



TOWN OF WESTFORD ENGINEERING DEPARTMENT



STORMWATER UTILITY FEE CREDIT APPLICATION

Date Received:

Application #:

1. Applicant Contact Information

Owner Name:	
Mailing Address:	
Phone Number:	
Email Address:	

2. Property Information*

Parcel ID:	
Property Address:	

**Above property information can be found on your Stormwater Utility Bill*

3. Application Type (select one)

<input type="checkbox"/>	New Credit Application
<input type="checkbox"/>	Credit Renewal

4. Property Type (select one)

<input type="checkbox"/>	Non-Single-Family Residential property (NSFR) – with valid Stormwater Permit
<input type="checkbox"/>	Non-Single-Family Residential property (NSFR) - no Stormwater Permit
<input type="checkbox"/>	Single-Family Residential property (SFR) – with valid Stormwater Permit
<input type="checkbox"/>	Single-Family Residential property (SFR) - no Stormwater Permit

Engineering Department
28 North Street • Westford, MA 01886-2597
Tel. (978) 399-2716 • Fax (978) 399-2739

Approved by the Board of Selectmen on 9/22/2020

5. Stormwater Best Management Practices “BMPs” (select all that apply)

<input type="checkbox"/>	Bioretention Area or Rain Garden	<input type="checkbox"/>	Proprietary Separator
<input type="checkbox"/>	Constructed Stormwater Wetland	<input type="checkbox"/>	Sand Filter
<input type="checkbox"/>	Deep Sump Catch Basin w/Hood	<input type="checkbox"/>	Subsurface Infiltration Bed
<input type="checkbox"/>	Dry Well	<input type="checkbox"/>	Vegetated Filter Strip
<input type="checkbox"/>	Extended Dry Detention Basin	<input type="checkbox"/>	Water Quality Swale
<input type="checkbox"/>	Infiltration Basin or Trench	<input type="checkbox"/>	Wet Basin
<input type="checkbox"/>	Oil/Grit Separators	<input type="checkbox"/>	Other:

A complete list of qualifying BMPs and BMP requirements can be found in the Massachusetts Stormwater Handbook (Volume 2). Rain barrels do not qualify for Stormwater Credits.

6. Supporting Information

Indicate below the supporting information provided with this application (check all that apply):

<input type="checkbox"/>	Stormwater Permit File # - issued by the Westford Planning Board (if applicable)
<input type="checkbox"/>	Recent Photographs - date stamped within 60 days of application
<input type="checkbox"/>	Site Plan - showing the property, BMP location(s), and area of impervious surface that drains to each BMP
<input type="checkbox"/>	BMP Sizing Calculations – demonstrating compliance with Massachusetts Stormwater Standard 2, 3, or 4 (not required for properties with a valid Stormwater Permit)
<input type="checkbox"/>	Maintenance Logs - documentation demonstrating BMP(s) have been properly inspected and maintained in accordance with the Massachusetts Stormwater Handbook
<input type="checkbox"/>	Engineer’s Certification - certification from a licensed engineer verifying the BMP(s) were constructed in accordance with the Massachusetts Stormwater Handbook, have been properly maintained, and are functioning as intended (required for NSFR)
<input type="checkbox"/>	Other:

7. Certification & Review Authorization

- I certify that to the best of my knowledge the information provided in this application is true, accurate, and complete.
- I authorize the Westford Engineering Department to enter my property to confirm the accuracy of the information provided herein, inspect the stormwater BMP(s), and determine if a credit to my Stormwater Utility Bill is warranted. A minimum 48 hours’ notice will be given prior to a property visit.
- I understand that as the property owner I am responsible for maintaining the stormwater BMPs on my property and that if those BMPs are not properly maintained I will no longer be eligible to receive a stormwater credit.

Signature: _____ **Date:** _____

Name (Please Print): _____

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8. Application Submission

Go to: www.westfordma.gov/stormwater to access the Credit Application form online.

Applications may also be submitted by mail to:

Westford Engineering Department
Stormwater Credit Processing
28 North Street
Westford, MA 01886

Additional Information & Questions

The Town of Westford's Stormwater Management Utility Fee and Credit Policy as well as other stormwater related information can be found at www.westfordma.gov/stormwater.

The Massachusetts Stormwater Handbook and Stormwater Standards can be found at: www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards

Questions regarding the credit process or general stormwater management related questions should be directed to the Engineering Department at (978) 399-2716 or via email at stormwater@westfordma.gov.

Below for Official Use Only

Credit Request: Approved Denied

Original Annual Fee: \$ _____

Credit Applied: \$ _____

New Annual Fee: \$ _____

Engineering Department Determination:

Signature: _____ Date: _____

Town Engineer

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