Hand-enter Your Transmittal Number → W 040563 (Transmittal Number)

Your unique Transmittal Number can be accessed online: http://www.state.ma.us/scripts/dep/trasmfrm.stm or call DEP's InfoLine at 617-338-2255 or 800-462-0444 (from 508, 781, and 978 area codes).

Massachusetts Department of Environmental Protection

Transmittal Form for Permit Application and Payment

1. Please type or print. A separate Transmittal Form must be completed for each permit application.
2. Make your check payable to the Commonwealth of Massachusetts and mail it with a copy of this form to: DEP, P.O. Box 4062, Boston, MA 02211.
3. Three 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. Permit Information

BRP WM 08A — Permit Code: 7 or 8 character code from permit instructions

NPDES Stormwater General Permit — Name of Permit Category

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) — Type of Project or Activity

B. Applicant Information – Firm or Individual

Town of Norfolk — Name of Firm - Or, if party needing this approval is an individual enter name below:

Markel — **Last Name** of Individual
Robert — **First Name** of Individual
T — MI

One Liberty Lane — Street Address

Norfolk — City/Town
MA — State
02056 — Zip Code
(508) 528-1408 — Telephone # and extension

Contact Person
e-mail address (optional)

C. Facility, Site or Individual Requiring Approval

Town of Norfolk — Name of Facility, Site or Individual
DEP Facility Number (if Known)
Federal I.D. Number (if Known)

One Liberty Lane — Street Address
e-mail address (optional)

Norfolk — City/Town
MA — State
02056 — Zip Code
(508) 528-1408 — Telephone # and extension

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

Guertin Elkerton & Associates, Inc. — Name of Firm Or Individual

91 Montvale Avenue — Address

Stoneham — City/Town
MA — State
02180 — Zip Code
(413) 781-0000 — Telephone # and extension

Mary Burgess — Contact Person
LSP Number (21E only)

E. Permit - Project Coordination

Is this project subject to MEPA review? ☐ yes ☒ no If yes, enter the project's EOEA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit: EOEA file number _____

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 # if application already submitted

JUL 24 2003

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)

MUNICIPAL ASSISTANCE UNIT

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

Check Number _____ 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

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)

W040561
Transmittal Number

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:

   Robert T. Markel, Town Administrator
   Name

   Town of Norfolk, One Liberty Lane
   Mailing Address

   Norfolk — City/Town
   MA — State

   (508) 528-1408 — Telephone Number
   Email (if available)

2. Municipality Name

   Town of Norfolk
   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:

   _____

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

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

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

C. Names of (Presently Known) Receiving Waters

No current mapping. Unknown at present time. Will be identified during 5-year implementation of stormwater management program (See program summary).

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
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
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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)

W040561
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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Norfolk will present to the public at a public meeting Norfolk's draft Comprehensive Stormwater Management Program.
2	Create a Stormwater Program	Department of Public Works	Norfolk will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Norfolk's Comprehensive Stormwater Management Program, including public education and outreach.
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.
5	Identify alternative information sources	Department of Public Works MIS Department	Norfolk will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. www.virtualnorfolk.com

D. Stormwater Management Program Summary (Cont.)

1. Public Education (Cont.):

6
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Identify alternative information sources	Department of Public Works MIS Department	Norfolk will also post links on its website to the Upper Charles River Stormwater Assessment Report upon its completion. www.virtualnorfolk.com

7
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Utilize local public access channel	Department of Public Works	Public meeting notice and the meeting reviewing Norfolk's Comprehensive Stormwater Management Program will be posted on Norfolk's local access channel.

8
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Promote household waste recycling	Department of Public Works	The Town of Norfolk will work with the consortium to identify a permanent site for the location of a regional transfer station and hazardous waste collection center. Consortium meets monthly and is dependent on available funding.

2. Public Participation:

9
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Storm drain stenciling	Department of Public Works	Norfolk will work with local Scout groups to develop a stenciling program. Stenciling will target Norfolk's subwatersheds.

D. Stormwater Management Program Summary (Cont.)

2. Public Participation (Cont.):

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
10	Community clean-ups	Department of Public Works Norfolk Conservation Commission Mirror Lake Committee	Town of Norfolk will encourage local stream team cleanups, such as those performed at Mirror Lake, with local residents and area Scout groups. Town will provide notice of event on local access channel and website.
11	Community clean-ups	Department of Public Works Audubon Society	The Town of Norfolk will support Audubon's annual Earth Day cleanup in Stony Brook Wildlife Sanctuary through posting of event on website and local access channel.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.
13	Inventory and mapping of storm drain system	Department of Public Works	Norfolk will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Norfolk's Comprehensive Stormwater Management Program, including public education and outreach.

D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
14	Mapping and identification of outfalls and receiving waters	Department of Public Works	Norfolk will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.
15	Identification/description of problem areas	Department of Public Works	Norfolk will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health By-Law Study Committee	Norfolk will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Consortium Board of Health	Norfolk and the consortium will provide educational brochures to residents within the member communities promoting proper disposal of household hazardous wastes and conditions for utilization of the consortium facility, currently located in Norfolk.
18	Initiation of recycling programs	Department of Public Works Consortium	Norfolk will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.

D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination (Cont.):

19
BMP ID #

Watershed assessments and studies Specify Best Management Practice	Department of Public Works Conservation Commission Board of Health Responsible Dept./Person Name	Norfolk will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Kingsbury Pond, Mirror Lake, sections of the Charles River, and Stop River. These waterbodies have been identified as impaired an on DEP's 303d list. Specify Measurable Goal

20
BMP ID #

Watershed assessments and studies Specify Best Management Practice	Department of Public Works Water Department Responsible Dept./Person Name	The Town of Norfolk Water Department will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II. Specify Measurable Goal

4. Construction Site Runoff Control:

21
BMP ID #

Bylaw: Storm water management regulations for construction sites 1 acre or larger Specify Best Management Practice	Planning Board Conservation Commission Town Counsel By-Law Study Committee Board of Health Zoning Board of Appeals Responsible Dept./Person Name	Norfolk will review model by-law developed by DEP in consultation with the Attorney General's Office. Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel By-Law Study Committee Board of Health Zoning Board of Appeals	Norfolk will review model by-law developed by DEP in consultation with the Attorney General's Office.

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Norfolk will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Norfolk will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.
25	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Norfolk will review an incorporate appropriate recommendations of USGS Report: *Potential Effects of Structural Controls and Street Sweeping on Stormwater Lands to the Lower Charles River*, 2002.

D. Stormwater Management Program Summary (Cont.)

26
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Develop and implement training programs for municipal employees	Department of Public Works	Norfolk will send a minimum of 5 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.

27
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Identify applicable structural and non-structural long-term runoff control strategies BMPs	Department of Public Works	Norfolk will review and implement recommendations within EPA required Spill Control and Countermeasure Plans (SPCC).

6. Municipal Good Housekeeping (Cont.):

28
BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
Review storm drainage infrastructure needs	Department of Public Works	Norfolk will incorporate storm drain infrastructure review in Norfolk's Pavement Management Program.

7. BMPs for Meeting TMDL:

BMP ID #

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

BMP ID #

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

BMP ID #

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

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	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)

W040561
Transmittal Number

Facility ID (if known)

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.

Robert T. Markel, Town Administrator
Printed Name

Signature

7/17/03
Date

STORM WATER MANAGEMENT PROGRAM
Mass. Transmittal No. W040563
EPA No_____

SCHEDULE

Name of MS4: ___NORFOLK_____ Page 1

	PERMIT YEAR				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID.	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
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