet**
  - **Stormwater Permit Application** form with original signatures of all owners
  - **Non-refundable \$150 Application Fee** (payable to Town of Deerfield). If Stormwater Authority requires that abutters be notified, the Applicant must also pay fees to cover the Town's cost of preparing and mailing notification letters at the fee of \$2.00 per letter plus certified return receipt postage.
  - **Engineering Consultant Fee Acknowledgment Form**
  - **Stormwater Management Plan** and project description. Must have stamp and signature of a Registered Professional Engineer licensed in the Commonwealth of Massachusetts.
  - **Operation and Maintenance (O&M) Plan and Inspection & Maintenance Agreements** which shall include the following:
    - a) Stormwater Management Easements/Agreements to allow access to stormwater management devices for inspection and maintenance if deemed necessary by the stormwater Authority;
    - b) The name and contact information of the owners of all components of the system;
    - c) A map showing the location of the stormwater management devices including all structural and nonstructural components;
    - d) Maintenance agreements that specify names and addresses of person(s) responsible for operation and maintenance and its financing, an Inspection and Maintenance schedule, including an O&M estimated budget, maintenance tasks to be performed, a list of easements with the purpose and location of each and the signature(s) of the owner(s).
  - **Erosion and Sediment Control Plan** in conformity with Section 7B(3) of the Stormwater Regulations





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### Engineering Consultant Fee Acknowledgment Form

Complete and file with Stormwater Permit Application.

#### **Project Information**

Project/Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Street: \_\_\_\_\_ Town, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Engineering and Consultant Reviews and Fees**

The Planning Board (Stormwater Authority) may require an applicant to pay an Engineering and Consultant Review Fee for the reasonable costs for engineering and other consultant services necessary for the Stormwater Authority to come to a decision on the Application. Fees will be determined at the time of project review. Payment may be required at any point in the deliberations and must be paid prior to a final decision.

The services for which fees may be utilized include, but are not limited to, wetland survey and delineation, hydrologic and drainage analysis, wildlife evaluation, analyses of stormwater quality and other site characteristics, site inspections, as-built plan review, and analysis of legal issues.

Any unused portion of any fees collected, other than Application fees, will be returned by the Stormwater Authority to the applicant within forty-five (45) calendar days of a written request by the applicant.

The Engineering and Consultant Review fees collected will be deposited in a revolving account.

#### **Acknowledgement**

**I hereby acknowledge that I understand the terms of Engineering and Consultant Reviews and Fees as stated above and will pay the associated fees as set by the Stormwater Authority for the proposed project.**

\_\_\_\_\_  
*Applicant's Signature*                      *Date*

\_\_\_\_\_  
*Owner's Signature*                      *Date*





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### STORMWATER PERMIT APPLICATION

An applicant for a Stormwater Permit must file seven (7) hard copies and one (1) electronic file of a complete application for a Stormwater Permit and pay a \$100.00 non-refundable application fee (payable to the Town of Deerfield). Incomplete applications will not be reviewed. A Stormwater Permit must be issued before any land disturbing activities may begin. See attached documents for details.

#### 1. Project/Site Information

Project/Site  
Name: \_\_\_\_\_

Project  
Address/Location: \_\_\_\_\_

Assessors' Map: \_\_\_\_\_ Parcel(s): \_\_\_\_\_

Estimated area of land to be disturbed (ft<sup>2</sup>): \_\_\_\_\_

Total area of impervious surfaces (ft<sup>2</sup>)                      Existing                      Proposed  
(paved, parking, decks, roofs, etc.): \_\_\_\_\_

#### 2. Project Type (check one)

- Residential Subdivision
- Residential development where approval is not required (ANR) and where land disturbance will be 1 acre or more
- Commercial development where land disturbance will be 12,500 ft<sup>2</sup> or more
- Industrial development where land disturbance will be 12,500 ft<sup>2</sup> or more
- Institutional development where land disturbance will be 12,500 ft<sup>2</sup> or more
- Seeking earth removal permit

#### 3. Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

#### 4. Owner Information (if different from Applicant)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 5. Certification

I hereby certify that the information contained herein including all attachments, is true, accurate and complete, to the best of my knowledge. Further, I grant the Deerfield Stormwater Authority and its agents permission to enter the property to review this Application and make inspections during and after construction.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Owner's Signature                      Date



## **FEES AND OTHER EXPENSES:**

<b>Stormwater Permit application fee:</b>	\$150.00
<b>Abutters List fee:</b>	Cost as determined by the Deerfield Assessor's Office payable to the Town of Deerfield + cost of 2 sets of mailing labels
<b>Abutters Notice Mailing fee:</b>	Total cost will vary depending on the number of abutters, and will include the cost/piece for Certified Mail/Return Receipt plus \$2.00 processing costs per piece
<b>Newspaper Publishing fee:</b>	Total cost will vary; to be paid directly to the Greenfield Recorder in-person or by phone prior to publication of legal notices
<b>Consultant Review fee:</b>	May be required for some projects; fee to be determined by Planning Board and deposited in advance by applicant

## **CONTACTS:**

<b>Building Commissioner:</b>	413-665-1400 x110 8 Conway St., South Deerfield, MA 01373
<b>Inspections Office Planning Board Admin. Staff:</b>	413-665-1400 x108 8 Conway St., South Deerfield, MA 01373
<b>Town Clerk:</b>	413-665-2130 x100 8 Conway St., South Deerfield, MA 01373
<b>Board of Assessors:</b>	413-665-1400 x106 8 Conway St., South Deerfield, MA 01373
<b>Registry of Deeds:</b>	413-772-0239 Franklin County Courthouse, 425 Main St., Greenfield, MA 01301
<b>Greenfield Recorder:</b>	Please contact Suzanne Hunter to arrange payment: Telephone: 413-772-0261 ext. 219 Email: legalads@recorder.com Fax: 413-774-5511
<b>Town Website:</b>	<a href="http://www.deerfieldma.us">www.deerfieldma.us</a>

## **HOURS AND SCHEDULES:**

<b>Building Commissioner's Office:</b>	9:00 a.m. to 4:00 p.m. Monday through Thursday
<b>Town Clerk's Office:</b>	9:00 a.m. to 4:00 p.m. Monday through Thursday
<b>Inspection Services Office:</b>	9:00 a.m. to 4:00 p.m. Monday through Thursday (Planning Board administrative staff in this office will assist you.)
<b>Board of Assessors Office:</b>	9:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, 9:00 a.m. to 12:00 p.m. Wednesday
<b>Planning Board Schedule:</b>	Typically meets the first Monday of each month at 6:30 p.m. in Town Hall Meeting Room. This schedule or location may change due to holidays, earlier meeting start times, extra meetings in addition to the monthly meeting, etc. Please check with the Inspection Services Office to determine the next scheduled Planning Board meeting.