

## **Sample Water Supply Protection Checklist** **-For Coordinating Local Project Reviews -**

Protecting drinking water supplies is an ongoing task for municipal officials. Once a community establishes water supply protection measures such as bylaws, health regulations and protection plans, proposed land uses and activities must be evaluated in conjunction with the established protection.

Reviewing proposed projects, however, can be challenging. Proposed developments and projects often require permitting/reviewing officials to obtain information from other local boards and entities. For instance, a building inspector reviewing an permit application for an industrial facility expansion that stores hazardous materials, must know at a minimum:

- is the project located in a water supply area?;
- is the water supply area protected by local controls?;
- what condition or performance standards must the project meet to ensure protection?;
- does the project have secondary/accessory uses that pose a threat to water supplies?;
- what other local controls are applicable to the project?;
- which local officials and entities need to be informed of this project (fire department, public water supplier, board of health, board of selectmen, etc.)?

The attached Sample Water Supply Protection Checklist was developed to provide local officials with a method for reviewing and commenting on projects prior to permitting them in water supply areas. By coordinating information and efforts among the multiple entities that play a role in water supply protection, local officials can:

- ensure that potential sources of contamination are not inadvertently permitted in water supply protected areas;
- identify and mitigate potential threats posed by existing land uses;
- identify and strengthen inadequate protection controls; and
- enhance the protection of inter-municipal water supplies and recharge areas.

The water supply checklist can be initiated and circulated by any individual responsible for reviewing or permitting projects. The attached Sample should be modified to identify the initiating authority, such as 'Building Inspector Water Supply Protection Checklist'. Modifications should also be made to reflect the community's water supply sources, local boards and entities, and local water supply protection measures. See the Notes attached to the Sample Checklist for additional information.

**Town/Authority:** \_\_\_\_\_

THIS INFORMATION IS NECESSARY TO PROTECT DRINKING WATER SUPPLIES

**I. Property Owner/Developer**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

**II. Location of Proposed Project**

1. Site Address \_\_\_\_\_ Assessors map-lot/parcel# \_\_\_\_\_

2. Current zoning \_\_\_\_\_

3. Proposed project is located in an Aquifer or Watershed Protection Zoning District (y/n) \_\_\_\_\_

4. Proposed project is located in a DEP designated water supply zone <sup>1</sup> (y/n) \_\_\_\_\_,

Groundwater Source(s): \_\_\_\_\_

Zone I \_\_\_\_\_ Zone II \_\_\_\_\_ IWPA \_\_\_\_\_

Surface Water Source: \_\_\_\_\_

Zone A \_\_\_\_\_ Zone B \_\_\_\_\_ Zone C \_\_\_\_\_

**III. Description of the Proposed Project**

1. The Type of proposed use or activity is considered: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> new development or structure         | <input type="checkbox"/> a change in use              |
| <input type="checkbox"/> expansion of an existing use         | <input type="checkbox"/> a secondary or accessory use |
| <input type="checkbox"/> replacement of an existing structure | <input type="checkbox"/> a non-conforming use         |
| <input type="checkbox"/> other _____                          |   |

2. Describe the proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The proposed project includes the following uses or activities in the **Zone II, IWPA** or **Zone A** of a drinking water source<sup>2</sup>:

a) storage of:

- liquid petroleum products
- liquid hazardous materials
- deicing chemicals
- animal manure
- commercial fertilizers

- b) generation, treatment, storage, or disposal of hazardous waste
- c) non-sanitary wastewater treatment or disposal works
- d) stockpiling of snow/ice containing deicing chemicals
- e) construction of impervious surfaces
- f) junkyards, automobile graveyards, salvage yards
- g) excavation of earth material

In Groundwater Zones IIs or IWPAs

- h) storage of sludge or septage
- i) installation of floor drains
- j) landfills, dumps, monofills
- k) petroleum, fuel or heating oil bulk stations or terminals

In Surface Water Zones A

- l) solid waste facilities
- m) motor vehicle repair operations
- n) cemeteries
- o) animal standing, stabling or grazing
- p) commercial car washes and outdoor washing of commercial vehicles

4. These activities or uses are controlled through:

Zoning Bylaws/Ordinances \_\_\_\_\_  
Board of Health Regulations \_\_\_\_\_  
General Bylaws/Ordinances \_\_\_\_\_  
Not Controlled \_\_\_\_\_

5. The proposed project is consistent with the local regulatory control (y/n) \_\_\_\_\_  
(comment) \_\_\_\_\_

6. Sensitive features on the project site include:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> erodible soils/steep slopes  | <input type="checkbox"/> wetlands                  | <input type="checkbox"/> flood plains   |
| <input type="checkbox"/> shallow depth to groundwater | <input type="checkbox"/> highly permeable soils    | <input type="checkbox"/> rivers/streams |
| <input type="checkbox"/> private (homeowner) wells    | <input type="checkbox"/> shallow fractured bedrock | <input type="checkbox"/> other _____    |

7. The project site/facility has existing threats (or violations) to drinking water supplies:

- |   |   |
|---|---|
| <input type="checkbox"/> improperly abandoned well                | <input type="checkbox"/> unsealed floor drains            |
| <input type="checkbox"/> leaking under/above ground storage tanks | <input type="checkbox"/> hazardous waste disposal/storage |
| <input type="checkbox"/> improper hazardous materials storage     | <input type="checkbox"/> stormwater/flooding              |
| <input type="checkbox"/> other _____                              |   |

**IV. Attachments** <sup>3</sup>

site plan/design \_\_\_\_\_ map \_\_\_\_\_ other \_\_\_\_\_

**V. Comments/Additional Information** <sup>4</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This information has been received/reviewed by**<sup>5:</sup>

|  | Date     |                |                |
|--|----------|----------------|----------------|
|  | Approval | Required (y/n) | Attached (y/n) |
|  | Comments |                |                |
| ___ Building Inspector                         | _____    | _____          | _____          |
| ___ Zoning Officer                             | _____    | _____          | _____          |
| ___ Planning Board                             | _____    | _____          | _____          |
| ___ Board of Health                            | _____    | _____          | _____          |
| ___ Public Water Supplier                      | _____    | _____          | _____          |
| ___ Protection Committee                       | _____    | _____          | _____          |
| ___ Zoning Board of Appeals                    | _____    | _____          | _____          |
| ___ Conservation Commission                    | _____    | _____          | _____          |
| ___ Fire Chief/Department                      | _____    | _____          | _____          |
| ___ Adjacent Municipality<br>(Town/City _____) | _____    | _____          | _____          |

Please return to the \_\_\_\_\_ by \_\_\_\_\_

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## ENDNOTES

<sup>1</sup> Identify the water supply areas for all public water supplies. Include the Interim Wellhead Protection Areas (IWPA's) for small water systems, and Zones A and II that may extend into your community from sources located in adjacent municipalities. A proposed project may also be located in overlapping water supply areas for different sources; such as a Zone II and Zone A, or Zone II and IWPA .

<sup>2</sup> Activities/uses (a-g) impact both surface or groundwater source. Activities/uses (h-k) are applicable to groundwater sources only, and activities/uses (l-p) to surface water sources. This list is consistent with the land uses/activities identified in MA Wellhead Protection Regulations 310 CMR 22.21(2) and Surface Water Supply Protection Regulations 310 CMR 22.20B and C.

During a project review, officials may determine that existing local controls do not adequately protect a drinking water supply. If a particular land use or activity is insufficiently controlled, or the local protection district map does not cover the water supply area; officials should recommend amending the local controls and map to prevent future similar projects.

To address a potential threat, local entities should provide recommendations for mitigating the project's impact on water quality; such as a relevant board of health regulation, applicable best management practices and technical assistance.

<sup>3</sup> Attach all relevant plans, maps or other documents that will enable entities to adequately review a proposed project. A map showing the location of the proposed project, the boundaries of the local protection zoning district, and the delineated water supply zones should be included.

<sup>4</sup> Use this section to provide additional information and explanation, and to identify and describe difficulties with implementing protection controls.

<sup>5</sup> This list should be revised to include relevant local entities specific to your community: i.e. non-municipal public water suppliers; town planner; health agent; permitting coordinator; planning department; board of selectmen; town engineer; public works superintendent; community development department; etc.