## Hand-enter Your Transmittal Number

**W 040371**

Your unique Transmittal Number can be accessed online: [http://www.state.ma.us/scripts/dep/trasmfrm.htm](http://www.state.ma.us/scripts/dep/trasmfrm.htm) or call DEP’s InfoLine at 617-338-2255 or 800-462-0444 (from 508, 781, and 978 area codes).

### Massachusetts Department of Environmental Protection

#### Transmittal Form for Permit Application and Payment

<table>
<thead>
<tr>
<th>A. Permit Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BRP WM 08A</td>
<td>Stormwater</td>
</tr>
<tr>
<td>Permit Code: 7 or 8 character code from permit instructions</td>
<td>Name of Permit Category</td>
</tr>
<tr>
<td>NPDES Stormwater General Permit</td>
<td></td>
</tr>
<tr>
<td>Type of Project or Activity</td>
<td></td>
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</table>

| B. Applicant Information – Firm or Individual |  |
| City of Beverly |  |
| Name of Firm - Or, if party needing this approval is an individual enter name below: |  |
| Last Name of Individual | First Name of Individual | MI |
| City Hall, Engineering Dept. 191 Cabot Street |  |
| Street Address | Beverly | MA |
| City/Town | 01915 |  |
| Mr. Roland Adams | State | Zip Code | Telephone # and extension |
| Contact Person | radams@ci.beverly.ma.us | e-mail address (optional) |

| C. Facility, Site or Individual Requiring Approval |  |
| City of Beverly Storm Drain System |  |
| Name of Facility, Site or Individual |  |
| Same as above |  |
| Street Address |  |
| City/Town |  |
| DEP Facility Number (if Known) | Federal I.D. Number (if Known) |  |
| e-mail address (optional) |  |

| D. Application Prepared by (if different from Section B) |  |
| Camp Dresser & McKee Inc. |  |
| Name of Firm Or Individual |  |
| 50 Hampshire Street |  |
| Address | Cambridge | MA |
| City/Town | 02139 |  |
| Renata Nagrant | State | Zip Code | Telephone # and extension |
| Contact Person | LSP Number (21E only) |  |

| E. Permit - Project Coordination |  |
| Is this project subject to MEPA review? | yes | no |
| If yes, enter the project’s EOA file number - assigned when an Environmental Notification Form is submitted to the MEPA unit: | EOA file number |
| 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 # if application already submitted |  |
|------------------|----------------------------------------|-------------------------------------------|  |
|                  |                                        |                                           |  |
|                  |                                        |                                           |  |
|                  |                                        |                                           |  |

| F. Amount Due |  |

**Special Provisions:**

- [x] 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 Number | Dollar Amount | Date |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A. Instructions

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:

   Mr. Roland Adams, Engineering Department
   Name
   City Hall, Engineering Department, 191 Cabot Street
   Mailing Address
   Beverly
   City/Town
   (978) 921-6000
   Telephone Number
   radams@ci.beverly.ma.us
   Email (if available)

2. Municipality Name

   Beverly
   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 Department (MHD)

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
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
- [X] pending
- [ ] no

C. Names of (Presently Known) Receiving Waters

<table>
<thead>
<tr>
<th>Receiving Water:</th>
<th>No. of Outfalls</th>
<th>Listed as Impaired?</th>
<th>Impairment</th>
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<tr>
<td>Wenham Lake</td>
<td>Unknown</td>
<td>Yes</td>
<td>Specify pathogens</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td>Yes</td>
<td>pathogens</td>
</tr>
<tr>
<td>Beverly Harbor</td>
<td></td>
<td>Yes</td>
<td>pathogens</td>
</tr>
<tr>
<td>Danvers River</td>
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<tr>
<td>Bass River</td>
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<td>pathogens</td>
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<tr>
<td>Shoe Pond</td>
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<td>pathogens</td>
</tr>
<tr>
<td>North Beverly Brook</td>
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<td>Yes</td>
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</tr>
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<td>Miles River</td>
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<td>Yes</td>
<td>Specify</td>
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<td>Norwood Pond</td>
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<td>Yes</td>
<td>organic enrichment/low DO</td>
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<tr>
<td>Beaver Pond</td>
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<td>Lawrence Street Brook</td>
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<td>Centerville Creek</td>
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<td>Chubbs Brook</td>
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<tr>
<td>Chubb Creek</td>
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<td>Yes</td>
<td>Specify</td>
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<tr>
<td>Prides Crossing Brook</td>
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<td>Yes</td>
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<tr>
<td>Name</td>
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<td>Yes</td>
<td>Specify</td>
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</table>
D. Stormwater Management Program Summary

1. Public Education:

   1-1
   BMP ID #
   Article/brochure about stormwater in the annual Consumer Confidence Report.
   Specify Best Management Practice
   Engineering Department
   Responsible Dept./Person Name
   Article(s) in the annual CCR sent to all residents. Years 2-5.
   Specify Measurable Goal

   1-2
   BMP ID #
   Stormwater education program for school children.
   Specify Best Management Practice
   Engineering Department
   Responsible Dept./Person Name
   Integration of stormwater to school science curriculum or ECO Club, Years 2-5.
   Specify Measurable Goal

   1-3
   BMP ID #
   Public education and protection.
   Specify Best Management Practice
   Health Department
   Responsible Dept./Person Name
   Beach sampling results available to the public, Years 1-5.
   Specify Measurable Goal

   1-4
   BMP ID #
   Educate dog owners about picking up dog waste.
   Specify Best Management Practice
   Recreational Department
   Responsible Dept./Person Name
   Fact sheet mailed in annual dog registration mailing, Years 2-5.
   Specify Measurable Goal

   1-5
   BMP ID #
   Install and maintain pet waste clean-up signs at parks.
   Specify Best Management Practice
   Recreational Department
   Responsible Dept./Person Name
   New signs at parks by end of Year 2, all signs maintained thereafter.
   Specify Measurable Goal

   1-6
   BMP ID #
   Annual update of SWMP at a televised City Council’s meeting.
   Specify Best Management Practice
   Engineering Department
   Responsible Dept./Person Name
   Annual update of SWMP given Years 2-5.
   Specify Measurable Goal

Public Participation:

   2-1
   BMP ID #
   Form Stormwater Advisory Committee.
   Specify Best Management Practice
   Engineering Department
   Responsible Dept./Person Name
   Committee formed first year, meet at least once annually thereafter.
   Specify Measurable Goal
D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

3-1*
BMP ID #
Map stormwater outfalls.
Specify Best Management Practice

Engineering Department
Responsible Dept./Person Name
Map created in the first year.
Specify Measurable Goal

3-2*
BMP ID #
Review City’s ordinance to require inspection of new construction for correct connection.
Specify Best Management Practice

Planning Department
Responsible Dept./Person Name
Review & amend existing ordinance in Year 1. Implement thereafter.
Specify Measurable Goal

3-3
BMP ID #
Conduct dry weather outfall screening.
Specify Best Management Practice

Public Services
Responsible Dept./Person Name
Screen outfalls in Years 1 & 2.
Specify Measurable Goal

3-4*
BMP ID #
Develop and implement plan to identify and remove non-stormwater discharges.
Specify Best Management Practice

Public Services
Responsible Dept./Person Name
Prioritize outfalls in Year 3. Number of illicit connections found and removed throughout Years 4 & 5.
Specify Measurable Goal

3-5
BMP ID #
Create a GIS for the stormwater collection system.
Specify Best Management Practice

Engineering Department
Responsible Dept./Person Name
GIS stormwater collection system will be completed by the end of second year of permit term.
Specify Measurable Goal
4. Construction Site Runoff Control:

4-1*
BMP ID #
Erosion Sediment Control (ESC) ordinance for construction sites greater than 1 acre in area.
Specify Best Management Practice
Planning Development
Responsible Dept./Person Name
Develop draft ordinance in Year 1. Present to City Council starting in Year 2, implement thereafter.
Specify Measurable Goal

4-2*
BMP ID #
Require a waste management plan at construction sites greater than 1 acre in area.
Specify Best Management Practice
Planning & Engineering Departments
Responsible Dept./Person Name
Amend Planning Regulations to require a plan development for each construction site greater than 1 acre.
Specify Measurable Goal

4-3*
BMP ID #
Consider public input on project greater than 1 acre in area.
Specify Best Management Practice
Planning Department
Responsible Dept./Person Name
Establish procedures for handling public comments by the end of Year 1; begin notifications in Year 2; post signs at construction site by Year 3 and thereafter.
Specify Measurable Goal

4-4*
BMP ID #
Inspect erosion and sediment controls on projects greater than 1 acre in area.
Specify Best Management Practice
Planning & Engineering Departments
Responsible Dept./Person Name
Develop procedure during Year 1 and 2. Begin inspections Year 3; Develop procedures for review of mo. insp. rpts in Year 3; require mo. insp. rpts Years 4-5.
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

5-1*
BMP ID #
Develop an ordinance to apply Standards 2, 3, 4, 7, and 9 of the Massachusetts Stormwater Policy to the entire Town. Present of City Council.
Specify Best Management Practice
Planning Department
Responsible Dept./Person Name
Develop draft ordinance in Year 1. Present to City Council starting in Year 2, implement thereafter.
Specify Measurable Goal
5-2*
BMP ID #
Specify a stormwater BMP manual to be used for consistent design and performance standards.
Specify Best Management Practice
Planning & Engineering Departments
BMP manual selected by end of Year 2.
Specify Measurable Goal

5-3*
BMP ID #
Develop an ordinance that ensures long-term maintenance of structural BMPs. Present at the City Council's Meeting.
Specify Best Management Practice
Planning & Health Departments & Public Services
Develop draft ordinance in Year 2. Present to City Council starting in Year 3.
Specify Measurable Goal

6. Municipal Good Housekeeping:

6-1*
BMP ID #
Identify sensitive receptors within the City.
Specify Best Management Practice
Engineering Department & Public Services
Inventory created and staff notified in Year 2.
Specify Measurable Goal

6-2*
BMP ID #
In-house employee training program.
Specify Best Management Practice
Public Services
Number/percent of employees trained in stormwater once every two years during permit term.
Specify Measurable Goal

6-3*
BMP ID #
Hazardous Materials Inventory & Training.
Specify Best Management Practice
Public Services
Number of employees trained every two years; inventory of hazardous materials updated annually.
Specify Measurable Goal

6-4
BMP ID #
Street sweeping.
Specify Best Management Practice
Public Services
Percent of roads swept annually.
Specify Measurable Goal

6-5
BMP ID #
Storm drain maintenance.
Specify Best Management Practice
Public Services
Number of catch basins cleaned annually.
Specify Measurable Goal
6-6
BMP ID #

Roadway deicing. Specify Best Management Practice

Public Services Responsible Dept./Person Name

Investigate alternative deicers & spreaders every other winter starting Year 1. Equipment calibration & deicer quantity records by end of Year 2 & thereafter. Specify Measurable Goal

6-7
BMP ID #

Minimize impacts from vehicle washing. Specify Best Management Practice

Public Services Responsible Dept./Person Name

Determine car wash facility location by the end of Year 2. Evaluate vehicle washing by schools & fire depts. during Year 1. If improvements required at schools and fire depts., recommend design improvements in Year 2. Begin improvements implementation and prepare final design plans for car wash facility in Years 4 and 5. Specify Measurable Goal

6-8
BMP ID #

Park and landscape maintenance. Specify Best Management Practice

Public Services Responsible Dept./Person Name

Number of employees trained in second year and records of herbicide/fertilizer used annually at recreational areas maintained by the Public Services. Specify Measurable Goal
Hazardous Waste Collection.  Specify Best Management Practice

Investigate locations and cost alternatives for holding a household hazardous waste collection in Year 1. Develop a program in Year 2. Present for City Council approval in Year 3. If approved, implement in Years 4 and 5.

Specify Measurable Goal
D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:
   None required.

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>Specify Best Management Practice</th>
<th>Responsible Dept./Person Name</th>
<th>Specify Measurable Goal</th>
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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.

Thomas M. Crean, Mayor
Printed Name
Signature

4/17/03
### F. Example Storm Water Management Program TIME FRAMES

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>PERMIT YEAR ONE</th>
<th>PERMIT YEAR TWO</th>
<th>PERMIT YEAR THREE</th>
<th>PERMIT YEAR FOUR</th>
<th>PERMIT YEAR FIVE</th>
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<tbody>
<tr>
<td></td>
<td>Spring 03</td>
<td>Summer 03</td>
<td>Fall 03</td>
<td>Spring 04</td>
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</table>

**LEGEND:**
- X: Activity or occurrence of an event that is not continuous throughout a given year.
- *: BMP required for implementation by the permitting Authority
- Development, Review/Evaluation or Design Period (generally Year 1 of Permit Term). The schedule assumes a best case scenario that a given ordinance will be approved by the City Council in the following Year and implemented in subsequent Years.
- Ongoing activity (Inspection, Implementation as Needed throughout the term of the permit)