



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)**

W040764
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 Southborough

Name

Public Works - 147 Cordaville Road

Mailing Address

Southborough

City/Town

(508) 485-1210

Telephone Number

MA

State

kgalligan@southboroughma.com

Email (if available)

2. Municipality Name

Town of Southborough

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:

MA Turnpike Authority, MHD (Rt 9,30,85,1495, etc.), MBTA

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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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #

Please See Attached for all
BMP's

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

BMP ID #

Specify Best Management Practice

Responsible Dept./Person Name

Specify Measurable Goal

2. Public Participation:

BMP ID #

Please See Attached for all
BMP's

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

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Specify Measurable Goal



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D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID # Please See Attached for all BMP's	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
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

4. Construction Site Runoff Control:

BMP ID # Please See Attached for all BMP's	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
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 #

Please See Attached for all
BMP's

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

BMP ID #

Specify Best Management Practice

Responsible Dept./Person Name

Specify Measurable Goal

6. Municipal Good Housekeeping:

BMP ID #

Please See Attached for all
BMP's

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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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



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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

N/A

BMP ID #

TMDL not complete for
Sudbury River

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

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.

David W. Parry, Chairman, Board of Selectmen

Printed Name

Signature

Date

Bonnie J. Phaneuf, Selectman

William J. Christensen, Selectman

Date: 7/16/2003

STORM WATER MANAGEMENT PROGRAM PLAN SUMMARY
TOWN OF SOUTHBOROUGH
Southborough, MA

BMP ID	Minimum Control Measure Best Management Practice (BMP) Description	Responsible Party Department	Measurable Goal
1.	Public Education and Outreach		
1.1	Storm Water Flyer to Community Residents, Watershed survey	SuAsCo Watershed Community Council, Storm Water Committee	Flyer distributed to 75% residences, Survey distributed, results received and compiled. Results published.
1.2	Storm Water Lesson Plan for Fifth Grade Students	SuAsCo Watershed Community Council, Storm Water Committee	Lesson plan developed, distributed, taught in at least one (1) Grade 5 class.
1.3	Storm Water Flyer to Community Businesses "Green Neighbor" Logo	SuAsCo Watershed Community Council, Storm Water Committee	Flyer developed, distributed to at least 50% local businesses. Logo displayed by at least 50% of businesses receiving flyer.
1.4	Storm Water Media Campaign	SuAsCo Watershed Community Council, Storm Water Committee	Media package developed, distributed to local media. Four (4) Press releases developed and distributed.
1.5	Storm Water Video	SuAsCo Watershed Community Council, Storm Water Committee	Storm water video developed, shown at least one public meeting/hearing, provided to local cable station.
1.6	Consider Posting signs at publicly accessible storm water outfalls	DPW	Map outfalls, signs developed, signs installed. Consider using volunteers where possible.
1.7	Develop Storm Water Awareness Package	Storm Water Committee Selectmen's Office	Materials to be included in package compiled, Information distributed (transfer station stickers), Number of packages distributed.

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STORM WATER MANAGEMENT PROGRAM PLAN SUMMARY
TOWN OF SOUTHBOROUGH
Southborough, MA

1.8	Meet with local school officials annually to identify past activities and upcoming curriculum	Storm Water Committee, School Department	School Department official contacted, meeting conducted, Each school has designated contact.
1.9	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled
1.10	Make the Storm Water Management Plan available to the general public	Storm Water Committee	Make the plan available at Town Hall, Library, and in schools as an environmental education resource. Consider putting the plan on the website
1.11	Consider developing a Storm Water Management Web page	DPW, Storm Water Committee	Consider developing a web page identifying the Town's requirements and activities. Consider links to other websites such as SuAsCo, MA DEP, and USEPA. Web page developed.

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STORM WATER MANAGEMENT PROGRAM PLAN SUMMARY
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Southborough, MA

2.	Public Participation	Responsible Party Department	Measurable Goal
2.1	Local Storm Water Committee to assist in developing and implementing plan	Town Administrator, DPW, Storm Water Committee	Committee established, meetings conducted, plan developed, activities conducted.
2.2	Storm Water Plan Annual Meeting	Storm Water Committee	Annual meetings planned, noticed, conducted, minutes prepared. Number of attendees. Comments received, considered. (Plan Development, Final Plan, and Annual Report).
2.3	Storm Water Traveling Display	SuAsCo Watershed Community Council, Storm Water Committee	Display developed, displayed in three (3) locations in first permit year. Opportunities identified for future displays.
2.4	Storm Water Poster Contest for Fifth Grade Students	SuAsCo Watershed Community Council, Storm Water Committee	Contest announced and held, posters received, posters judged, winners announced, displayed (consider for future graphic).
2.5	Storm Water Photo Contest for High School Students	SuAsCo Watershed Community Council, Storm Water Committee	Contest announced and held, photos received, judged, winners announced, displayed (consider for future graphic).
2.6	Storm Water Summit Special Event	SuAsCo Watershed Community Council, Storm Water Committee	Meet with SuAsCo Watershed Community Council to determine community specific or multi-community event. Event noticed, conducted, minutes recorded. Number of participants.
2.7	SuAsCo Storm Water Super Summit	SuAsCo Watershed Community Council	Super Summit announced conducted, municipal participation.

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2.8	Evaluation and Assessment of Public Awareness of Storm Water	SuAsCo Watershed Community Council, Storm Water Committee	Storm Water Self Test developed, distributed to a minimum of 75% of residences. Surveys received, results analyzed community specific and watershed wide, results published.
2.9	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled
2.10	Coordinate with SWaMP, and others to consider results of water quality monitoring	DPW, Storm Water Committee	Meeting conducted, activities scheduled, conducted. Results reviewed, potential actions identified, implemented.
2.11	Identify and coordinate with potential volunteers, to include "neighborhood watch" groups, Boy and Girl Scout organizations, school groups/clubs, local and regional environmental advocates.	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of volunteers participating.
2.12	Continue to sponsor, support cleanup projects	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of events sponsored/supported, amount of material collected, number of volunteers participating.

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STORM WATER MANAGEMENT PROGRAM PLAN SUMMARY
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Southborough, MA

3.	Illicit Discharge Detection and Elimination	Responsible Party Department	Measurable Goal
3.1	Complete implementation GIS to include Storm Sewer System	DPW	Mapping completed, consider integration of asset management system
3.2	Verify outfall locations. Conduct outfall survey. Investigate suspected illicit discharges	DPW	Number of outfalls located. Survey of outfalls completed. Investigations identified, prioritized, conducted. Suspected illicit connections investigated. Source identified and scheduled for removal. Enforcement actions taken or referred to other entity such as police, Health Department, MA DEP or USEPA.
3.3	Adopt by-law to effectively prohibit illicit discharges.	DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.
3.4	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste	DPW, Storm Water Committee, SuAsCo Watershed Community Council	Ensure that educational materials developed include illicit discharge awareness. Materials developed and distributed.

Date: 7/16/2003

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4.	Construction Site Runoff Control	Responsible Party Department	Measurable Goal
4.1	Adopt by-law to require erosion and sediment controls.	Town Planner, DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.
4.2	Ensure that construction site operators disturbing one acre or more implement erosion and sediment controls	Building Officials, Town Planner, DPW, Storm Water Committee	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.
4.3	Ensure construction site operators disturbing one acre or more control construction wastes, and other wastes that may cause adverse impacts to water quality during construction	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure proposed by-law includes language to control construction wastes. Inspections conducted. Deficiencies noted and corrected.
4.4	Develop procedures for site plan review which incorporate consideration of potential water quality impacts	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure proposed by-law, regulations, or guidance includes language for site plan review process. Consider providing guidance documents or other outreach materials for developers.
4.5	Develop procedures for site inspection and enforcement of control measures	Building Officials, Town Planner, DPW, Storm Water Committee	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.

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4.6	Develop procedures for receipt and consideration of information submitted by the public	Building Officials, Town Planner, DPW, Storm Water Committee	Develop a form for the public to provide information. Designate municipal official responsible for receiving information, identifying responsible official to investigate, and ensure appropriate response (deficiencies noted and corrected). Consider making form available on the Town's website
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STORM WATER MANAGEMENT PROGRAM PLAN SUMMARY
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5.	Post-Construction Runoff Control	Responsible Party Department	Measurable Goal
5.1	Identify structural and non-structural best management practices (BMPs) appropriate for the community	Town Planner, DPW, Storm Water Committee	Incorporate by reference state specific standards (i.e. acceptance Act). Identify Wetlands Protection Act). Identify standard practices which are not acceptable in the community. Consider developing guidance documents or other outreach materials for developers outlining BMP selection as well as general guidance on proper operation and maintenance.
5.2	Adopt by-law to require post-construction runoff controls	Town Planner, DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.
5.3	Ensure all new development and redevelopment projects that disturb one acre or more require long term operation and maintenance of post-construction runoff controls	Town Planner, DPW, Storm Water Committee	Ensure proposed by-law or regulations, language and enforceable mechanism for long term operation and maintenance of post-construction runoff controls.
5.4	Ensure adequate long term operation and maintenance of BMPs	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure the by-law developed in Task 3.3 includes language providing DPW authority to ensure proper operation and maintenance of all BMPs tributary to the storm sewer system. Identify structures tributary to the storm sewer system and determine the need for inspection.

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STORM WATER MANAGEMENT PROGRAM PLAN SUMMARY
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Southborough, MA

6.	Pollution Prevention and Good Housekeeping for Municipal Operations	Responsible Party Department	Measurable Goal
6.1	Establish formal public street and parking lot sweeping program	DPW, Storm Water Committee	Continue existing program. Consider incorporating routes and schedule as a data layer in GIS. Maintain records of curb-miles swept, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent sweeping or further investigation of pollutant source.
6.2	Consider including pollution prevention training for equipment operators	DPW, Storm Water Committee	Consider including pollution prevention training for equipment operators. Evaluate the existing level of awareness of equipment operators. Consider enhancing existing training (Health and Safety) with storm water awareness training.
6.3	Establish formal storm sewer system inspection and maintenance program	DPW, Storm Water Committee	Continue existing program. Consider integrating an asset management program in the Town's GIS. Identify the system and all public structures tributary to the system. Conduct a catch basin sediment accumulation pilot program. Establish a routine inspection and maintenance program. Maintain records of inspections conducted, number of basins cleaned, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent inspection, cleaning or further investigation.

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6.4	Identify, as necessary, structural modifications to the system in conjunction with future roadway improvements	DPW	Evaluate system improvement needs in conjunction with planned roadway improvements.
6.5	Provide spill response training to mechanics and equipment operators	DPW	Develop training program. Identify staff for training. Conduct initial and annual refresher training. Maintain training roster for each session, and include documentation in personnel files.
6.6	Post spill prevention/emergency action plans prominently in areas where hazardous materials are used and stored	DPW	Develop posters outlining spill prevention/emergency response plans. Post prominently in the garage
6.7	Conduct annual inspection of municipal maintenance facilities.	DPW, School Department	Develop Checklist. Conduct inspections. Record and correct deficiencies.
6.8	Publicize and support Household Hazardous Waste (HHW) Collection events	DPW, Health Department	Coordinate with Health Department to publicize and support HHW Collection events. Record the number of attendees, volunteers. Record the types and amounts of material collected.



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F. Storm Water Management Program TIME FRAMES

BMP ID #	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				Next Permit
	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	
1.1																					
1.2					X		X														
1.3																					
1.4																					
1.5																					
1.6																					
1.7																					
1.8				X				X				X				X				X	
1.9																					
1.10																					
1.11																					
2.1																					
2.2					X				X				X				X				
2.3																					
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2.12				X				X				X					X				
3.1																					
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4.6																					

Transmittal Number _____
Facility ID (if known) _____

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F. Storm Water Management Program TIME FRAMES

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Facility ID (if known)

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[illegible]

3. Illicit discharge - for each BMP should list a contact person/department and measurable goal (<i>Mapping and regulatory mechanism mandatory BMPs</i>)*	✓	
4. Construction site control -for each BMP should list a contact person/department and measurable goal (<i>regulatory mechanism mandatory BMP</i>)*	✓	
5. Post Construction - for each BMP should list a contact person/department and measurable goal (<i>regulatory mechanism mandatory BMP</i>)*	✓	
6. Good House Keeping - for each BMP should list a contact person/department and measurable goal (<i>Employee training required BMP</i>)*	✓	
7. TMDL implementation (if necessary)		
CERTIFICATION	✓	
Original signature, appropriate official, and date		<i>Seelchner</i>
SCHEDULE/BMP IMPLEMENTATION		
All BMPs must have a schedule for implementation		

* The BMPs listed for minimum control measures 3, 4, and 5, must be listed. If not, the NOI is incomplete. The BMPs for control measures 1, 2, and 6, if missing, should be noted in the complete letter as necessary, but it is not necessary to withhold authorization.

For Massachusetts, if all required information is provided, but Massachusetts form not used, you can still send a complete letter. Mass DEP will do any follow-up regarding their form.