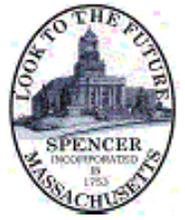


# TOWN OF SPENCER

Office of Development & Inspectional Services



Planning Board  
Zoning Board of Appeals  
Conservation Commission  
Board of Health

Town Planner  
Inspector of Buildings  
Health Agent  
Wetland/Soil Specialist

Memorial Town Hall  
157 Main Street  
Spencer, MA 01562

Tel: 508-885-7500 ext. 180  
Fax: 508-885-7519

## Application for Stormwater Permit

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner (s): \_\_\_\_\_ Address: \_\_\_\_\_

TAX COLLECTOR SIGNATURE (confirms taxes, liens, etc have been paid): \_\_\_\_\_ DATE \_\_\_\_\_

Applicable Zoning Bylaw Section: \_\_\_\_\_

(See Zoning Bylaw for appropriate section numbers)

Are you filing under the 1985 Zoning Bylaw?  Yes  No If yes, attach an explanation of why and by what zoning freeze mechanism.

Location of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Spencer Assessor's Tax Map Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Deed Reference – Worcester Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Brief description of the application

Check here if additional pages attached to provide more detailed information.

Applicant's signature: \_\_\_\_\_

Owner's signature (s): \_\_\_\_\_

Note: All affected owners must sign the application

\_\_\_\_\_

Date: \_\_\_\_\_

Town Clerk's Date Stamp:

Official Use Only:

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Planning Board

Date(s) of Public Hearing (s): \_\_\_\_\_

Checked by:

Date:

- 1) The Conservation Commission may establish fees for Stormwater Permits under its jurisdiction.
- 2) Single-family homes, 2 family homes, and driveways not otherwise requiring Conservation Commission or Planning Board review (Section 5.B.1): \$150 (Submitted to Department of Utilities & Facilities)
- 3) Other minor projects not otherwise requiring Conservation Commission or Planning Board review (Section 5.B.2): \$100

## Spencer Stormwater Permit Application Checklist

Date \_\_\_\_\_  
Name of Applicant \_\_\_\_\_ Tel # \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Address of Applicant(s) \_\_\_\_\_  
Type of Permit\* \_\_\_\_\_  
Location of property \_\_\_\_\_ Map/Parcel# \_\_\_\_\_  
Name(s) of Property Owner(s) \_\_\_\_\_ Tel # \_\_\_\_\_  
Address(es) of Property Owner(s) \_\_\_\_\_

Is proposed Land Conversion Activity\*\* Equal to or Greater than 1 Acre?  
(check one): Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes, Stormwater Permit Required. If No, Answer Questions 1 – 3, below:**

1. Is proposed work located within 100 feet of any existing or proposed inlet to any storm drain, catch basin, or other storm drain system component discharging to any lake, pond, river, stream, or wetland?  
(check yes or no) Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does project occur on or result in a slope of 15% or greater?  
(check yes or no) Yes \_\_\_\_\_ No \_\_\_\_\_
3. Does proposed Land Conversion Activity disturb greater than 10,000 square feet in area? (check yes or no) Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes to 2 or more of the above, Stormwater Permit Required. If Yes to less than 2 of the above, No Stormwater Permit Required.**

Other approvals/permits required: \_\_\_\_\_

Is project located in the Aquifer Protection District? (check yes or no) Yes \_\_\_\_\_ No \_\_\_\_\_

Will this project relocate/reconfigure/repave an existing driveway or build a new driveway?  
(check yes or no) Yes \_\_\_\_\_ No \_\_\_\_\_

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*\* This form must be completed for all projects that disturb soil or vegetation.*

*\*\*Definition of Land Conversion Activity: Any new Development, Redevelopment, Clearing\*\*\*, or Disturbance of Land\*\*\*\*.*

*\*\*\* Definition of Clearing: Any activity that removes or disturbs the vegetative surface cover.*

*\*\*\*\* Definition of Disturbance of Land: Any action, including clearing, that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material.*

**Please submit a copy of application and supporting documents to [mgervais@spencerma.gov](mailto:mgervais@spencerma.gov)**

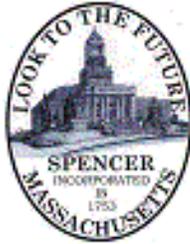
# Town of Spencer, Massachusetts

## *Office of Development & Inspectional Services*

*Planning Board  
Zoning Board of Appeals  
Conservation Commission  
Board of Health*

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*Town Planner  
Inspector of Buildings  
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*Memorial Town Hall  
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### **Planning Board Abutter Notifications Procedure**

Notification of abutters will be the responsibility of the applicant and falls under Massachusetts General Laws Chapter 40A, Section 11, using Certified Mail. In order, to receive abutters list you must contact the Town of Spencer's Assessors Department at 508-885-7500 ext. 165, the abutters list is a range of 300 feet from the map and parcel number, plus mailings to surrounding towns, and the Town of Spencer. **The receipt of the Certified mailing must be saved and submitted to the Office of Inspectional Services as proof of notification.**

Surrounding Town Hall addresses:

<b>Town Hall Planning Board 37 Main Street Charlton, MA 01507</b>	<b>Town Hall Planning Board 122 Connie Mack Drive East Brookfield, MA 01515</b>	<b>Town Hall Planning Board 3 Washburn Square Leicester, MA 01524</b>
<b>Town Hall Planning Board 20 Memorial Drive New Braintree, MA 01531</b>	<b>Town Hall Planning Board 215 North Main Street North Brookfield, MA 01535</b>	<b>Town Hall Planning Board 2 Coldbrook Road Unit 1 Oakham, MA 01068</b>
<b>Town Hall Planning Board 697 Pleasant Street Paxton, MA 01612</b>	<b>Town Hall Planning Board 157 Main Street Spencer, MA 01562</b>	

**It is extremely important that notices are not sent until the application is submitted to the Planning Board so a meeting date and time can be added to the notice.**

Should you have any questions or concerns please contact our office at 508-885-7500 ext. 180.

**\*\*\* SEE NEXT PAGE FOR ABUTTER NOTIFICATION TEMPLATE\*\*\***

**NOTIFICATION TO ABUTTERS**

**A Stormwater application has been filed with the  
Town of Spencer Planning Board**

**Applicant:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Location of Property:**

**Street Address:** \_\_\_\_\_ **Spencer, Massachusetts, 01562.**

**Assessors Map Number:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**The work proposed is: (General Project Description)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicable Zoning Bylaw Section:** \_\_\_\_\_

**Copies of the application materials may be examined at the Spencer Office of Inspectional Services, Memorial Town Hall, 157 Main Street, Spencer, Massachusetts on Monday through Wednesday 7:30AM and on Thursdays from 7:30-12PM, closed on holidays.**

**Copies of the Application materials may be examined at the town website at the following address: <https://www.spencerma.gov/planning-board> under "News + Announcements". Agendas for meeting posted 48 hours before the meeting on the Planning Board Website.**

**Or by calling (Name of person/organization/business)** \_\_\_\_\_

**(Phone number)** \_\_\_\_\_ **between the hours of** \_\_\_\_\_ **and** \_\_\_\_\_

**A PUBLIC HEARING on this application will be held at a meeting of Spencer Planning Board at the McCourt Social Hall of Memorial Town Hall, 157 Main Street, Spencer, MA,**

**DATE OF MEETING:** \_\_\_\_\_ **TIME** \_\_\_\_\_

**Notice of the Hearing, including its date, time and place will be published at least eighteen (18) business days in advance of the Hearing in the Spencer New Leader AND posted in Spencer Town Hall not less than 11 days in advance.**