



Wilmington Planning & Conservation Department Simple Stormwater Management Permit Checklist

June 2022

*The Planning Department has 21 days to issue a permit from the date of submission of a **complete** application.* If, on review, your application is determined to be incomplete, you will receive a phone call or email notification.

Applications and Instructions are available at the Town's website:

<https://www.wilmingtonma.gov/planning-conservation/pages/applications-forms-planning>

A **complete** application includes the following:

- ☐ A completed Simple Stormwater Management Application (4 copies) one of which must contain an **original** signature of the owner (a person with legal interest in the property).
- ☐ A Certified Plot Plan which shows existing structures, all proposed work and all proposed method(s) to infiltrate the stormwater (4 copies). This can be a sketch drawn to scale on a copy of the Certified Plot Plan. In most cases, an engineered plan will **not** be necessary.
- ☐ Detail sheets (samples are available from the Comprehensive Stormwater Management Regulations, and provided on our website) for Stormwater Infiltration and Erosion Control Methods. You may propose methods not included in the sample packet provided as long as a detail sheet is supplied, and the method is approved by the Town's Engineering Department. (4 copies)
- ☐ One completed Building Permit Application.
You must determine the property zoning district, the map and parcel information and whether the property is located in the Groundwater Protection District (GWPD).
 - Provide a complete set of floor plans.
 - Include all certifications and copies of licenses.
 - An extra copy of the plot plan needs to be provided.For Accessory Apartment applications:
 - Complete the Accessory Apartment application,
 - Provide elevations of the building for all sides of the building.For properties located in the GWPD:
 - Calculate the impervious area on the lot including any newly proposed impervious areas – driveways, sheds, swimming pools.
 - If 2,500 s.f. or 15% of the land area (whichever is greater) are or will be made impervious, a Special Permit from the Board of Appeals may be necessary. Have a conversation with Planning and Conservation staff right away.