



TOWN OF WEBSTER
 350 MAIN STREET
 WEBSTER, MASSACHUSETTS 01570
 (508) 949-3800 ext. 1002
 planning@webster-ma.gov
 www.webster-ma.gov

PLANNING BOARD

STORMWATER MANAGEMENT PERMIT APPLICATION

A. General Information

Project Location

Street Address: _____

Assessor ID: Book: _____ Page: _____

Deed / Worcester District Registry of Deeds: Book: _____ Page: _____

Property Owner(s) _____

Mailing Address: _____

Phone: _____ Email: _____

Contractor _____

Company: _____

Contact Person: _____

Full Address: _____

Phone: _____ Email: _____

Applicant Name - *required Same as Owner _____ Same as Contractor _____

Company: _____

Mailing Address: _____

Phone: _____ Email: _____

Section 570-4 of the Town of Webster Code requires a permit prior to starting any land disturbance and identifies three categories which require a stormwater permit as follows (check all that apply):

- _____ Construction activities that will result in land disturbances of 10,000 square feet of total area or more, or which is part of a common plan for development that will disturb 10,000 square feet or more;
- _____ Construction activities that will increase the amount of impervious surface to more than 25% of the lot; or
- _____ Any alteration, redevelopment or conversion of land use in a hotspot area.

Please see Section 570-5 for a list of exemptions.

B. Plan and Minimum Submittal Requirements

Total Square Footage of Site (sq. ft.): _____ Estimated Area to be Disturbed (sq. ft.) _____

Plan Title _____

Prepared by: _____

Signed & Stamped by: _____

Date Prepared _____ Last Revision Date: _____ # Plan Sheets _____

Erosion & Sedimentation Control Plan Signed & Stamped by: _____

Stormwater Pollution Prevention Plan: Included _____ Not Included: _____ Date: _____

Signed & Stamped by: _____ Date: _____

C. Stormwater Management Standards

Section 570-6 states: “At a minimum, the applicant must meet standards 1 through 10 of the Massachusetts Department of Environmental Protection Stormwater Management Standards and Handbook using best management practices.” Please check the following to verify that the submitted plan:

Complies with MassDEP Stormwater Standards (if not, explain which standards cannot be met and why – attach separate sheet)

D. Required Signatures

- Please Note: Both required signatures #1 and #2 below must be obtained prior to submission.
- Required signatures are the responsibility of the Applicant.

1. Required Signatures(s): Applicant and Owner: Both Applicant and at least one Property Owner signature must be submitted.

The undersigned, being the **APPLICANT** and **OWNER(S)** named above, hereby applies for a Stormwater Permit by the Planning Board and certifies that, to the best of the APPLICANT’S knowledge and belief, the information contained herein is correct and complete.

Applicant’s Signature _____ Date: _____

Property Owner’s Signature _____ Date: _____
(If Not Applicant)

2. Required Signature – Tax Collector

To be completed by the **Tax Collector:** The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Webster, MA..

Tax Collector’s Office – Name (Please Print)

Initial

Date

**E. Submission Requirements / Review of Application Materials –
To Be Completed by the Planning Department**

To be completed by the Planning Department. All materials must be submitted in one packet. The Planning Department will review the packet to determine if the submission requirements have been met. If so, the application will be deemed complete. If not, the packet will be returned to the Applicant.

- Application Form complete including all required signatures.
 - Applicant; Owner; Tax Collector
 - Certified Abutters List (300 feet) dated: _____ (only valid if within 6 months of submission)
 - Plan Set:
 - one full size set (24" x 36"); one half size set (11" x 17"); electronic copy (PDF format)
 - Erosion & Sedimentation Control Plan submitted – one (1) hard copy; electronic copy (PDF Format)
 - one hard copy; electronic copy (PDF format)
 - Stormwater Pollution Prevention Plan (SWPPP) – Included: _____ Not Included _____
 - one hard copy; electronic copy (PDF format)
 - Submission Requirements Checklist
 - Fees:
 - Application Fee: \$250.00 – always required**
 - *Peer Review Fee per MGL c.44, §53G: \$2,000
 - *Legal Notice Advertising Fee: \$100
 - *Abutter Notification Fee – based on current U.S. Post Office rates. Amount: _____
- * These fees are not required if the Stormwater Permit Application is part of a Site Plan or Special Permit & Site Plan submission packet. Please contact the office if you have questions.

Submission materials deemed complete by: _____
Town Planner / Planning Clerk

Date: _____ Planning Board Hearing Date: _____



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PLANNING BOARD

FEE SCHEDULE

All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.

The following schedule applies to applications made to the Webster Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared in the Webster Rules and Regulations Governing the Subdivision of Land and any listings that may have been compiled from time to time for the benefit of applicants.

Fees – Number of Checks Required: All Fees can be combined into one check made payable to “Town of Webster”. Credit cards and/or cash are not be accepted.

Modifications: Applications for modifications to previously approved permits must follow the same fee schedule.

Peer Review Fees – Peer Review Fees are collected in accordance with MGL c54, §53G. Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. Unused fees will be returned once the project is complete.

- **Approval Not Required (ANR)**

Application Fee..... \$50.00
Lot Fee per each new lot.....\$100.00 per lot / parcel modified or created

- **Special Permit & Site Plan Review (see Stormwater Permit Fees if required)**

Application Fee..... \$200.00
Legal Advertising Fee..... \$100.00
Abutter Notification Fee based on current mailing rates; contact office
Peer Review Fee\$2,500 minimum – if required

- **Stormwater Permit**

Application Fee..... \$250.00
*Legal Advertising Fee..... \$100.00
*Abutter Notification Fee based on current mailing rates; contact office
*Peer Review Fee\$2,500.00 minimum – if required

** These fees are not required if the Stormwater Permit Application is part of a Site Plan Review Application. Contact the office if you have questions.*

- **Site Plan Review Only**

Application Fee..... \$100.00
Legal Advertising Fee..... \$100.00
Abutter Notification Fee based on current mailing rates; contact office
Peer Review Fee\$2,500.00 minimum – if required

**Town of Webster Planning Board
Fee Schedule - continued**

• **Special Permit Only**

Standard Application Fee – all uses except as noted below.....	\$100.00
• Common Driveway Peer Review Fee.....	\$200.00
• Lake Watershed Protection District Peer Review Fee.....	\$200.00 (minimum)
• Over 55 Community Application Fee.....	\$250 base, plus \$50 per unit
Peer Review Fee	\$2,500.00
• Redevelopment Overlay District Peer Review Fee	\$200.00
• Telecommunications Tower Application Fee.....	\$2,000.00
Peer Review Fee (MGL c54, §53G).....	\$2,500.00
Legal Advertising Fee	\$100.00
Abutter Notification Fee	based on current mailing rates; contact office

• **Scenic Road Hearing**

Application Fee	\$50.00
Legal Advertising Fee	\$100.00
Abutter Notification Fee	based on current mailing rates; contact office

• **Subdivisions**

Application Fees

• Preliminary Plan	\$250.00
Peer Review Fee	\$2,500.00 minimum
• Definitive Subdivision Plan with Preliminary Plan.....	\$100.00 per lot
Peer Review Fee	\$2,500.00 minimum
• Definitive Subdivision Plan without Preliminary Plan.....	\$1,000.00 plus \$100.00 per lot
Peer Review Fee	\$2,500.00 minimum
• Waiver Request from Subdivision Rules & Regulations.....	\$20.00 per lot - maximum or \$500.00 per waiver request
Legal Advertising Fee	\$100.00
Abutter Notification Fee	based on current mailing rates; contact office
• Road Inspection Fee	\$50.00 per linear foot of centerline
This fee to be paid in advance of inspection.	