MAR041078 SP

Hand-enter Your Transmittal Number → **W 035930**

Your unique Transmittal Number can be accessed through DEP's web site or by calling the DEP InfoLine as listed on the last page of this document

Massachusetts Department of Environmental Protection
Transmittal Form for Permit Application and Payment

Instructions

1. Please type or print. A separate Transmittal Form must be completed for each permit application.

2. Your check should be made payable to the Commonwealth of Massachusetts. Please mail your check along with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.

3. Three (3) copies of this form will be needed.

Copy 1 (the original) must accompany your permit application. **Copy 2** must accompany your fee payment. **Copy 3** should be retained for your records

4. Both fee-paying and exempt applicants must mail a copy of this transmittal form to DEP, P.O. Box 4062, Boston, MA 02211

For DEP Use Only
Permit No._____
Rec'd Date_____
Reviewer_____

A. Application Information

DEP Permit Code (the 7 or 8 character code from first page of permit application instructions): BRPWM08a	
Name of Permit Category: NPDES Stormwater General Permit	
Type of Project or Activity: Notice of Intent for Discharges from Small MS4	

B. Applicant Information (Firm or Individual)

Name of Firm: City of Everett			
Or, if party needing this approval is clearly an Individual:			
Individual's Last Name:	First Name		MI
Street Address: 484 Broadway			
City/Town: Everett	State: MA	Zip Code: 02149	Telephone Number: (617) 394-2251 ext.
Contact: Julius Ofurie, City Engineer	e-mail address (optional): Julius.Ofurie@ci.everett.ma.us		

C. Facility, Site or Individual Requiring Approval

Name of Facility, Site or Individual: City of Everett MS4		DEP Facility Number (if Known)	
Street Address		e-mail address: (optional)	
City/Town: Everett	State: MA	Zip Code	Telephone Number: ( ) ext.

D. Application Prepared by (if different from Section B)

Name of Individual or Firm: S E A Consultants Inc.			
Address: 485 Massachusetts Avenue			
City/Town: Cambridge	State: MA	Zip Code: 02139	Telephone Number: (617) 498-4622 ext.
Contact: Betsy Frederick	LSP Number (21E only)		

E. Permit - Project Coordination

Is this project subject to MEPA review? ☐ yes ☒ no

If yes, indicate the project's EOEA file number (assigned when an Environmental Notification Form is submitted to the MEPA unit)

EOEA # Is an Environmental Impact Report Required? ☐ yes ☒ no

Is this application part of a larger project for which two or more DEP permits are being or will be sought? ☐ yes ☒ no

List any other DEP permits that apply to this project:

Permit Category	Date of Submission (tentative or actual)	Transmittal Number (if application already submitted)
None		

JUL 31 2003
MUNICIPAL ASSISTANCE UNIT

F. Amount Due

Special Provisions:
- ☒ Fee Exempt* (city, town or municipal housing authority)(state agency if fee is $100 or less)
- ☐ Hardship Request [payment extensions according to 310 CMR 4.04(3)(c)]
- ☐ Alternative Schedule Project (according to 310 CMR 4.05 and 4.10)

*There are no fee exemptions for 21E, regardless of applicant status

Check #:	Dollar Amount:	Date:

Please make check payable to the Commonwealth of Massachusetts and mail check and one copy of this form to DEP, P.O. Box 4062, Boston, MA 02211

rev: 03/21/00

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

W035930
Transmittal Number

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Facility ID (if known)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

   City of Everett
   Name

   484 Broadway
   Mailing Address

   Everett — City/Town
   MA — State

   (617) 394-2251 — Telephone Number
   Julius.Ofurie@ci.everett.ma.us — Email (if available)

2. Municipality Name

   Everett
   City/Town

3. Legal Status:

   ☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

   ☐ Other public entity: _____ Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

   State highway

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

   ☒ yes ☐ pending ☐ no

   The U.S. Fish and Wildlife Service has confirmed that there are no federally-listed threatened or endangered species nor any critical habitat in Everett.

JUL 3 1 2003
MUNICIPAL ASSISTANCE UNIT

B. Applicant Information (cont.)

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☒ yes ☐ pending ☐ no

The Vice Chairman of the Everett Historical Commission has confirmed that, to the best of his knowledge, the Everett MS4 meets the eligibility criteria for the protection of historic properties.

Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Malden River (Name)	TBD (Number)	☒ Yes ☐ No	Organic enrichment/low DO, pathogens, oil and grease, taste, odor and color, suspended solids; objectionable deposits (Specify)
Mystic River – Outlet of Lower Mystic Lake to Amelia Earhart Dam (Name)	TBD (Number)	☒ Yes ☐ No	Metals, nutrients, pathogens (Specify)
Mystic River – Amelia Earhart Dam to confluence with Chelsea River, including Island End River (Name)	TBD (Number)	☒ Yes ☐ No	Priority organics, metals, unionized ammonia, other inorganics, pathogens, oils and grease, taste, odor and color (Specify)
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify
Name	Number	☐ Yes ☐ No	Specify

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

W035930
Transmittal Number

Facility ID (if known)

D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1-1.1	Develop and distribute educational material to residential property owners; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste and steps the public can take to minimize pollution from stormwater runoff	Conservation Commission	Year 1: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 2 through 5: Distribute information quarterly, utility customers, both residential and commercial, and distribute at City Hall, the library and Waterfront Fairs. Also during Years 2 through 5, post information on the City web site and update the web site semi-annually, and air information on cable television annually.
1-1.2	Revise dog licensing materials to include information on stormwater issues related to pet waste management, and use revised materials. Conduct limited visual survey of City-owned parklands to determine where additional signs, pooper scooper stations or repairs to same may be needed. Install/repair signage and pooper scooper stations in selected locations.	Conservation Commission	Year 1: Revise dog licensing materials. Years 2 through 5: Use revised materials. Years 2 and 4: Conduct limited visual survey of City-owned parklands. Years 3 and 5: Install/repair signage and pooper scooper stations based on survey results.

D. Stormwater Management Program Summary (Cont.)

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1-1.3	Develop and distribute educational material to business property owners; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste	Conservation Commission	Year 1: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 2 through 5: Distribute information quarterly, via either mailing a brochure/fact sheet to business property owners based on tax assessor records; airing information on the City's community television station; distributing a brochure/fact sheet at a community event; or making a brochure/fact sheet available at City Hall, libraries or other municipal facilities open to the public. Update the web site semi-annually.
1-1.4	Develop and distribute educational material to owners of properties on which land uses with higher potential pollutant loads have been identified; and post on City web site for municipal employees. Include information on the hazards associated with illicit discharges and improper disposal of waste	Conservation Commission	Year 2: Procure, develop or adapt one brochure/fact sheet on stormwater issues; post stormwater information on City web site Years 3 through 5: Distribute information bi-annually, via either mailing a brochure/fact sheet to property owners based on tax assessor or DEP RCRA generator or other records; airing information on the City's community television station; distributing a brochure/fact sheet at a community event. Update the web site semi-annually.
1-1.5	Conduct Waterfront Fairs to provide outreach to residents and businesses.	Conservation Commission	Conduct one Waterfront Fair in 2003 and two Waterfront Fairs per year during Years 2 through 5.

D. Stormwater Management Program Summary (Cont.)

1-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Develop and implement an educational program for Everett public school children.	Director, Mayor's Office of Community and Economic Development	Conceptual and final program development will occur in Years 1 and 2, respectively. The program will be conducted once annually during Years 3 through 5.

2. Public Participation:

2-1
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Establish Stormwater Task Force	Director, Mayor's Office of Community and Economic Development	Identify individuals to serve on the Task Force within the first eight months of the permit period. The task force will hold at least four meetings per year. It will prepare and submit the required annual reports.

2-2
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Implement Catch Basin Stenciling Program	Director, Mayor's Office of Community and Economic Development	Year 1: Contact Mystic River Watershed Association and/or other organization and develop phased stenciling plan. Years 2 through 5: Implement phased plan. Stencil 30% of all City-owned catch basins over five year permit term.

2-3
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Conduct River Clean-up Day	Director, Mayor's Office of Community and Economic Development	Year 1: Develop program and invite participation of other organizations. Years 2 through 5: Conduct one clean-up day annually.

D. Stormwater Management Program Summary (Cont.)

2-4
BMP ID #

Establish Stormwater Hotline Specify Best Management Practice	Conservation Commission Responsible Dept./Person Name	Year 1: Create database of stormwater related issues, including operation and maintenance concerns, possible illicit connections and unusual outfall discharges. During Years 1 through 5, publicize hotline number, update database regularly, undertake follow-up action on 80% of the items. Share data with Engineering Department, DPW, Mayor's Office of Community and Economic Development, and Board of Health. Specify Measurable Goal

2-5
BMP ID #

Seek easement to waterfront Specify Best Management Practice	Director, Mayor's Office of Community and Economic Development Responsible Dept./Person Name	Year 1: Propose easement to property owner by Year 2. Specify Measurable Goal

3. Illicit Discharge Detection and Elimination:

3-1
BMP ID #

Conduct hydraulic study of drainage system Specify Best Management Practice	City Engineer/DPW Responsible Dept./Person Name	Complete hydraulic modeling by the end of Year 2. Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

3-2
BMP ID #

Conduct dry weather outfall screening
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Conduct dry weather screening of up to 25 outfalls. Evaluate those that are observed to have dry weather flow with field screening procedures. Sample outfalls for fecal coliform on two separate occasions. If warranted based upon field screening, conduct additional screening and analysis for some or all of the pollutants in the proposed 2002 "Massachusetts Integrated List of Waters" on up to five outfalls over the permit term beginning in Year 3. Year 5: Conduct dry weather screening of all City-owned outfalls.
Specify Measurable Goal

3-3
BMP ID #

Map stormwater outfalls and show names of receiving waters
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Locate all known City-owned outfalls using GPS and develop a GIS data layer showing those outfalls.
Specify Measurable Goal

3-4
BMP ID #

Map the stormwater collection system in a GIS
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 2: Create a GIS of stormwater system showing locations of known City-owned pipes, manholes, catch basins, outfalls. Attribute information such as pipe size, construction material, age, etc., will be entered into the system where available.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

3-5
BMP ID #

Develop and implement a plan to identify and remove non-stormwater discharges to the MS4
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Prioritize outfalls, evaluate funding sources for identifying and removing illicit connections, and develop a system for maintaining electronic records of the program. Conduct field investigations of prioritized area to locate and remove illicit connections within two years of dry weather field screening subject to funding constraints.
Specify Measurable Goal

3-6
BMP ID #

Develop an ordinance to make it illegal to improperly connect a sanitary sewer to the storm drain system or to dump pollutants into the system
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Draft ordinance and present to the Mayor/Common Council/Board of Aldermen. If ordinance is adopted, develop and adopt regulations. If not, repeat in Years 2 through 5.
Specify Measurable Goal

4. Construction Site Runoff Control:

4-1
BMP ID #

Revise Site Plan Review Ordinance/Regulations/ Procedures
Specify Best Management Practice

Director, Mayor's Office of Community and Economic Development
Responsible Dept./Person Name

Year 1: Develop draft changes to the ordinance. Year 2: Present proposed changes to Mayor/Common Council/Board of Aldermen. If not approved, revise if necessary and present in Years 3 through 5 until approved. Develop and present to Planning Board revised Site Plan Review regulations and/or procedures within six months of adoption of ordinance.
Specify Measurable Goal

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

W035930
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E. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name

Signature Date

Printed Name

Signature Date

Printed Name

Signature Date

Printed Name

Signature Date

Printed Name

Signature Date

D. Stormwater Management Program Summary (Cont.)

4-2
BMP ID #

Develop site inspection and enforcement of construction control measures program
Specify Best Management Practice

Conservation Commission
Responsible Dept./Person Name

Year 2: Develop program. Years 3 through 5: implement program.
Specify Measurable Goal

4-3
BMP ID #

Identify Preferred Standard Construction Site Runoff Controls
Specify Best Management Practice

Conservation Commission
Responsible Dept./Person Name

Year 1: Identify preferred best management practices. Year 3: Complete a draft "Preferred Standard Construction Site Runoff Controls" document. Year 4: Distribute to contractors.
Specify Measurable Goal

4-4
BMP ID #

Develop procedures to receive and consider information submitted by the public regarding stormwater issues on construction sites
Specify Best Management Practice

Conservation Commission
Responsible Dept./Person Name

Year 1: Create database and advertise hotline telephone number. Years 2 through 5: Accept and document inquiries, convey information to appropriate department for follow-up, review database monthly.
Specify Measurable Goal

4-5
BMP ID #

Develop site inspection and enforcement of control measures program
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 2: Develop program. Years 3 through 5: Implement program.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

5-1
BMP ID #

Develop post-construction runoff control ordinance, regulations, procedures and guidance
Specify Best Management Practice

Planning Board
Responsible Dept./Person Name

Year 2: Draft the post-construction runoff ordinance and hold a public meeting. Year 3: present the final ordinance to the Mayor / Common Council / Board of Aldermen. Present in Years 4 and 5 if necessary. Present the regulations, procedures and guidance to the appropriate board and conduct a public hearing thereon within six months of ordinance adoption.
Specify Measurable Goal

5-2
BMP ID #

Ensure Adequate Long-Term Operation and Maintenance of BMPs

5-2.1
BMP ID #

Require DPW review of selected structural BMPs
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Develop draft procedures for evaluation of BMPs for operation and maintenance issues. Year 2: Develop final procedure. Years 3-5 implement procedure.
Specify Measurable Goal

5-2.2
BMP ID #

Establish a mechanism to fund operation and maintenance of structural BMPs
Specify Best Management Practice

City Engineer/DPW
Responsible Dept./Person Name

Year 1: Investigate potential funding mechanisms, develop a draft funding mechanism, and hold a public meeting to solicit input from the community. Year 2: revise draft and present to Mayor / Common Council / Board of Aldermen. If not adopted, revise and present in Years 3 through 5.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-1	Develop and Implement a Plan to Prevent and Reduce Pollutant Runoff from Municipal Operations	City Engineer/DPW	By the end of Year 2, develop and adopt a plan. Implement plan beginning in Year 3.

7. BMPs for Meeting TMDL: NOT APPLICABLE

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

Massachusetts Department of Environmental Protection
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Printed Name

Signature — Date 7/28/03

Printed Name

Signature — Date

Printed Name

Signature — Date

Printed Name

Signature — Date

Printed Name

Signature — Date