

SITE PLAN REVIEW PROCESS AND APPROVAL

I. PURPOSE

Construction sites that lack adequate stormwater controls can contribute a significant amount of sediment to nearby bodies of water. This Standard Operating Procedure describes the major components of Wakefield's Stormwater Site Plan Review Process as well as procedures for evaluating compliance of stormwater controls at construction sites to ensure that post construction stormwater runoff has no adverse effects to abutting properties and that the construction activity does not discharge pollutants or sediments to the Town of Wakefield Municipal Separate Stormwater System or wetlands, streams, lakes or ponds.

II. APPLICABILITY

- A. New development and redevelopment projects within the Town of Wakefield that require approval from the Zoning Board of Appeals, the Planning Board or the Conservation Commission are required to submit a Stormwater Management Plans with their permit application. Applications are reviewed by the Wakefield Public Works - Engineering Division for compliance with the Wakefield Public Works Design and Construction Standards and Details (WPWDCSD).
- B. Projects which do not require approval from Zoning Board of Appeals, the Planning Board or the Conservation Commission, but will have a total land disturbance greater or equal to 15,000 square feet or create a slope on the property greater than 3:1 are required to obtain Stormwater Management Permit (SMP) and Land disturbance Permit through the Advisory Board of Public Works.

III. PLAN REVIEW PROCESS

- A. All projects requiring Stormwater Review through Section II of this SOP are reviewed by the Wakefield Public Works - Engineering Division for compliance with the Wakefield Public Works Design and Construction Standards and Details.
- B. The Wakefield Public Works Design and Construction Standards: Section 2 - Drainage Standards provide includes requirements for the submittal of a Stormwater Management Plan including:
 - 1. Hydrologic and Hydraulic Design Calculations
 - 2. MA Stormwater Standards Calculations
 - 3. Conveyance Design Calculations
 - 4. Infiltrative BMP Design Calculations
 - 5. Long-term Operation and Maintenance Plan (LTO&M)

- C. The Wakefield Public Works Design and Construction Standards: Section 5 Erosion Control During Construction includes requirements for the submittal of an Stormwater Pollution Prevention Plan (SWPPP) and an Erosion and Sedimentation Control Plan including requirements to:
1. Minimize total area of disturbance and minimize unnecessary clearing and grading from all construction sites.
 2. Submit a plan providing construction phasing, stockpile locations, sedimentation control locations.
 3. Operation and Maintenance of Construction Phase sedimentation controls (BMPs).
 4. Sedimentation BMP inspection schedules.
 5. Provide developer funded Environmental Monitor
 6. Design measures to eliminate tracking of sediments off site.
- D. The Wakefield Public Works Design and Construction Standards: Section 1 – General Requirements includes provisions for the submittal of an As-built plan in both electronic (AutoCAD Civil 3D) and Adobe Acrobat PDF formats. Recommendations for Certificates of Occupancy will not be signed until a final site inspection is concluded to validate completeness and accuracy of the submitted as-built plan documents.
- E. All projects requiring Stormwater Review through Section II of this SOP are tracked through the NPDES MS4 Construction Site Runoff Control - Tracking Matrix via Smartsheets. The tracking matrix includes:
- Date of Application Submittal
 - Review Engineer
 - Project Title
 - Project Location
 - Design Engineer
 - Project Owner
 - Project Contractor
 - Permits
 - O&M Plan
 - Erosion Control Plan
 - SWPPP
 - Inspection Reports/Observation Reports
 - As-Built Plan
 - Date completed

The tracking matrix is linked with all documents and is updated throughout the permitting and project duration

ATTACHMENTS:

- A. The Wakefield Public Works Design and Construction Standards: Section 1 - General Requirements
- B.
- C. The Wakefield Public Works Design and Construction Standards: Section 2 - Drainage Standards
- D. The Wakefield Public Works Design and Construction Standards: Section 5 Erosion Control During Construction

REVISION - The procedures contained in the SOP are reviewed as part of the NPDES MS4 Annual Report development and updated as needed.

EFFECTIVE: 6/28/2019

A handwritten signature in black ink, appearing to read 'W. J. Renault, Jr.', with a stylized flourish at the end.

William J. Renault, Jr., P.E.
Town Engineer