

# BURLINGTON STORMWATER BYLAW SUBMISSION CHECKLIST

## Submission Checklist

*As of 2025, Stormwater Permit Applications shall be submitted via the Town OpenGov portal. For Standard Stormwater Applications, paper copies shall be submitted to the office in addition to the online application.*

### Abbreviated Stormwater Permit Application Requirements

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- ☐ A completed Application Form with original signatures of all owners
- ☐ A Stormwater and Erosion and Sediment Control Plan  
*For projects involving construction of a new residential property the Stormwater and Erosion and Sediment Control Plan must be stamped by a Professional Civil Engineer*
- ☐ Abutter Notification Form, copies to be sent by applicant to all properties that directly abut the project property.
- ☐ \$150 Filing fee and \$1000 surety bond  
*Either paid online or with two checks made payable to the Town of Burlington and submitted to the Conservation Department as part of the original application package*

### Standard Stormwater Permit Application Requirements

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- ☐ A completed Application Form with original signatures of all owners plus two (2) copies of the signed form
- ☐ Abutter Notification Form, copies to be sent by applicant to all abutters within 100 feet of project property
- ☐ Proof of any test pits witnessed by a Licensed Soil Evaluator
- ☐ Three (3) copies each of the following documents, each stamped by a Professional Civil Engineer:
  - ☐ Stormwater Management Plan and project description
  - ☐ Stormwater and Erosion and Sediment Control Plan
  - ☐ Operation and Maintenance Plan
- ☐ A copy of the Stormwater Pollution Prevention Plan (if required)
- ☐ One (1) electronic copy of the complete package
- ☐ Filing fee  
*\$300 +\$10 per/1,000ft<sup>2</sup> over 20, 000ft<sup>2</sup> to maximum of \$1,000. Either paid online or with a check made payable to the Town of Burlington submitted to the Conservation Department as part of the original application package. Surety bond requirements to be determined by the Conservation Commission.*