Hand-enter Your Transmittal Number → W 040565
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 Sutton
Name of Firm - Or, if party needing this approval is an individual enter name below:

Last Name of Individual | **First Name** of Individual | MI

4 Uxbridge Road
Street Address

Sutton | MA | 01590 | (508) 865-8727
City/Town | State | Zip Code | Telephone # and extension

Contact Person | e-mail address (optional)

C. Facility, Site or Individual Requiring Approval

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

4 Uxbridge Road
Street Address | e-mail address (optional)

Sutton | MA | 01590 | (508) 865-8727
City/Town | State | Zip Code | 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 | MA | 02180 | (413) 781-0000
City/Town | State | Zip Code | 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

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 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:

Name

Town of Sutton, 4 Uxbridge Road
Mailing Address

Sutton
City/Town

MA
State

(508) 865-8727
Telephone Number

Email (if available)

2. Municipality Name

Town of Sutton
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
Name	Number	☐ Yes ☐ No	Specify

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	Sutton will present to the public at a public meeting Sutton's draft Comprehensive Stormwater Management Program.
2	Create a Stormwater Program	Department of Public Works	Sutton 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 Sutton'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.

D. Stormwater Management Program Summary (Cont.)

1. Public Education (Cont.):

5
BMP ID #

Identify alternative information sources
Specify Best Management Practice

Department of Public Works MIS Department
Responsible Dept./Person Name

Sutton will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: www.townofsutton.com

Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the Association's 8 year sampling program. Data will be posted on town website along with relevant BMPs for target audiences.
Specify Measurable Goal

6
BMP ID #

Identify alternative information sources
Specify Best Management Practice

Department of Public Works MIS Department
Responsible Dept./Person Name

The Town of Sutton will contact the Blackstone River Watershed Council to review opportunities in Sutton. These opportunities include hosting a watershed association meeting in Sutton with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Sutton. www.BVTourisn@aol.com
Specify Measurable Goal

7
BMP ID #

Utilize local public access channel
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Public meeting notice and the meeting reviewing Sutton's Comprehensive Stormwater Management Program will be posted on Sutton's local access channel.
Specify Measurable Goal

8
BMP ID #

Develop, conduct and document educational programs
Specify Best Management Practice

Department of Public Works Liaison
Responsible Dept./Person Name

The Town of Sutton will appoint a liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

1. Public Education (Cont.):

9
BMP ID #

Promote household waste recycling
Specify Best Management Practice

Department of Public Works
Board of Health
Responsible Dept./Person Name

The Town of Sutton will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.
Specify Measurable Goal

2. Public Participation:

10
BMP ID #

Storm drain stenciling
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Sutton will work with local Girl Scout Troop in continuing its support of storm drain stenciling by scouts.
Specify Measurable Goal

11
BMP ID #

Community clean-ups
Specify Best Management Practice

Department of Public Works
Sutton Conservation Commission
Responsible Dept./Person Name

Town of Sutton will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.
Specify Measurable Goal

12
BMP ID #

Community clean-ups
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Town will provide trucks and other material to support cleanup efforts and disposal of materials.
Specify Measurable Goal

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
13	Inventory and mapping of storm drain system	Department of Public Works	Sutton 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 Sutton's Comprehensive Stormwater Management Program, including public education and outreach.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Sutton 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	Sutton 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	Sutton 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 Board of Health	Sutton will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.

D. Stormwater Management Program Summary (Cont.)

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

18
BMP ID #

Initiation of recycling programs Specify Best Management Practice	Department of Public Works Board of Health Responsible Dept./Person Name	Sutton will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials. Specify Measurable Goal

19
BMP ID #

Watershed assessments and studies Specify Best Management Practice	Department of Public Works Conservation Commission Board of Health Responsible Dept./Person Name	Sutton 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 Aldrich Pond, Clark Reservoir, Dark Brook Pond,Marble Pond, Merrill Pond No. 3, Merrill Pond No. 4, No. 1 Pond, No. 2 Pond, Schoolhouse Pond, Sutton Falls, Swans Pond, Town Farm Pond, Welsh Pond, Whiting Pond, and Woodbury Pond. These waterbodies have been identified as impaired and on DEP's 303d list. Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

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

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
20	Watershed assessments and studies	Department of Public Works Public Water Suppliers	The Town of Sutton will encourage the three PWS located in town to 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. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Sutton's local access channel and website.

4. Construction Site Runoff Control:

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

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 Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.

D. Stormwater Management Program Summary (Cont.)

6. Municipal Good Housekeeping:

23
BMP ID #

Develop a municipal Operations and Maintenance Plan
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Using regulations and recommendations from DEP and EPA, Sutton 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.
Specify Measurable Goal

24
BMP ID #

Develop a municipal Operations and Maintenance Plan
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Sutton will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.
Specify Measurable Goal

25
BMP ID #

Develop and implement training programs for municipal employees
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Sutton will send a minimum of 5 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.
Specify Measurable Goal

6. Municipal Good Housekeeping (Cont.):

26
BMP ID #

Review storm drainage infrastructure needs
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Sutton will incorporate storm drain infrastructure review in Sutton's Chapter 90 project utilizations.
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)

D. Stormwater Management Program Summary (Cont.)

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

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 D. Kneeland, Chairman Board of Selectmen
Printed Name

Robert D Kneeland
Signature

15 JUL 03
Date

STORM WATER MANAGEMENT PROGRAM
Mass. Transmittal No. W040565
EPA No_____

SCHEDULE

Name of MS4: Sutton

	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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