

# BEALS · ASSOCIATES INC.

2 THIRTEENTH STREET CHARLESTOWN, MA 02129  
PHONE: 617-242-1120 FAX: 617-242-1190

**August 21, 2015**

**Topsfield Planning Board**

Town Hall  
8 West Common Street  
Topsfield, Massachusetts 01983

**David Bond, Highway Superintendent**

DPW Facility  
279 Boston Street  
Topsfield, Massachusetts 01983

**Re: 19 Evergreen Lane, Topsfield, MA  
Lot 20 at Hickory Beech  
Stormwater Management**

Dear Planning Board Members,

Our office is writing to verify that the proposed development of Lot 20, 19 Evergreen Lane (Lot 20) is in accordance with the previously issued permits and that the stormwater quality and quantity is being properly managed and in accordance with the approved Definitive Subdivision Plans. Lot 20 has undergone minor design changes regarding the proposed location of the single family residence. The updated location discharges runoff from the house and lot to the detention pond labelled Pond 14 in the approved Definitive Subdivision Plans. The previously permitted design also proposed to discharge runoff to the detention pond, labelled Pond 14 in the approved Definitive Subdivision Plans.

The approved Stormwater Management Permit Application proposed the location of a single family residence just north of the existing Pond 14. Stormwater from Lot 20 and overland flow from the adjacent roadway were proposed to discharge to Pond 14 which would outlet to the drainage cistern underneath the cul-de-sac. The new proposed location of a single family residence has been shifted slightly to fit a different style of architectural footprint and remains in the same area of the lot. The original flow paths for stormwater from Lot 20 and the adjacent roadway is proposed to be maintained. Stormwater is proposed to travel via overland flow to the existing Pond 14 before discharging to the drainage cistern as was originally intended. The drainage cistern ultimately discharges to analysis point 200 via an outlet pipe and overland flow.

In accordance with the local Stormwater and Erosion Control Regulations, the entire project has been thoroughly vetted by the Topsfield Planning Board, Conservation Commission, and the Town's peer reviewer (BSC and Beals and Thomas, Inc.), allowing for a concurrent review and approval. During both the Planning Board permit process and the Conservation Commission process, stormwater management was given very careful consideration both in terms of the infrastructure improvements as well as the development of each individual lot. The entire project was designed to achieve a minimum of 80% Total Suspended Solids (TSS) removal and to reduce

the post-development run-off rates to those equal to or less than pre-development run-off rates, for a variety of storm events ranging from the 2-year recurrence interval to the 100-year recurrence interval.

Additionally, proposed single family residential developments were accounted for within the proposed watershed and incorporated into the drainage design that was closely reviewed and approved by an independent third party peer reviewer, BSC, in developing the constructed subdivision drainage system. Stormwater runoff generated from the developed subdivision has been managed and attenuated through installations of both LID open drainage and conventional closed drainage system components to meet TSS, recharge, and peak flow guidelines.

The subdivision's drainage system will receive additional protections, as determined in the field, to reduce any additional sediment that may accumulate within the installed TSS removal structures. They include temporary check dams, catch basin silt sacks, straw wattles, and other typical filtration and sedimentation devices within roadside swales and at detention pond inlets and outlets.

In summary, we have reviewed the previously approved plans, calculations, and permits. The purpose of this letter is to confirm that the current development plan for Lot 20 is in compliance with the permits, that it will not exceed the run-off rate or volume that was anticipated in the design, and to provide additional erosion control recommendations specific to Lot 20.

We are available at your convenience to discuss this letter, the results of our analysis, or any other comments relative to this matter.

Sincerely,  
**Beals Associates, Inc.**



Tyler R. Glode, EIT

CC: George Annis  
C-407.20

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19 EVERGREEN LANE TOPSFIELD, MA BOOK: 29960 PAGE: 039 DATED AUGUST 21, 2015**

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**TOWN OF TOPSFIELD STORMWATER AND EROSION CONTROL PERMIT APPLICATION FORM**

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## **Application Checklist and Procedures Checklist for Stormwater Management Permit**

### **1. Requesting a waiver from the Stormwater Management Permit application requirements.**

The applicant files 6 copies of a letter, together with supporting information and documentation, signed by the landowner or designated representative with the Town Clerk.

2. All waiver requests shall be acted upon by the Planning Board within 45 calendar days from the date of application and shall be in writing. Boards may request an extension of the review period. As per the bylaw, the Conservation Commission will have jurisdiction for waiver requests for projects located entirely within the town's wetland jurisdiction and the Planning Board will have jurisdiction for all other waiver requests. **Section 6 B of the SWEC Regulations**

### **3. Filing a Stormwater Management Permit Application**

The applicant shall file with the Town Clerk, six (6) copies of a completed application package for a Stormwater Management Permit (SMP) and an electronic application in PDF format on a CD or DVD disc. The application package shall include:

☒ A completed Application Form with original signatures of all owners

☒ A list of abutters certified by the Assessor's Office including those opposite on any public or private way and abutters within 300 feet of the applicant's property line(s).

☒ Stormwater Management and Erosion Control Plan, stamped by a Professional Engineer licensed in Massachusetts and project description **which includes all information listed in Section 6 L** of the SWEC Regulations.

☒ Operation and Maintenance Plan which includes all information listed in **Section 6 M** of the SWEC Regulations.

☒ Payment of the application and review fees. The application fee equals \$100 plus .0030 x the total number of square feet of the proposed project. Example: \$100 + 43560 (1 acre) = \$100 + 43560 square feet x 0.0030 = \$130.68 application fee

     Inspection and Maintenance Agreement which includes all information listed in **Section 6 M** of SWEC Regulations

     Surety Bond. The Planning Board may require the applicant to post before the start of land disturbance or construction activity, a surety bond to ensure perpetual maintenance of stormwater and erosion controls.

**APPLICATION FORM**  
**STORMWATER AND EROSION CONTROL PERMIT**

To: The Topsfield Planning Board, Town Hall, Topsfield, MA 01983

The undersigned hereby applies for a Stormwater and Erosion Control Permit and herewith submits six (6) copies of a completed application package for a Stormwater Management Permit (SMP) and an electronic application in PDF format on a CD or DVD disc for approval.

The applicant certifies to the truth of the following facts as part of his application.

1. Name of Applicant: George Annis  
Address: 20 Hickory Lane  
Topsfield, MA 01983  
Telephone Number: (978) 771-0998  
E-mail Address: \_\_\_\_\_
2. Name of Engineer or Surveyor Beals Associates, Inc. Tyler R. Glode, EIT  
Address 2 Thirteenth Street  
Charlestown, MA 02129  
Telephone Number: (617) 242-1120  
E-mail Address: tglode@bealsassociates.com
3. Deed to property is dated November 9, 2010 and is recorded in Essex South District Registry, Book 29960 Page 039.
4. Location of Property for which permit is requested:  
Address Lot 20, 19 Evergreen Lane  
Topsfield, MA 01983  
Zoning District Inner Residential and Agricultural District
5. Attach hereto a copy of the deed.
6. The exact names in which title to the property is held and the present addresses of persons named are: (If married, give spouse's name.)  
George E. Annis Jr. & Lucille A. Annis  
20 Hickory Lane  
Topsfield, MA 01983

7. A complete list of persons with their addresses known to have mortgages, attachments, encumbrances, or liens of any kind upon the property is as follows:

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8. If the property is in the name of a trust, the complete and correct name of the trust, date of the trust declaration, book and page where it is recorded and names and addresses of all trustees are as follows:

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9. If the property is in the name of a corporation, the complete and correct name of the corporation, the name and corporate capacity of all officers authorized to sign deeds and other instruments pertaining to real estate are as follows:

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10. Description of the project for which a Stormwater and Erosion Control Permit is requested. Include total square footage of land to be altered/cleared.

Construction of a single family house and septic system  
on an existing Lot 20 at 19 Evergreen Lane in the Hickory  
Beech Subdivision. Down gradient systems have been constructed  
as designed, sized, reviewed, and permitted through the  
Conservation Commission. 20,425 SF of the site will be altered.

Signature of Applicant  on behalf of George Annis

Date of Submission \_\_\_\_\_

Town Clerk Signature \_\_\_\_\_

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**QUITCLAIM DEED**  
**LOT 20, 19 EVERGREEN LANE**

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NE  
6  
175-

TU 4

2010111200238 Bk:29960 Pg:39  
11/12/2010 12:06 DEED Pg 1/6

MASSACHUSETTS EXCISE TAX  
Southern Essex District ROD  
Date: 11/12/2010 12:06 PM  
ID: 819249 Doc# 20101112002380  
Fee: \$1,368.00 Cons: \$300,000.00

(Space Above this Line Reserved for Registry of Deeds)

## Quitclaim Deed

*KNOW ALL MEN BY THESE PRESENTS* that MEETING WAY CORPORATION, INC., a Massachusetts Corporation of Boston, Massachusetts, of c/o Barbara Martin RSM McGladrey, Inc 80 City Square Boston, MA

for consideration paid and in full consideration of Three Hundred Thousand and No/100 (\$300,000.00) Dollars

grants to George E. Annis, Jr. and Lucille A. Annis,

as husband and wife as tenants by the entirety

of 14 Exeter Road, Beverly, Massachusetts, 01915

with Quitclaim Covenants,

That certain parcel of land located on Evergreen Lane off of High Street in Topsfield, Essex County, Massachusetts being shown as Lot 20 on a plan of land entitled, "Definitive Plan for the Subdivision: Hickory Beech in the Town of Topsfield, Massachusetts" drawn by Beals Associates, Inc., 98 North Washington Street, Boston, MA 02114, Scale: 1"=40' on lotting sheets, Date: November 25, 2005, last revised March 31, 2006, recorded with the Essex South District Registry of Deeds in Plan Book 397, Plan 36, as amended by plan of land entitled "Overall Subdivision Plan Land of Hickory Beech Realty Trust, Topsfield, MA L1," drawn by Beals Associates, Inc., 98 North Washington Street, Boston, MA 02114, dated July 31, 2006, recorded with Essex South Registry of Deeds in Plan Book 401, Plan 82 (as amended, the "Plan").

Lot 20 contains 73,961 square feet (1.698 acres) of land, more or less, as shown on the Plan.

There is reserved to the Grantor the fee interest in Evergreen Lane and all the streets and ways in the subdivision. There is conveyed herewith the right to pass and repass and use the streets and ways in the subdivision for all purposes for which streets and ways are commonly used in the Town of Topsfield.

Property: Lot 20, 19 Evergreen Lane,  
Hickory Beech Subdivision, Topsfield, MA

There is further reserved unto the Grantor the Grading Easements over a portion of Lot 20 shown as "Grading Easement 20B" and "Grading Easement 20A" on Sheet Number E3 of the plan. There is further reserved unto the Grantor a utility and drainage easement shown as "Utility and Drainage Easement 20B" and a utility easement shown as "Utility Easement 20A" on Sheet Number E3 of the Plan. In addition, there is reserved unto the Grantor any and all other easements shown on the Subdivision Plan and not previously created by grant or herein reserved.

This lot is conveyed subject to and with the benefit of the terms and conditions of the Hickory Beech Homeowners' Association Trust recorded with the Essex South District Registry of Deeds at Book 26604, Page 215. By the acceptance and recording hereof, Grantee accepts the beneficial interest in the Trust that is appurtenant to and runs with the title to Lot 20. ✓

This conveyance is made subject to a Declaration of Common Scheme Restrictions recorded with the Essex South District Registry of Deeds at Book 26811, Page 480. By the execution hereof, the Grantor certifies that the dwelling and improvements to be constructed on the premises hereby conveyed are in compliance with the all the terms and conditions of the Declaration of Common Scheme Restrictions. There is reserved unto the Grantor the temporary easement referenced in the Common Scheme Restrictions.

The lot described above is conveyed subject to the Order of Conditions (DEP File No. 307-0507) recorded at Book 25413, Page 248, as affected by Amended Order of Conditions recorded at Book 25664, Page 93, as affected by Corrected Order of Conditions recorded at Book 25980, Page 33, and Second Amended Order of Conditions recorded at Book 26111, Page 176, as extended by Extension recorded in Book 28412, Page 137, including without limitation, the ongoing conditions contained therein as follows:

- a. **Continued Vegetation Required:** The owner shall be responsible for assuring the lasting integrity of vegetative cover on the site in order to prevent erosion, contamination, or other detrimental impact to on-site and off-site resources.
- b. **No Chemicals, Oil, or Gas:** There shall be no storage or parking of any equipment that leaks oil or other petroleum products within any Wetland Resource Area or the Buffer Zones.
- c. **No Pollutants:** There shall be no discharge or spill of fuel, oil, or other pollutants into any area of statutory interest. Any accidental spill shall be immediately reported to the TCC and other appropriate authorities.
- d. **No Discharge to Vernal Pools:** There shall be no discharge of silt or stormwater to any vernal pool on the site or to the contributing tributaries, including the wetlands bordering them.
- e. **Dumping Prohibited:** There shall be no dumping of leaves, grass clippings, brush, or other debris into any wetland or stream/body of water.
- f. **Additional Alteration Prohibited:** There shall be no additional alterations of areas under TCC/DEP jurisdiction without the required review and permit(s).

- g. **Driveway Runoff:** Driveways shall be designed to prevent runoff of storm water onto the roadways of the subdivision (e.g. box grated trench where necessary, driveway slopes graded to lawn areas, and/or any other acceptable measures).
- h. **Maintenance of Drainage systems and BMPs:** The maintenance and repair of all drainage systems, including Best Management Practices, shall be in accordance with the Operation and Maintenance Plan (dated Revised 12-09-05), including the Maintenance Checklist, and with the Homeowners Association (agreement). The design capacity, storm water management treatment capacity and structural integrity of these structures shall be maintained, as required in the approved Operation and Maintenance Plan (Attachment B), as it may be modified with TCC approval in writing over time.
- i. **Snow Plowing:** In order to avoid salt/sand impacts that would result from discharge of melt waters, plowed snows shall be directed away from Wetlands Resource Areas and drainage structures, preferably placed outside of all Buffer zone Resource Areas.

The lot described above is conveyed subject to the Order of Conditions (Topsfield CC File No. 307-0507) recorded at Book 25413, Page 295, as affected by Amended Order of Conditions recorded at Book 25664, Page 104; Corrected Amended Order of Conditions recorded at Book 25980, Page 44, and Second Amended Order of Conditions recorded at Book 26111, Page 187, as extended by Extension recorded at Book 28412, Page 139, including without limitation, the ongoing conditions contained therein as follows:

- a. **Continued Vegetation Required:** The owner shall be responsible for assuring the lasting integrity of vegetative cover on the site in order to prevent erosion, contamination, or other detrimental impact to on-site and off-site resources.
- b. **No Chemicals, Oil, or Gas:** There shall be no storage or parking of any equipment that leaks oil or other petroleum products within any Wetland Resource Area or the Buffer Zones.
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- i. **Snow Plowing:** In order to avoid salt/sand impacts that would result from discharge of melt waters, plowed snows shall be directed away from Wetlands Resource Areas and drainage structures, preferably placed outside of all Buffer zone Resource Areas.
- j. **Buffer Zone Identification:** The property owner shall maintain the Buffer Zone Resource Area markers installed under Condition #III-18 (above) of this Order of Conditions, replacing posts and markers as needed over time.
- k. **Open Space Identification:** The Homeowners Association shall maintain the Open Space markers installed under Condition #III-19 (above) of this Order of Conditions, replacing posts and markers as needed over time.

END OF TEXT

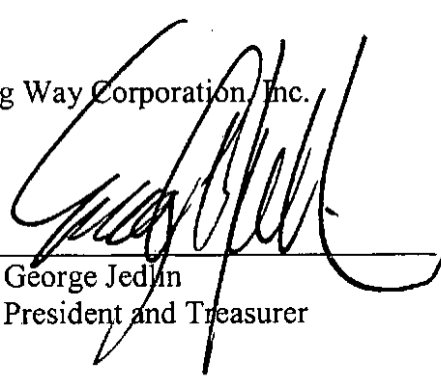
SIGNATURE PAGE FOLLOWS

This is not a conveyance of all or substantially all of the Massachusetts assets of the Grantor corporation and this conveyance is made in the ordinary course of business.

The premises hereby conveyed are a portion of the same premises described in deed to the Grantor recorded at Book 23577, Page 501.

In WITNESS WHEREOF, Meeting Way Corporation, Inc. has caused its corporate seal to be hereto affixed and in these presents signed by George Jedlin, its president and treasurer this 9th day of November, 2010.


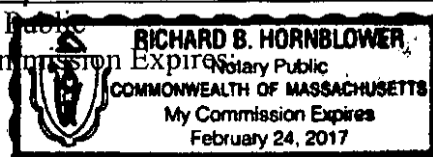
Meeting Way Corporation, Inc.

By:   
Its: President and Treasurer

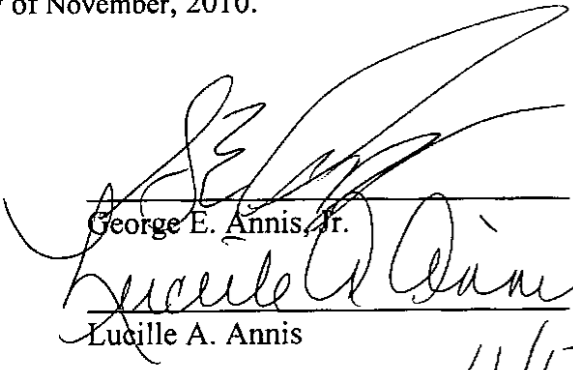
COMMONWEALTH OF MASSACHUSETTS

ESSEX, ss

On this 9th day of November, 2010 before me, the undersigned notary public, personally appeared George Jedlin, President and Treasurer of Meeting Way Corporation, Inc., proved to me through satisfactory evidence of identification, which was ☒ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, and that he has the authority to act in that capacity.

  
Notary Public  
My Commission Expires  
  
RICHARD B. HORNBLOWER  
Notary Public  
COMMONWEALTH OF MASSACHUSETTS  
My Commission Expires  
February 24, 2017

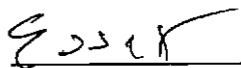
12<sup>th</sup> hoo  
Executed as a sealed instrument this \_\_\_\_ day of November, 2010.

  
George E. Annis, Jr.

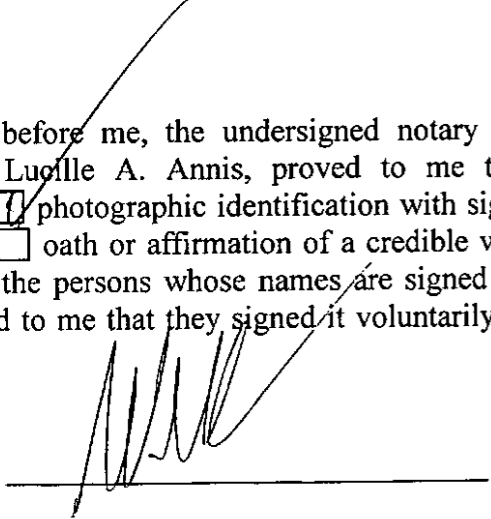
  
Lucille A. Annis

11/12/10

THE COMMONWEALTH OF MASSACHUSETTS

, ss

On this 12<sup>th</sup> day of November, 2010, before me, the undersigned notary public, personally appeared George E. Annis, Jr. and Lucille A. Annis, proved to me through satisfactory evidence of identification, which was ☒ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

  
Notary Public  
My Commission Expires:



WILLIAM F. O'CONNELL  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
December 31, 2010

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**TOWN OF TOPSFIELD PLANNING BOARD APPLICATION  
FOR SPECIAL PERMIT AND SITE PLAN REVIEW**

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# Planning Board

## Application for Special Permit & Site Plan Review

### Form A

Before you file this application, it is necessary that you be familiar with the requirements for filing plans and other materials in support of this application as specified in the Topsfield Zoning Bylaws, scenic road Bylaw, Stormwater & Erosion Control Bylaw and the respective Planning Board Rules and Procedures that are available from the Town Clerk and Community development Coordinator as well as the Town website at [www.topsfield-ma.gov](http://www.topsfield-ma.gov).

Incomplete applications will not be considered unless waivers are previously obtained from the Planning Board.

#### SPECIAL PERMIT FEES:

Business Park Use Permits	\$200.00	
Elderly Housing Special Permits	\$1000.00	(New construction EHD see Site Plan Review fees listed below)
Common Drive	\$100.00	per lot
Accessory Apartment	\$100.00	
Groundwater Protection District		
Wind Energy Conversion System – Small Scale	\$200.00	
Ground Mounted Solar Photovoltaic Installations	\$200.00	
Scenic Road		
Stonewall Removal	\$75.00	
Tree Removal	\$75.00	
Stormwater & Erosion Control	\$100.00	plus .0030 times the total square footage of the area to be altered by the project; see exemptions under regulations

#### SITE PLAN REVIEW:

##### **1). Coverage Fee**

\$100/5,000 sq. ft. or any portion thereof of new/alterd lot disturbance (the total square footage of all new/alterd building footprints, plus all paved surfaces, septic installations and stormwater management systems).

20,425 sq. ft. ÷ 5,000 sq. ft. x \$100 = \$ 408.50 area of new/alterd coverage

##### **2). Gross Floor Area Fee**

\$200/5,000 square feet or any portion thereof of new/alterd Gross Floor Area (gross floor area – the total square footage of all new floor area on all levels of all new or existing buildings).

\_\_\_\_\_ sq. ft. ÷ 5,000 sq. ft. x \$200 = \_\_\_\_\_ area of new/alterd gross floor area

Coverage Fee	\$	<u>408.50</u>
Gross Floor Area Fee	\$	_____
Total Site Plan Review Fee	\$	<u>408.50</u>



NATURE OF APPLICATION:

- ☐ Petition for Special Permit pursuant to Article \_\_\_\_, Section \_\_\_\_ of the Zoning Bylaw.
- ☐ Petition for Finding pursuant to Article \_\_\_\_, Section \_\_\_\_ of the Bylaw.
- ☐ Petition for Site Plan Review pursuant to Article IX of the Zoning Bylaw (and the Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw; and Supplement Form C for submitted requirements and formats).
- ☐ Petition for a Scenic Road Permit pursuant to Chapter LV.
- ☒ Petition for a Stormwater & Erosion Control Permit pursuant Chapter LI.

DESCRIPTION OF APPLICANT:

- a. Name George Annis
- b. Address 20 Hickory Lane Topsfield, MA 01983
- c. Phone Number (978) 771-0998
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) Owner  
(Attach copy of lease and/or letter of authorization from owner, if applicable)

DESCRIPTION OF PREMISES:

- a. Assessor's Map 50, Lot(s) 34, Zoning District Inner Residential and Agricultural District
- b. Location of Premises (number and street) 19 Evergreen Lane
- c. Name and address of legal owner (if different from Applicant) Same
- d. Deed to the Premises recorded at (if known):  
X Essex South District Registry of Deeds, Book 29960 Page 039  
       Essex South Registry District of the Land Court, Certificate Number
- e. Prior zoning decisions affecting the Premises (if any):  
Date of Decision        Name of Applicant         
Nature of Decision
- f. Present use of the Premises Cleared uplands, forested uplands
- g. Present structures conform to current Zoning Bylaw. X Yes        No. If no, in what respect does it not conform.

PROPOSAL (attach additional sheets if necessary):

- a. General Description:  
Single family house lot with associated septic system  
and driveway improvements.

b. If proposal is for construction or alteration of an existing structure, please state:

	FRONT	REAR	SIDE(S)
1. Setbacks required per bylaw	_____	_____	_____
2. Existing setbacks	_____	_____	_____
3. Setbacks proposed	_____	_____	_____

	FRONTAGE	AREA
4. Frontage and area required by bylaw	_____	_____
5. Existing frontage (s) and area	_____	_____
6. Frontage (s) and area proposed	_____	_____

	FEET	STORIES
7. Existing Height	_____	_____
8. Height proposed	_____	_____

c. Other town, state or federal permits or licenses required, if any:

N/A

\_\_\_\_\_

\_\_\_\_\_

#### NECESSARY ACCOMPANYING DATA:

It is required that every application be accompanied by appropriate supporting data. Failure to submit appropriate and complete data could result in delay and/or denial of application for zoning relief. Place a check next to the applicable accompanying supporting data:

#### Variance of Special Permit Applications:

(See Planning Board Rules and Procedures Section III)

All required supporting data attached ☐ Yes ☐ No

#### Site Plan Review Applications:

(See Town of Topsfield Zoning Bylaw, Article IX, Section 9.05. See also Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw)

All required supporting data attached ☐ Yes ☐ No

#### Comprehensive Permit Applications:

(See G.L.c. 40B, Sections 20-23)

All required supporting data attached ☐ Yes ☐ No

#### Appeals from decisions of Building Inspector or Others:

(See Planning Board Rules and Procedures, Section III (1) (e))

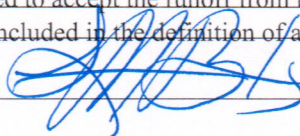
All required supporting data attached ☐ Yes ☐ No

If all required supporting data is not attached, why not:

Section 5B states, "the Planning Board will accept the Conservation Commission hearing process and Order of Conditions in lieu of requirements stated below." The down gradient Hickory Beech drainage system has been reviewed and designed to accept the runoff from the full developed subdivision, including Lots. Single Family homes are not included in the definition of a "Hot Spot" referenced in the 5/24/13 letter.

August 21, 2015

Date



on behalf of George Annis  
Signature of Applicant

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**PLANNING BOARD WAIVER MEMORANDUM DATED AUGUST 21, 2015**

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## MEMORANDUM

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**TO:**           **Topsfield Planning Board**

**FROM:**       **Tyler R. Glode EIT**  
                  **Lawrence M. Beals**

**SUBJECT:**   **George Annis Lot 20, 19 Evergreen Lane**

**DATE:**       **August 21, 2015**

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On behalf of George Annis, our office is writing to request a Waiver from the Stormwater and Erosion Control Regulations of the Topsfield Planning Board. We are requesting the following waivers as the construction of single family homes represents a minimal environmental impact and development of the lots has been accounted for in the master planning of the original subdivision, as originally peer reviewed by the BSC group. We have provided the site with significant sediment and erosion control measures to protect the existing areas and control stormwater runoff. Specifically, we are requesting waivers pertinent to the following:

- 1.) Strict adherence to the Stormwater and Erosion Control Plan contents listed in Section 6.0L of the SWEC Regulations.
- 2.) The requirement for a surety bond as specified in Section 6.0C and Section 8.0 of the SWEC Regulations.

The Definitive Subdivision documentation includes all documentation related to Section 6.0L, which has been reviewed by BSC group and Beals and Thomas, Inc. The development of a single family house also poses a minimal environmental impact and is minor in nature. The minimal environmental impact and minor nature of the development reduces the risk to necessitate a surety bond for maintenance and construction of the single family house lots.

Our office looks forward to discussing the proposed development project with the Planning Board. We thank you for your consideration.

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**TOWN OF TOPSFIELD CERTIFIED ABUTTERS LIST**

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## OPERATION AND MAINTENANCE MANUAL

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2 Thirteenth Street  
Charlestown, Massachusetts  
02129  
Phone: 617-242-1120  
Fax: 617-242-1190

**Operation and Maintenance Manual  
Hickory Beech Subdivision  
Lot 20, 19 Evergreen Lane, Topsfield, Massachusetts**

The following are operation and maintenance instructions for both construction and post-development stormwater controls. The goal of these plans is to ensure that the stormwater system, as designed, will function properly. Plans showing the stormwater management controls for the subdivision stormwater management system is available at the South Essex Registry of Deeds Bk 397 PL No. 36. Lot 4, 10, and 11 plans are submitted with this manual and are on file at the Topsfield Planning Board, Conservation Commission, and Board of Health.

**Stormwater management system(s) Owner/Responsible Party:**

Lot 20 private stormwater system

George Annis  
20 Hickory Lane  
Topsfield, MA 01983  
(978) 771-0998

  
George Annis

FOR:

Date:

8.20.15

*Note: The Owner(s) of the stormwater management system must notify the Topsfield Planning Board of Changes in Ownership or assignment of financial responsibility.*

### **Construction Operation and Maintenance Plan:**

1. All erosion and sediment control devices installed prior to construction shall be inspected on a daily basis. Any deficiencies in the siltation fence or the straw bale dikes shall be corrected immediately. Excess silt shall be removed manually from the silt fence when the accumulation has reached 50% of the height of the fence.
2. During construction, the roadway should be swept as needed, weekly minimum, following clearing, grading, and hauling activities.

### **Post - Construction Operation and Maintenance Plan:**

#### **Routine maintenance tasks:**

- ✓ Routine maintenance of lawns, gardens, and other landscaped areas shall occur as necessary.
- ✓ Good housekeeping – all areas of the property shall be kept free of trash and debris.
  - Any storage of materials and waste products shall be inside or under cover.
  - Fertilizers, herbicides, and pesticides, if stored on site, shall be stored outside the 100-foot buffer zone and properly contained under cover.
  - Storage of salt or deicing chemicals, if any, shall be on an impervious area, covered and protected from runoff.

#### **Non-routine maintenance tasks:**

None

#### **Implementation Schedule**

Routine maintenance tasks will occur quarterly or as described above.

*Note: The maintenance schedule may only be amended to achieve the purposes of this Regulation by mutual agreement of the Planning Board and the Responsible Parties. Amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.*



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**NATURAL HERITAGE MAP HICKORY BEECH SUBDIVISION 2015**

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Natural Heritage Map 2015 Hickory Beech Subdivision, Topsfield, MA

PH 1299

Site

100 m  
200 ft

N

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**STORMWATER MANAGEMENT PLAN FOR A 5-BEDROOM DWELLING AT LOT 20 EVERGREEN  
LANE TOPSFIELD, MA BOOK: 29960 PAGE: 034  
DATED AUGUST 21, 2015**

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