



Hand-enter Your Transmittal Number

W 035827

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 MS4s

B. Applicant Information (Firm or Individual)

Name of Firm:

Town of Ipswich

Or, if party needing this approval is clearly an individual:

Individual's Last Name:

First Name

MI

Street Address

25 Green Street

City/Town

Ipswich

State

MA

Zip Code

01938

Telephone Number

(978) 356-6612

ext.

Contact:

Robert C. Gravino, DPW Director

e-mail address (optional)

robertg@town.ipswich.ma.us

C. Facility, Site or Individual Requiring Approval

Name of Facility, Site or Individual

Town of Ipswich MS4

DEP Facility Number (if Known)

Street Address

e-mail address:

(optional)

City/Town

Ipswich

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 EOE 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		

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



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:

Town of Ipswich

Name

25 Green Street

Mailing Address

Ipswich

City/Town

(978) 356-6612

Telephone Number

MA

State

robertg@town.ipswich.ma.us

Email (if available)

2. Municipality Name

Ipswich

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 Ipswich MS4 meets Endangered Species Act eligibility Criterion A (Part 1B.2.E.iii.): "No endangered or threatened species or critical habitat are in proximity to the MS4 or the points where authorized discharges reach the receiving waters." Although the federally-threatened piping plover (*Charadrius melodus*) does occur within the town limits, the U.S. Fish & Wildlife Service has determined that the species is unlikely to be adversely affected by the MS4 due to the lack of outfalls adjacent to plover habitat.



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Storm Sewer Systems (MS4s)**

Facility ID (if known)

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

Based upon review of sites in Ipswich shown on the MassGIS datalayer for National Register and State Register sites, and analysis of those sites in relation to known outfall locations, no historic sites were identified in the path of the MS4's stormwater or allowable non-stormwater discharges

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
Castle Neck River	TBD	☐ Yes ☒ No	Specify
Name	Number		
Clark Pond	TBD	☐ Yes ☒ No	Specify
Name	Number		
Dow Brook Reservoir	TBD	☐ Yes ☒ No	Specify
Name	Number		
Eagle Hill Cove	TBD	☐ Yes ☒ No	Specify
Name	Number		
Eagle Hill River	TBD	☒ Yes ☐ No	Pathogens
Name	Number		Specify
Egypt River	TBD	☒ Yes ☐ No	Pathogens
Name	Number		Specify
Farley Brook	TBD	☐ Yes ☒ No	Specify
Name	Number		
Fox Creek	TBD	☐ Yes ☒ No	Specify
Name	Number		
Goulds Creek	TBD	☐ Yes ☒ No	Specify
Name	Number		
Greenpoint Creek	TBD	☐ Yes ☒ No	Specify
Name	Number		
Greenwood Creek	TBD	☒ Yes ☐ No	Pathogens
Name	Number		Specify
Hood Pond	TBD	☒ Yes ☐ No	Metals
Name	Number		Specify
Ipswich River from Sylvania Dam to Ipswich Bay	TBD	☒ Yes ☐ No	Pathogens
Name	Number		Specify
Ipswich River upstream of Sylvania Dam	TBD	☒ Yes ☐ No	Pathogens, Organic enrichment/Low DO
Name	Number		Specify
Kimball Brook	TBD	☒ Yes ☐ No	Organic enrichment/Low DO
Name	Number		Pathogens
			Specify
Labor in Vain Creek	TBD	☒ Yes ☐ No	Organic enrichment/Low DO
Name	Number		Pathogens
			Specify



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Facility ID (if known)

C. Names of (Presently Known) Receiving Waters (Cont.)

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
<u>Miles River</u> Name	<u>TBD</u> Number	☒ Yes ☐ No	Organic enrichment/Low DO, Pathogens Specify
<u>Mill Brook</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Muddy Run Brook</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Mulholland Drive Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Neck Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Notre Dame Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Ocean Avenue Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Ox Pasture Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Paine Creek</u> Name	<u>TBD</u> Number	☒ Yes ☐ No	Pathogens Specify
<u>Plum Island Sound</u> Name	<u>TBD</u> Number	☒ Yes ☐ No	Pathogens Specify
<u>Robinson's Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Rowley River</u> Name	<u>TBD</u> Number	☒ Yes ☐ No	Pathogens Specify
<u>Saltonstall Brook</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify
<u>Spew Island Creek</u> Name	<u>TBD</u> Number	☐ Yes ☒ No	Specify



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**Notice of Intent for Discharges from Small Municipal Separate
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Facility ID (if known)

D. Stormwater Management Program Summary

1. Public Education:

1-1

BMP ID #

Develop and distribute educational material to property owners, including residents and business owners; and post on Town 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 reduce the pollutants in stormwater runoff

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

Year 1: Procure, develop or adapt four brochures/fact sheets on stormwater issues; post stormwater information on Town web site
Years 2 through 5: Distribute a brochure/fact sheet annually to property owners based on tax assessor records; update the web site semi-annually
Specify Measurable Goal

2. Public Participation:

2-1

BMP ID #

Conduct Household Hazardous Waste and Oil/Paint Collection Days

Specify Best Management Practice

Board of Health/DPW Director

Responsible Dept./Person Name

Hold a joint Household Hazardous Waste and Oil/Paint Collection Day annually; hold three additional Oil/Paint Collection Days annually
Specify Measurable Goal



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

Facility ID (if known)

D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

3-1

BMP ID #

Map outfalls and show names
of receiving waters

Specify Best Management Practice

DPW Director/Utilities
Department Director

Responsible Dept./Person Name

During Year 1, a system will be developed to ensure the staff is informed of alterations to the MS4, that changes are field verified, and maps are updated in a timely manner. Also during Year 1, information from the 1995 Ipswich Coastal Pollution Control Committee (ICPCC) report will be field verified. During Year 2, information from the 1995 ICPCC report will be incorporated into the maps; and information from the Draft (or if available, Final) Phase I Parker Watershed Stormwater Outfall Inventory will be field verified and mapped. During Year 3, information from the Phase II inventory, should it be completed and relevant, will be field verified and mapped. During Year 4, Division of Marine Fisheries data collected over the past five years will be reviewed to determine whether it identifies any previously unmapped outfalls or other elements of the MS4; if it does, those elements of the system will be field located and mapped. During Year 5, any pertinent remaining sources of data will be field verified and mapped. Beginning in Year 2, the Town-wide maps will be updated on a continuous basis as new information from field investigations and other sources is received, such that the maps are no greater than six months out of date.

Specify Measurable Goal



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D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination: (Cont)

3-2

BMP ID #

Detect and eliminate illicit
discharges

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

90% of the Washington Street detection program, as it is defined currently, will be completed by the end of Year 1 and remediation activity will commence in Year 2. Development of a program to detect additional illicit discharges will occur in Year 3 and be implemented in Years 4 and 5.

Specify Measurable Goal

3-3

BMP ID #

Conduct illicit discharge
education program

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

Included in Minimum Control Measures 1, 2 and 6.

Specify Measurable Goal

3-4

BMP ID #

Develop a bylaw that prohibits
the illegal dumping of non-
stormwater into the MS4

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

The draft bylaw will be developed by the end of Year 1 of the permit period, and the final bylaw will be prepared by the end of Year 2. The bylaw will be presented to Town Meeting in Year 3. If it is not approved, it will be revised, if appropriate, and presented to Town Meetings in Year 4, and again in Year 5, if necessary.

Specify Measurable Goal



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Facility ID (if known)

D. Stormwater Management Program Summary (Cont.)

3-5

BMP ID #

Develop regulations or policies to enforce the bylaw described in BMP 3-4

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

Draft changes to the regulations and policies will be developed by the end of Year 1 of the permit period. The final changes will be prepared by the end of Year 2. Adoption of the new regulations and policies will be dependent upon approval of the bylaw. Regulations will be proposed for adoption within one year of approval of the bylaw.

Specify Measurable Goal

4. Construction Site Runoff Control:

4-1

BMP ID #

Revise Site Plan Review Bylaw

Specify Best Management Practice

Planning Director

Responsible Dept./Person Name

Draft changes to the bylaw will be developed by the end of Year 1 of the permitting period. The proposed changes will be presented to Town Meeting in Year 2. If they are not approved, they will be revised, if appropriate, and presented to Town Meeting in Year 3, Year 4, and Year 5, if necessary.

Specify Measurable Goal

4-2

BMP ID #

Improve site plan review process

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

The revised process will be developed with departments involved in the Construction Site Plan Review Process. A checklist or similar tracking tool will be developed during the first year of the permitting period. This tool will be adopted during the second year of the permitting period and employed as described thereafter.

Specify Measurable Goal



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Facility ID (if known)

D. Stormwater Management Program Summary (Cont.)

4-3

BMP ID #

Develop procedures for receipt
and consideration of
information submitted by the
public

Specify Best Management Practice

Planning Director

Responsible Dept./Person Name

This program will be developed with departments involved in the Construction Site Plan Review Process. The review of existing procedures will be completed by the end of Year 1. If revisions to the procedures are deemed necessary, they will be drafted by the end of Year 2 and adopted during Year 3.

Specify Measurable Goal

4-4

BMP ID #

Develop Site Inspection and
Enforcement of Control
Measures Program

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

The program will be developed by the end of Year 2, and will be implemented in Years 3, 4 and 5.

Specify Measurable Goal

5. Post Construction Runoff Control:

5-1

BMP ID #

Develop Post-Construction
Runoff Bylaw, Regulations and
Guidance

Specify Best Management Practice

Planning Director

Responsible Dept./Person Name

A draft of the post-construction runoff bylaw will be completed by the end of Year 2. The final bylaw will be developed for inclusion on the Town Meeting warrant for Year 3. If the article does not pass, it will be revised as appropriate, and presented at Town Meeting in Years 4 and 5. The associated regulations and guidance will be developed in Year 3. If and when the bylaw is approved, a public meeting will be held to solicit input from municipal departments and the public on the regulations and guidance. If necessary, the regulations and guidance will be modified, and they will be presented for a vote at a public hearing of the Planning Board.

Specify Measurable Goal



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Facility ID (if known)

D. Stormwater Management Program Summary (Cont.)

5-2

BMP ID #

Ensure Adequate Long-Term
Operation and Maintenance of
BMPs

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

See below

Specify Measurable Goal

5-2.1

BMP ID #

Required Review by DPW of
Structural BMPs

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

A draft procedure for
evaluation of BMPs for
operation and maintenance
issues will be developed by
the end of Year 1 of the
permitting period, and the final
procedure will be prepared by
the end of Year 2. This effort
will be coordinated with the
revisions to the procedure for
joint boards review of
construction projects.

Specify Measurable Goal

5-2.2

BMP ID #

Establishment of a Mechanism
to Fund Long-Term Operation
and Maintenance of Structural
BMPs

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

During Year 1, the DPW and
Planning Board will investigate
potential funding mechanisms,
develop a draft warrant article,
and hold a public meeting to
solicit input from the
community. During Year 2,
the draft article will be revised
if necessary and presented to
Town Meeting. If it is not
approved, it will be revised, if
appropriate, and presented to
Town Meeting in Years 3, 4,
and 5, if necessary.

Specify Measurable Goal



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Facility ID (if known)

D. Stormwater Management Program Summary (Cont.)

6. Municipal Good Housekeeping:

6-1

BMP ID #

Educate Municipal Employees

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

General stormwater training sessions will be held by the Department of Public Works on an annual basis. The goal will be for 90% of municipal employees with storm water management responsibilities to attend at least one session over the permit period.

Specify Measurable Goal

6-2

BMP ID #

Develop and Implement
Municipal Operations
Stormwater Plan

Specify Best Management Practice

DPW Director

Responsible Dept./Person Name

The Plan will be developed and adopted by the end of Year 2.

Specify Measurable Goal

7. BMPs for Meeting TMDL: NOT APPLICABLE

BMP ID #

Specify Best Management Practice

Responsible Dept./Person Name

Specify Measurable Goal



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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

07.15.03

Date

Printed Name

Signature

Date