



Town of Sharon
Land Disturbance Permit/Administrative
Review Application Checklist
Stormwater Management Bylaw – Article II
Construction Activity Discharges Amended May 2, 2022

The Conservation Commission, acting as the Stormwater Authority, shall make the decision as to the completeness of an application and the adequacy of the materials submitted. No permit hearing or administrative review shall take place until the application has been found complete.

Land Disturbance Administrative Review Application Checklist

(Land alteration is greater than 5,000 sf and less than 1 acre)

Payment of the application fee (\$50) by check made out to the Town of Sharon

Three copies of:

Completed and signed Application for Land Disturbance Administrative Review

Project narrative describing the proposed work including existing site conditions and methods to mitigate any stormwater impacts

Full-sized project plans with a date and title, stamped and signed by a PE or PLS, that include:

- Existing structures, pavement, plantings, and stormwater management systems
- Proposed work including stormwater management systems and limits of disturbance
- Erosion and sedimentation controls

If applicable, Stormwater Management Plan, Sediment and Erosion Control Plan, and Operation and Maintenance Plan.

One digital copy of:

All submission materials

Land Disturbance Permit Application Checklist

(Land alteration is 1 acre or greater)

Payment of the application fee (calculated according to the online fee schedule) and advertising fee (\$275) by check made out to the Town of Sharon

Three copies of:

Completed and signed Application for Land Disturbance Permit

Project narrative or description

Full-sized project plans with a date and title, stamped and signed by a PE or PLS

- Existing structures, pavement, plantings, and stormwater management systems
- Proposed work including stormwater management systems and limits of disturbance
- Erosion and sedimentation controls

Certified list of abutters within 300 feet of the property

Copy of the Abutter Notification form

Signed Affidavit of Service form

Stormwater Management Plan

Erosion and Sediment Control Plan

Operation and Maintenance Plan

Stormwater Pollution Prevention Plan

One digital copy of

All submission materials