



Town of East Windsor

11 RYE STREET, BROAD BROOK, CT 06016
PHONE: (860) 623-6030 FAX: (860) 623-4798

INLAND—WETLAND APPLICATION

Permit No.: IW _____

Inland Wetland Application submitted for:

- Request an Inland Wetland Permit to conduct regulated activities (Sect. 4.3 and 5)
 Request an Inland Wetland Permit issued by Authorized Agent to conduct regulated activities (Sect. 12)
 Request for Permit Modification or Extension

Date Recd _____ App Fee \$ _____ Assessor Map/Block/Lot _____

Street Address of Proposed Application, and Nearest Intersection: _____

Acreage/Lot Area _____ Wetland Acreage _____ Wetlands Acreage to be disturbed _____

Existing watercourses, ponds, swamps, bogs, vernal pools? _____ Stream/River Name _____

Description of Proposed Activity _____

Property is served by: private well public water septic system

Is the property within 500' of an adjoining municipality? Yes No

Please attach a list of all abutters within 100 feet of proposed

I/WE, THE UNDESIGNED APPLICANT, HEREBY APPLIES FOR THE REGULATED ACTIVITIES LISTED ABOVE, FOR AN INLAND WETLANDS AND WATERCOURSES PERMIT FOR THE PROPERTY DESCRIBED HEREIN AND CONFIRMS THAT:

1. She/he is familiar with the current Inland Wetlands, Watercourses and Conservation Regulations of the Town of East Windsor.
2. She/he understands that at any time during the review period, the Agency may require the applicant to provide more information about the wetlands and/or watercourses in question and/or any proposed activity.
3. All information submitted in the application for review shall be considered factual, or in the case of anticipated activity, binding. A knowing failure of the applicant or any of her/his agents to provide correct information, or performance exceeding the levels of activity anticipated, shall be sufficient grounds for revocation of any permit under these regulations.
4. By making this application, the applicant gives permission to the Inland Wetlands Commission members and/or its representatives to enter the portions of the premises which are the subject of the application for the purpose of inspection and investigation and otherwise evaluating the merits of the application both before and after the final decision has been issued.

Record Owner's Name _____

Street _____

City _____

State, Zip _____ Telephone _____

E-mail address _____

Signature _____

Applicant's Name _____

Street _____

City _____

State, Zip _____ Telephone _____

E-mail address _____

Signature _____

**EAST WINDSOR INLAND—WETLAND APPLICATION:
Permit No.: IW_____**

***PLEASE SEE ATTACHED INLAND WETLAND APPLICATION
SUBMISSION REQUIREMENTS and RECOMMENDATIONS***

Please note that all required information must be with application for it to be deemed complete.

Where applicable, approval from the North Central Health District (NCDH) is required prior to presenting plans to the Inland Wetland Agency. The Agency has the discretion to consider the application incomplete if NCHD is not received at time of review.

It is further understood that it is the applicant's responsibility to obtain any and all other permit or approvals required under local, state or federal law prior to the start of any construction or use authorized by the decision of the Board.

The undersigned hereby permits Town staff and Commission members to enter onto and inspect this site during reasonable hours for the purposed of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements, and representations contained in all supporting documents provided with this application are true and accurate.

APPLICANT'S SIGNATURE	DATE	OWNER'S SIGNATURE (If not applicant)	DATE
PRINT APPLICANT'S SIGNATURE		PRINT OWNER'S SIGNATURE (If not applicant)	

*Additional Application Forms may also be obtained (downloaded) from the website:
eastwindsorct.com*

FOR OFFICE USE ONLY	
Date of Meeting Application is Received _____	
Public Hearing Date _____	
Permit Granted Date _____	
Permit Withdrawn _____	
Permit Denied Date _____	
Permit Extension Granted _____	
Jurisdictional Ruling (<i>Declaratory Ruling</i>) _____	
Agent Sign-Off _____	
Fee Paid: \$ _____	Check # _____



INLAND WETLAND AND WATERCOURSES APPLICATION CHECKLIST

The Wetland Agent and/or Wetland's clerk will check the application for completeness. If all required information is not included you will be asked to either pick up the application and fee and/or supply the missing information. Incomplete applications may be denied by the Inland Wetland and Watercourses Agency

The information is **REQUIRED** unless otherwise noted!!!!

N/A	Required	REQUIRED DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	An original and 6 copies of application and plans- 1 11x17 plan required
<input type="checkbox"/>	<input type="checkbox"/>	An approval from NCHD or WPCA for Septic, Wells and Public Water
<input type="checkbox"/>	<input type="checkbox"/>	Pre and Post Development Drainage Calculations, with drainage area map, except SFH unless IWWA asks
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Delineation Report by Professional Soil Scientist
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Assessment Report by Professional Soil Scientist for ANY wetland impacts
<input type="checkbox"/>	<input type="checkbox"/>	Any species of special concern from the CT NDDB
		SITE PLAN REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Plans stamped by a Professional Engineer licensed by the State of Connecticut
<input type="checkbox"/>	<input type="checkbox"/>	Property Boundaries
<input type="checkbox"/>	<input type="checkbox"/>	Property owners and adjacent property owners depicted on plans
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures, roadways and buildings.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed topography
<input type="checkbox"/>	<input type="checkbox"/>	Alternate wetland impact consideration- shown on a plan and explanation in narrative form
<input type="checkbox"/>	<input type="checkbox"/>	Soil and Erosion Control measures per 2002 CT E&S Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Boundaries delineated by soil scientist shown on plan with live signature
<input type="checkbox"/>	<input type="checkbox"/>	Limit of upland review area
<input type="checkbox"/>	<input type="checkbox"/>	Cuts and fill volumes-except for single family homes
<input type="checkbox"/>	<input type="checkbox"/>	Septic System, reserve areas and well locations
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage systems and calculations
<input type="checkbox"/>	<input type="checkbox"/>	Drainage system pipe sizes, lengths and inverts
<input type="checkbox"/>	<input type="checkbox"/>	Test pit locations
<input type="checkbox"/>	<input type="checkbox"/>	Acreages of wetlands/watercourses on the site and to be disturbed
<input type="checkbox"/>	<input type="checkbox"/>	Acreage of upland review area disturbance
		DETAIL SHEETS
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sedimentation Control details and sequence plan
<input type="checkbox"/>	<input type="checkbox"/>	Test pit Logs
<input type="checkbox"/>	<input type="checkbox"/>	Details of drainage structures, pipes, footing drains and curtain drains
<input type="checkbox"/>	<input type="checkbox"/>	Septic system and/or sewer connection details
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section of proposed detention, retention or sedimentation basins
<input type="checkbox"/>	<input type="checkbox"/>	Construction Sequence
		PUBLIC HEARING REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Notice to abutters within 100 feet and across the street by certificate of mailing-not less than 10 days before the start of the public hearing
<input type="checkbox"/>	<input type="checkbox"/>	Legal Notice can be obtained from Wetlands Office

TOWN OF EAST WINDSOR- INLAND WETLAND WATERCOURSE AGENCY APPLICATION FEES

<u>ACTIVITY</u>	<u>FEE</u>	<u>APPLIED</u>
State of Connecticut Land Use Fee	<u>\$60.00</u>	<u>\$60.00</u> +
Permitted Uses- As-Of-Right	<u>NONE</u>	
Agent Decision (Activities in Upland Review Area)	<u>\$75.00</u>	\$ _____ +
Residential Uses-Basic Fee Per Lot	<u>\$150.00/per lot + OR</u>	
Additions, accessory structures, etc.	<u>\$80.00 + OR</u>	
Modification to Residential Approval Per Lot	<u>\$30.00/per lot+</u>	
> \$40.00 per 1000 sq. ft disturbance wetlands	\$ _____	
> \$25.00 per 1000 sq. ft impervious surface	\$ _____	
Within upland review area	\$ _____	
> \$250.00 per detention/retention basin	\$ _____	
> \$100.00 per storm drain outfall	\$ _____	
> \$100.00 per watercourse crossing with definable channel	\$ _____	
> TOTAL FOR RESIDENTIAL USES		\$ _____ +
Commercial Uses/Industrial/Other Uses	<u>\$300.00 + OR</u>	
Modification to Commercial/Industrial Approval	<u>\$150.00 +</u>	
> \$65.00 per 1000 sq. ft. disturbance wetlands	\$ _____	
> \$40.00 per 1000 sq. ft. impervious surface	\$ _____	
Upland review area	\$ _____	
> \$20.00 per 1000 sq. ft. land disturbance	\$ _____	
(excluding impervious) in upland review area	\$ _____	
> \$250.00 per detention/retention basin	\$ _____	
> \$100.00 per storm drain outfall	\$ _____	
> \$200.00 per watercourse crossing with definable channel	\$ _____	
> TOTAL FOR COMMERCIAL/INDUSTRIAL/OTHER USES		\$ _____ +
Significant Activity Fee (Legal Notice For Public Hearing)	<u>\$300.00</u>	\$ _____ +
Permit Extension Fee:		
> Residential Uses	<u>\$40.00</u>	\$ _____ +
> Commercial/Industrial Uses	<u>\$80.00</u>	\$ _____ +
Map and Regulation Amendments	<u>\$250.00</u>	\$ _____ +
<u>TOTAL APPLICATION FEE:</u>		\$ _____

Complex Application Fee-Section 19.3 of the IWWA Regulations and Section 22a-42a(e) of the Connecticut General Statutes states that an applicant shall pay a fee equal to the Town's expenditures in hiring outside consultants and experts to analyze, review and report on issues requiring such experts. The fees shall be determined by the Town through obtaining an estimate from its consultants based on the nature of the application and the application submittal. The applicant shall make a payment to the Town prior to the IWWA holding a Public Hearing for said application within 5 (five) days of receiving notice of the amount due. If the Town expenditure exceeds the estimate, the Applicant shall submit additional funds within 5 days upon receiving notice from the Town. Any excess amount collected over the actual costs shall be refunded to the Applicant after the completion of the application review process. The failure by the Applicant to make this payment shall render the application incomplete.

completion of the application review process. The failure by the Applicant to make this payment shall render the application incomplete.

Exemption. Boards, Commissions, Councils and Departments of the Town of East Windsor are exempt from all fee requirements.

Waiver. The applicant may petition the Agency to waive or reduce payment of the fee during the application period. Such petitions shall be in writing and shall state fully the facts and circumstances the Agency should consider in its determination under this subsection. The Agency may waive all or part of the application fee if the Agency determines that:

- a. The activity applied for would clearly result in a substantial public benefit to the environment or to the public health and safety and the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of the amount of the application fee, or
- b. The amount of the application fee is clearly excessive in relation to the cost to the Town of reviewing and processing the application.

Method of Payment. All fees required by these regulations shall be submitted to the Agency by cash, check or money order payable to: Town of East Windsor at the time the application is received with the Agency.

No application shall be granted or approved by the Agency unless the correct application fee is paid in full or unless a waiver has been granted by the Agency.

THE APPLICATION FEE IS NOT REFUNDABLE.

Definitions. As used in this section the following are defined:

Residential Uses means a single residential building containing no more than three (3) dwelling units including additions, accessory structures, etc.

All Other Uses means any other use not identified as a residential use as part of this fee schedule.

Watercourses with a Definable Channel applies to all brooks, streams, rivers and their tributaries vernal or intermittent that exhibit evidence of prolonged flow. This does not apply to drainage ditches or waters with no definable channel.

NOTE. The CT State Legislature, under Public Act 92-235, requires that the Town of East Windsor collect an additional \$60.00 for every land use application that is processed. This fee is in addition to the fees charged by the Town.

Other Fees Not Associated with Permit Application

Inland Wetlands & Watercourses Regulations - \$10.00

11" x 14" color copy of Wetland Map - \$3.00

Photocopies - \$0.50

Signature of Applicant

Date

***Includes acknowledgement of non-refundability of fee.**

****Fee Schedule Updated and Approved by BOS on 10/16/12****



Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete and mail this form in accordance with the instructions on pages 2 and 3 to:

DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3rd Floor, Hartford, CT 06106

Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.

PART I: Must Be Completed By The Inland Wetlands Agency

- DATE ACTION WAS TAKEN: year: _____ month: _____
- ACTION TAKEN (see instructions, only use one code): _____
- WAS A PUBLIC HEARING HELD (check one)? yes no
- NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(print name) _____ (signature) _____

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

- TOWN IN WHICH THE ACTION IS OCCURRING (print name): _____
does this project cross municipal boundaries (check one)? yes no
if yes, list the other town(s) in which the action is occurring (print name(s)): _____
- LOCATION (see instructions for information): USGS quad name: _____ or number: _____
subregional drainage basin number: _____
- NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): _____
- NAME & ADDRESS / LOCATION OF PROJECT SITE (print information): _____
briefly describe the action/project/activity (check and print information): temporary permanent description: _____
- ACTIVITY PURPOSE CODE (see instructions, only use one code): _____
- ACTIVITY TYPE CODE(S) (see instructions for codes): _____, _____, _____, _____
- WETLAND / WATERCOURSE AREA ALTERED (must provide acres or linear feet):
wetlands: _____ acres open water body: _____ acres stream: _____ linear feet
- UPLAND AREA ALTERED (must provide acres): _____ acres
- AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): _____ acres

DATE RECEIVED:

PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

- | | |
|---|---|
| A = Residential Improvement by Homeowner | I = Storm Water / Flood Control |
| B = New Residential Development for Single Family Units | J = Erosion / Sedimentation Control |
| C = New Residential Development for Multi-Family / Condos | K = Recreation / Boating / Navigation |
| D = Commercial / Industrial Uses | L = Routine Maintenance |
| E = Municipal Project | M = Map Amendment |
| F = Utility Company Project | N = State Agency Project |
| G = Agriculture, Forestry or Conservation | P = Other (this code includes the approval of |
| H = Wetland Restoration, Enhancement, Creation | concept plans with no-on-the-ground work) |

10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

- | | |
|---|--|
| 1 = Filling | 8 = Underground Utilities Only (no other activities) |
| 2 = Excavation | 9 = Roadway / Driveway Construction |
| 3 = Land Clearing / Grubbing (no other activity) | 10 = Drainage Improvements |
| 4 = Stream Channelization | 11 = Pond, Lake Dredging / Dam Construction |
| 5 = Stream Stabilization (includes lakeshore stabilization) | 12 = Activity in an Established Upland Review Area |
| 6 = Stream Clearance (removal of debris only) | 14 = Activity in Upland |
| 7 = Culverting (not for roadways) | |

Examples: Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.

INSTRUCTIONS FOR COMPLETING THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.
Do NOT submit a reporting form for withdrawn actions.*

PART I: Must Be Completed By The Inland Wetlands Agency

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
 - A = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
 - B = Any Permit Denied by the Inland Wetlands Agency
 - C = A Permit Renewed or Amended by the Inland Wetlands Agency
 - D = A Map Amendment to the Official Town Wetlands Map - or -
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
 - E = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
 - F = A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
 - G = An Agent Approval pursuant to CGS 22a-42a(c)(2)
 - H = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. Click on the following website for USGS Quad Map information: http://ct.gov/deep/lib/deep/gis/resources/Index_NamedQuadTown.pdf

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn CLEAR's website: http://clear.uconn.edu/data/map_set/index.htm (no roads depicted) or at CTECO: http://www.cteco.uconn.edu/map_catalog.asp (depicts roads, choose town and a natural drainage basin map).
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (i.e., don't just state "forestry", provide details such as "20 acre forestry harvest, permit required for stream crossing".)

STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only** the **completed** reporting form to:

DEEP Land & Water Resources Division
Inland Wetlands Management Program
79 Elm Street, 3rd Floor
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.