Hand-enter Your Transmittal Number

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

A. Application Information

DEP Permit Code (the 7 or 8 character code from first page of permit application instructions):
BRPVMO8A

Name of Permit Category:
NPDES Stormwater General Permit

Type of Project or Activity:
Discharges from Small Municipal Separate Storm Sewar Systems (MS4s)

B. Applicant Information (Firm or Individual)

Name of Firm:
Department of Public Works

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

Individual's Last Name: [Field]
First Name: [Field]
MI: [Field]

Street Address
Melrose City Hall, 562 Main St.

City/Town
Melrose

State
MA

Zip Code
02176

Telephone Number
(781) 9794170 ext.

Contact:
Robert E. Beshara, P.E.

C. Facility, Site or Individual Requiring Approval

Name of Facility, Site or Individual
DEP Facility Number (if Known)

City of Melrose

Street Address
Melrose City Hall, 562 Main St.

City/Town
Melrose

State
MA

Zip Code
02176

Telephone Number
(781) 9794170 ext.

e-mail address:

D. Application Prepared by (if different from Section B)

Name of Individual or Firm:
Camp Dresser & McKee Inc.

Address
One Cambridge Place, 50 Hampshire Street

City/Town
Cambridge

State
MA

Zip Code
02139

Telephone Number
(617) 4526000 ext.

Contact:
Brent McCarthy, P.E.

LSP Number (21E only)

E. Permit - Project Coordination

Is this project subject to MEPA review? ☐ yes ☒ no

If yes, indicate the project's EOEA 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:

<table>
<thead>
<tr>
<th>Permit Category</th>
<th>Date of Submission (tentative or actual)</th>
<th>Transmittal Number (if application already submitted)</th>
</tr>
</thead>
</table>

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 #: [Field]

Dollar Amount: [Field]

Date: [Field]

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

MUNICIPAL ASSISTANCE UNIT

rev. 03/21/00
D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>TMDLs have not been developed for any impaired water body in Melrose.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify Best Management Practice</td>
<td>Responsible Dept./Person Name</td>
</tr>
</tbody>
</table>

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.

[Signature]

Robert E. Beshrak, P.E.  City Engineer & Supt. Public Works

Date: 07.25.03

July 25, 2003

[Signature]

Robert J. Dolan, Mayor

[Signature]

Robert J. Dolan, Mayor
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)

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:
   Robert E. Beshara, P.E., Superintendent and City Engineer
   Name
   Department of Public Works, Melrose City Hall, 562 Main St.
   Mailing Address
   Melrose Massachusetts
   City/Town State
   (781) 979-4170 Telephone Number
   Email (if available)

2. Municipality Name
   City of Melrose
   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, MDC

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

SEP 8 2003

MUNICIPAL ASSISTANCE UNIT
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)

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

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>
</tr>
</thead>
<tbody>
<tr>
<td>Ell Pond</td>
<td>4</td>
<td>Yes ☑ No ☐</td>
<td>Nutrients, Pathogens, Suspended Solids Specify</td>
</tr>
<tr>
<td>Spot Pond Brook</td>
<td>2</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Towners Pond</td>
<td>1</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Swains Pond</td>
<td>1</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Swains Pond Brook</td>
<td>1</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Long Pond</td>
<td>0</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Long Pond Brook</td>
<td>2</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Bennets Pond Brook</td>
<td>1</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Penny Road Brook</td>
<td>0</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
<tr>
<td>Wetland</td>
<td>1</td>
<td>Yes ☑ No ☐</td>
<td>Specify</td>
</tr>
</tbody>
</table>

D. Stormwater Management Program Summary

1. Public Education:

   1-1
   BMP ID #
   Message with water sewer bills on stormwater topic  
   Department of Public Works  
   Responsible Dept./Person Name  
   Specify Measurable Goal

   1-2
   BMP ID #
   Select and stock brochures at various locations in City  
   Department of Public Works  
   Responsible Dept./Person Name  
   Specify Measurable Goal
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)

1-3
BMP ID #

Update City website to include information on stormwater management
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

City website updated to include information on stormwater management issues throughout first permit term, starting Year 2
Specify Measurable Goal

1-4
BMP ID #

Staff a booth at the annual Victorian Fair
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Booth staffed annually starting in Year 2
Specify Measurable Goal

1-5
BMP ID #

Install and maintain signs at athletic fields
Specify Best Management Practice

Parks Department/School Department/Department of Public Works
Responsible Dept./Person Name

Signs installed at athletic fields near El Pond by end of second quarter of Year 2 and inspected annually
Specify Measurable Goal

1-6
BMP ID #

Annual update of the Stormwater Management Plan at a televised Aldermen's meeting
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Annual update of the SWMP at a televised Aldermen's meeting, starting in Year 2
Specify Measurable Goal

1-7
BMP ID #

Post information on stormwater management issues on local access TV
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

Stormwater information posted and updated on local access cable television channel during periods of non-programming
Specify Measurable Goal

2. Public Participation:

2-1
BMP ID #

Comply with state public notification guidelines at MGL Chapter 39 Section 23B
Specify Best Management Practice

City Clerk
Responsible Dept./Person Name

Notices posted in designated locations
Specify Measurable Goal

2-2
BMP ID #

Stencil catch basins with "don't dump" message
Specify Best Management Practice

Department of Public Works
Responsible Dept./Person Name

25 catch basins stenciled per year, in Years 2 through 5 of the permit
Specify Measurable Goal
D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

3-1
BMP ID #
Conduct dry weather outfall screening
Specify Best Management Practice
Department of Public Works
Responsible Dept./Person Name
Percent of outfalls screened in Years 1 and 5
Specify Measurable Goal

3-2
BMP ID #
Map stormwater outfalls
Specify Best Management Practice
Department of Public Works
Responsible Dept./Person Name
Map showing all known stormwater outfalls in Year 1
Specify Measurable Goal

3-3
BMP ID #
Map stormwater collection system in GIS
Specify Best Management Practice
Department of Public Works
Responsible Dept./Person Name
GIS of stormwater system by end of Year 2
Specify Measurable Goal

3-4
BMP ID #
Develop and implement a plan to identify and remove non-stormwater discharges to the MS4
Specify Best Management Practice
Department of Public Works
Responsible Dept./Person Name
Number of illicit connections investigated, found and removed
Specify Measurable Goal

3-5
BMP ID #
Strengthen ordinance for access to buildings and requiring redirection of illicit connections
Specify Best Management Practice
City Attorney/Department of Public Works
Responsible Dept./Person Name
Draft ordinance developed and presented to Aldermen
Specify Measurable Goal

3-6
BMP ID #
Develop ordinance requiring inspection of new construction for correct connection to sanitary sewer
Specify Best Management Practice
City Attorney/Department of Public Works
Responsible Dept./Person Name
Draft ordinance developed and presented to Aldermen
Specify Measurable Goal
4. Construction Site Runoff Control:

4-1
BMP ID #
Develop a Construction Site Erosion and Sediment Control ordinance for construction sites greater than 1 acre in area
Planning Board/Zoning Board of Appeals/Department of Public Works/Inspection Services
Responsible Dept./Person Name
Draft ordinance developed and presented to Aldermen
Specify Measurable Goal

4-2
BMP ID #
Require construction site operators to submit monthly erosion and sediment control inspection reports to the City for sites greater than 1 acre
Department of Public Works/Zoning Board of Appeals/Inspection Services
Responsible Dept./Person Name
Inspection reports submitted to the City
Specify Measurable Goal

4-3
BMP ID #
Review site plans for stormwater impacts
Planning Board / Department of Public Works/Inspection Services
Responsible Dept./Person Name
Site plans for construction impacts greater than 1 acre reviewed for erosion and sediment control
Specify Measurable Goal

4-4
BMP ID #
Consideration of public input
Department of Public Works/Inspection Services
Responsible Dept./Person Name
Public review and comment periods held; signs posted at each construction site
Specify Measurable Goal

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

5-1
BMP ID #
Develop a ordinance to apply standards 2,3,4,7 and 9 for the Massachusetts Stormwater Policy (MSP) to the developments disturbing more than 1 acre throughout entire City
Planning Board/Zoning Board of Appeals/Department of Public Works/Inspection Services
Responsible Dept./Person Name
Draft ordinance developed and presented to Board of Aldermen
Specify Measurable Goal