1997

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)

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:

   Town of Topsfield
   Name

   8 West Common Street
   Mailing Address

   Topsfield — City/Town
   MA — State

   (978) 887-1500 — Telephone Number
   topsfield.townhall@verizon.net — Email (if available)

2. Municipality Name

   Town of Topsfield
   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:

   Massachusetts Highway - Route 1 and Interstate 95

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

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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

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Ipswich River (Name)	unknown (Number)	☒ Yes ☒ No	Low DO, nutrients, flow alteration, organic enrich.
School Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Cleveland Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Pye Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Howlett Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Mile Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Fish Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Cow Pen Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Slough Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Hobbs Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Gravely Brook (Name)	unknown (Number)	☐ Yes ☒ No	(Specify)
Nichols Brook (Name)	unknown (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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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1A	Develop educational resources	Stormwater Coordinator	Make materials available to schools and library
1B	Public Education Program	Stormwater Coordinator	Make materials available to public via mail, web, video..

2. Public Participation:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
2-A	Create volunter Stormwater Organization	Stormwater Coordinator	Appoint Stormwater Committee
2-B	Collect historical water quality data	Stormwater Coordinator	Collection completed
2-C	Conduct water quality sampling of streams	Stormwater Coordinator	Ongoing measure
2-D	Organize "Adopt-a-Brook" Program	Stormwater Coordinator	Program organized and operating

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D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
3-A		
Map stormwater drainage system. Identify all outfalls	Highway Department	Mapping completed
3-B		
Develop illicit discharge elimination ordinance	Highway Depatment, Town Counsel, Executive Secretary	Propose ordinance at Town Meeting
3-C		
Develop and implement Illicit Discharge Elimination Plan	Highway Department	Plan is implemented
3-D		
Educate business regarding proper disposal of wastes	Board of Health	Ongoing measure
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

4. Construction Site Runoff Control:

BMP ID #	Responsible Dept./Person Name	Specify Measurable Goal
4-A		
Revise/create regulations to control construction runoff	Conservation Commission, Planning Board	Regulations adopted
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

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D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
5-A	Revise/create regulations to control post construction runoff	Conservation Commission, Planning Board	Regulations adopted

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-A	Reduce discharge of pollutants	Highway Department	Bring Town buildings/facilities into compliance
6-B	Proper disposal of catch basin cleaings	Highway Department	Disposal procedure implemented

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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

7-A BMP ID #		
Educate public - agricultural runoff and lawn fertilizers Specify Best Management Practice	Stormwater Coordinator Responsible Dept./Person Name	Make materials available via mail, web, video Specify Measurable Goal
7-B BMP ID #		
Runoff control - see 4-A & 5-A Specify Best Management Practice	Conservation Commission and Planning Board Responsible Dept./Person Name	Measures adopted Specify Measurable Goal
7-C BMP ID #		
Contact local and state river conservation groups Specify Best Management Practice	Stormwater Coordinator Responsible Dept./Person Name	Coordinate activities with river conservation groups 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.

JOSEPH C. IAROCCI
Printed Name

Joseph C. Iarocci
Signature

7/14/03
Date

Selectman/Chairman

Town of Topsfield

Stormwater Management Plan

Program Element	Best Management Practice	BMP ID #	Activity	PERMIT YEAR ONE			
				Spring 03	Summer 03	Fall 03	Winter 03-04
1. Public Education and Outreach	Develop Educational Resources	1-A	Obtain educational materials including books, videos, and posters Place educational materials in Town Library Make educational materials available to schools				
	Provide educational materials to general public	1-B	Publish informative articles in local newspapers Show stormwater videos on local cable TV Create and maintain a stormwater web page on Town's website Mail generic stormwater information to residents Mail Town generated stormwater information to residents Provide stormwater info booth at annual Town Services Fair				X
2. Public Participation and Involvement	Create a Volunteer Stormwater Organization	2-A	Create organization, educate group, and create subcommittees				
			Encourage volunteer projects in the local high school and Boy Scout Troop				
		2-B	Collect historical water quality data from existing watershed groups				X
		2-C	Conduct water quality sampling and analysis of Ipswich River School and Cleveland Brooks Pye Brook, Howlett, Brook, and Mile Brook Fish Brook and Nichols Brook				
			Coordinate with Ipswich River Watershed Association and Topsfield Audubon Society headquarters for annual cleanup of Ipswich River				
		2-D	Organize an "Adopt-a-Brook" program to facilitate cleanup of small watersheds				
			Hold public workshops to discuss appropriate BMP's and proposed bylaws and ordinances				
3. Illicit Discharge Detection and Elimination	Map Town stormwater drainage system, identify all outfalls and receiving waters.	3-A	Map drainage system 20% per year				
	Ordinance or prohibition for illicit discharge and elimination.	3-B	Develop draft ordinance Finalize ordinance Propose ordinance at Town Meeting				
	Develop and implement an Illicit Discharge Detection Plan	3-C	Evaluate current detection program Investigate 35% of system Investigate 35% of system Investigate 30% of system Implementation of detection complete				
	Public education to businesses regarding improper disposal of waste	3-D	Develop brochures or obtain posters				
4. Construction Site Runoff Control	Develop regulatory mechanism to require erosion and sedimentary controls, as well as sanctions to ensure compliance	4-A	Review and revise as necessary, existing Wetlands, Planning Board Subdivision and Zoning bylaws.				
	Develop regulatory requirements for construction site operators to implement erosion and sediment control (ESC) BMPs		Review and revise as necessary, existing Wetlands, Planning Board Subdivision and Zoning bylaws.				
	Develop regulatory requirements for construction site operators to control waste (building materials, chemicals, litter, etc.) that may impact water quality.		Review and revise as necessary, existing Wetlands, Planning Board Subdivision and Zoning bylaws.				
	Develop regulatory criteria for subdivision control, site plan review, and special permits that consider water quality and wetland impacts.		Review and revise as necessary, existing Wetlands, Planning Board Subdivision and Zoning bylaws.				
	Town votes on new or revised Bylaws and Regulations		Determine need for an Erosion and Sedimentary Control Bylaw Schedule public meetings for review of new or revised Bylaws and Regulations. New or revised Regulations are provided to the Town Clerk. Proposed new or revised Bylaws are submitted as a warrant articles at town meeting.				
5. Post-Construction Runoff Control	Develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects to the extent possible.	5-A	Review and revise as necessary, existing Wetlands, Planning Board Subdivision and Zoning bylaws.				
	Town votes on new or revised Bylaws and Regulations		Determine need for an Erosion and Sedimentary Control Bylaw Schedule public meetings for review of new or revised Bylaws and Regulations. New or revised Regulations are provided to the Town Clerk. Proposed new or revised Bylaws are submitted as a warrant articles at town meeting.				
6. Pollution Prevention Housekeeping of Municipal Operations	Develop Maintenance Schedule for Maintenance Activities/Pollution Prevention Plan		Catch Basin Cleaning/Street Sweeping/Ditch Maintenance				
	Review Controls for Reducing Discharge of Pollutants	6-B	Consider and implement the use of alternative deicing chemicals for snow and ice removal Sand/Salt Storage Run-off from Parking lots/Public Works Operations 33% per Year Evaluate other Town Buildings/Facilities 50% per year Bring all Town Buildings/Facilities into compliance				
	Develop procedure for Proper Disposal of Catch Basin Cleanings	6-B	Evaluate current procedures Develop new procedure if applicable Implement Procedure				

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F. Storm Water Management Program TIME FRAMES

PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
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
	X															
			X				X				X				X	
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