



Town of Amherst, New Hampshire
Office of Community Development
Building · Code Enforcement · Planning · Zoning · Economic Development

**STORMWATER MANAGEMENT PLAN
CHECKLIST**

Applicant: _____

Date: _____

General Information:

1. **Checklist:** The applicant shall complete this checklist as part of every Stormwater Management Plan Application. The applicant shall either (1) submit the checklist item with the application or request a waiver separately in writing or (2) note its non-applicability with the reasons separately in writing. This checklist is not intended to be a replacement for thorough review of the Stormwater Regulations, Zoning Ordinance, Subdivision Regulations, and Non-Residential Site Plan Review Regulations (as applicable). This checklist is intended to be used as an aid in the preparation and review of the Stormwater Management Plan application and plans.
2. **Professional stamps:** All subdivision plans shall be prepared and stamped by a licensed land surveyor in the State of New Hampshire. A wetland or soil scientist shall show delineation of wetlands and shall stamp and sign the plans on which their delineations are shown. An engineer, architect or other professional, as appropriate, shall stamp any plans showing proposed improvements.
3. **Filing:** Applications and checklists shall be filed with the Office of Community Development at least 30 days prior to the date of a Planning Board meeting at which the applicant wishes to appear. See published meeting schedule online or at the Town Hall.
4. **Waivers:** For any item checked "Waiver Requested", the applicant shall attach a separate letter indicating the reason(s) for seeking a waiver request.
5. The Planning Board or Board of Health may adapt or relax these application requirements for smaller or less complex applications provided the intent of the Stormwater Regulations is followed.
6. A Stormwater Management Plan Application shall include the following information, to be considered for completeness, per the Stormwater Regulations:

Affiliated Regulation Number	Item	Provided	Planning Board
3. D. 1.	1. Stormwater Management Plan Application completed and signed by the owner, applicant or authorized agent.		
3. D. 2.	2. Three (3) full size 22" x 34" copies of the final plan.		
	3. Ten (10) 11" x 17" copies of the final plan.		
	3a. One PDF digital copy of the plan set with all supporting documentation.		
3. D. 3.	4. Stormwater Management Report		

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Affiliated Regulation Number	Item	Provided	Planning Board
7.	5. Stormwater Management Report and Plans		
	6. A completed Stormwater Management Plan Checklist.		
RSA 676:4	8. For any proposals in which any structure or proposed building site will be within 500' of the top of the bank of any lake, pond, river, or stream, the Planning Board shall also notify the NH Department of Environmental Services by first class mail. The sole purpose of notification to NHDES is to provide information to the department for dam hazard classification.		
	9. Two (2) sets of gummed, typed, mailing labels for all abutters and others as listed in #7 above.		
	10. Payment of the application fees, based on the current Planning Board fee schedule.		
3. H.	11. Any requests for waivers shall be presented in writing per Section 3. H.		

Contents to be submitted for a Stormwater Management Plan Application:

Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
3. D. 2.	Site Drawing of existing and proposed conditions showing:			
3. D. 2. a.	Locus map showing property boundaries			
3. D. 2. b.	North arrow, scale, date			
3. D. 2. c.	Property lines			
3. D. 2. d.	Structures, roads, utilities, earth stockpiles, equipment storage, plan for stump and debris removal			
3. D. 2. e.	Topographic contours at two (2) foot intervals			
3. D. 2. f.	Critical areas			
3. D. 2. g.	Surface waters, wetlands and drainage patterns and watershed boundaries within the project area and within 200 feet of project boundary			
3. D. 2. h.	Vegetation			
3. D. 2. i.	Extent of 100 year floodplain boundaries			
3. D. 2. j.	Soils information from NCSS or HISS map			
3. D. 2. k.	Easements, existing and proposed			
3. D. 2. l.	Areas and timing of soil disturbance, including square footage calculation			
3. D. 2. m.	Areas of cut and fill, including existing and proposed elevations			

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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
3. D. 2. n.	Location of earth stockpiles			
3. D. 2. o.	Location of equipment storage and staging			
3. D. 2. p.	Stump disposal			
3. D. 2. q.	Poorly and very poorly drained soils highlighted			
3. D. 2. r.	Poorly and/or very poorly drained soils proposed to be filled			
3. D. 2. s.	Locations, descriptions, details, design calculations for all structural, non-structural, permanent and temporary erosion and sedimentation control measures and BMPs			
3. D. 2. t.	Identification of all permanent control measures			
3. D. 2. u.	Identification of permanent snow storage areas			
3. D. 2. v.	Identification of snow management measures during construction			
3. D. 2. w.	Construction schedule			
3. D. 2. x.	Earth movement schedule			
3. D. 2. y.	Temporary detention and/or sediment control facilities to accommodate storm most likely to occur during anticipated duration of construction			
3. D. 2. z.	Proposed schedule and procedures for inspection and maintenance of BMPs before, during and after construction			
3. D. 2. aa.	Identification of all permanent control measures and responsibility for continued maintenance			
3. D. 3.	Stormwater Management Report			
3. D. 3. 1.	Design calculations for all temporary and permanent structural control BMP measures			
3. D. 3. 2.	Proposed schedule and procedural details for inspection and maintenance of all BMPs, during and after construction			
3. D. 3. 3.	Identification of all permanent control measures and responsibility for continued maintenance			

Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
3. D. 3. 4.	Drainage report with calculations showing volume, peak discharge, and velocity of present and future runoff as required in Section 5 and 6			
3. D. 3. 5.	Plans showing entire drainage area affecting or being affected by the development, including proposed lot boundaries and drainage areas			
3. D. 3. 6.	Direction of flow of runoff through use of arrows			
3. D. 3. 7.	Location, elevation, size of all existing and proposed catch basins, drywells, drainage ditches, swales, retention basins, and storm sewers			
3. D. 3. 8.	Soil cover complex method to be used as applicable			
3. D. 3. 9.	Copies of pertinent State and Federal permits			
3. D. 3. 10.	Stormwater Management Plan table of contents			
4.	Stormwater Management General Performance Criteria - explain how standards are incorporated			
5.	Stormwater Management for New Development - explain how standards are incorporated			
6.	Stormwater Management for Redevelopment - explain how standards are incorporated			
7.	Stormwater Management Documentation - explain how requirements are met			
8.	Stormwater Management During Construction - explain how requirements are met			
9.	Inspection and Maintenance Responsibility During and After Construction - explain how requirements are met			
10.	Notification for Spills or Other Non-Stormwater Discharges - explain how standards are incorporated			

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11.	Alteration of Stormwater Management Structures Prohibited - add note to plan			
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