



**CANTON CONSERVATION COMMISSION
STORMWATER MANAGEMENT PERMIT APPLICATION INSTRUCTIONS
TOWN OF CANTON STORMWATER MANAGEMENT BY-LAW
ARTICLE XXI**

revised 6/30/2021

Stormwater Management Permit Applications required for projects that disturb more than 20,000 square feet of land area. Please consult the Canton Stormwater Management Bylaw (Article XXI) and Bylaw Regulations prior to filing with the Conservation Commission. Please note: If you are submitting a Wetland Notice of Intent application for the project, you do not need to file a separate Stormwater permit application, however you will need to meet all Stormwater Management Bylaw Regulation performance standards on wetland projects over 20,000 s.f. in size.

Step 1

Download the application form from the Conservation Department web page, <https://town.canton.ma.us/479/Stormwater-Permitting>. Please **read the instructions** first.

Step 2

Plan your submission date based on the meeting schedule. The Conservation Commission generally meets the 2nd and 4th Wed. of the month. The application deadlines are posted on the Conservation Department web page at <https://town.canton.ma.us/548/Meeting-Schedule>

Step 3

Complete the Stormwater Management Permit Application form. If you have questions, please call the Conservation Office. **Applications must include a site plan that is signed and stamped by a Professional Engineer and include all required items outlined in the Stormwater Management Rules and Regulations revised April 28, 2021.**

Step 4

Contact the Canton Assessor's Office and obtain a Certified Abutters List for all of the property owners within a 300-foot radius of the subject property (Canton ConCom does not provide printed labels). The applicant is responsible for notifying each abutter via certified mail, return receipt requested or by certificates of mailing. **Please note: proof of abutter notification in the form of green certified mail slips or white certificates of mailing must be submitted at the beginning of the public hearing otherwise the hearing cannot be opened.**

Step 5

Submit the following materials to the Conservation Commission:

- The original signed copy of the Stormwater Management Permit Application - must include signatures from both the applicant and the property owner (if different)

Stormwater Permit Application Instructions

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- One photocopy of the Stormwater Management Permit Application
- A project narrative/description
- Two (2) copies of the full-sized site plan(s) signed and stamped by a registered professional civil engineer
- Electronic PDF files of the full application materials (email to: csongin@town.canton.ma.us and/or rmilani@town.canton.ma.us)
- The Certified Abutters List provided by the Canton Assessor's Office
- A copy of the Notification Letter
- A signed Affidavit of Service form
- The completed Board Signature sheet and/or proof of mailing to Canton Town Departments listed on the sheet.
- A Stormwater Operations and Maintenance plan for all BMPs proposed.
- Two (2) copies of the Stormwater Management Report in conformance with the current Massachusetts Stormwater Handbook and Canton Stormwater Rules and Regulations
- Stormwater fee made payable to "Town of Canton" and completed fee calculation sheet
- Check in the amount of \$25.00 payable to "The Canton Citizen"

Step 6

Once a **complete** Stormwater application has been received, the project will be scheduled for a hearing at the next available Conservation Commission public meeting. **The applicant or the representative must be present at the scheduled public meeting.**

Step 7

The Conservation Commission or its agent will perform a site visit to confirm existing conditions prior to the public hearing.