

CONSERVATION AND INLAND WETLANDS COMMISSION
TOWN OF DEEP RIVER, CONNECTICUT
Town Hall 174 Main Street Deep River, Connecticut 06417

APPLICATION FORM

One (1) original and six (6) copies of the completed application must be submitted to the Commission with the required fee at least eight (8) days prior to the next regularly scheduled meeting.

☐ NEW APPLICATION ☐ AMENDMENT OF PERMIT NO. _____

1. Property Location: _____ Tax Map: _____ Lot No. _____
2. Applicant: _____ Phone Number: _____
Mailing Address: _____
3. Property Owner: _____ Phone Number: _____
Mailing Address: _____

PROPOSED PROJECT/IMPACTS:

4. Brief description of project: _____
5. On an attached sheet, please describe, in detail, the purpose and the need for the proposed project.
6. On an attached sheet, please describe all activities in and affecting wetlands, watercourses, floodplains and the upland review area. Indicate the amount of any fill, excavation, clearing & grubbing, and other alterations within the regulated area, specifically including the wetlands, watercourses and floodplains.
7. On an attached sheet, please describe the impact of the proposed activities on the wetland area.
8. On an attached sheet, please describe alternatives to the regulated activities and reasons why the submitted proposal was chosen.

SITE INFORMATION:

9. Please describe the site (residential, gently sloping, wooded, etc) _____
10. Type of wetland area: Open Water Body _____ Stream _____ Marsh _____ Floodplain _____ Other _____
11. Have the wetlands been designated by a Soil Scientist? Yes _____ No _____
(if yes, attach a copy of the map with Soil Scientist signature)
12. Is any portion of the property located within 500 feet of an adjoining municipality? Yes _____ No _____
If yes, the applicant must provide written notification of the application to the adjoining municipality and submit a copy to the Commission. (Regulation Section 8.2)
13. Is any portion of the regulated activity located within a watershed area of a water company?
Yes _____ No _____. If yes, the applicant must provide written notification of the application to the water company and submit a copy to the Commission. (Regulation Section 8.4)
14. Is the site located within an area identified as habitat for an endangered, threatened, or special concern species? Yes _____ No _____. If yes, the applicant must fill out DEP's Natural Diversity Data Base Review Form.

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APPLICATION FORM (con't)

OTHER ATTACHMENTS:

- A. State Inland Wetland Reporting Form and associated fee(required).
- B. Site plan/drawings showing proposed work, including, but not limited to: existing and proposed structures and topography, boundaries of all wetlands, distances to wetlands, erosion and sedimentation control, adjacent property owners.
- C. Include application fee (see Regulation Section 18). Fee is non-refundable.

OTHER PERMITS:

Please list any other Federal, State, or Local permits or certificates which have been issued for the site or proposed activity.

The undersigned gives permission to the Commission and its Agents to inspect the property, at a reasonable time, both before and after the final decision has been issued.

The undersigned warrants that the truth of all statements contained herein and in all supporting documents made as part of this application are true and complete to the best of his/her knowledge and belief.

(Signature of Applicant)

(Signature of Owner if Owner is not Applicant)

By signing, the Owner hereby consents to the Applicant acting as the Owner's Agent

Date: _____

Date: _____

Received by the Commission: By: _____ Date: _____

Accepted by the Commission: By: _____ Date: _____

- ☐ Regulated Activity
- ☐ Non-Regulated Activity
- ☐ Significant Activity

Public Hearing Date: _____

- ☐ Non-significant Activity
- ☐ Other _____

Fee Received Yes____ No____

Date: _____ Amount: _____

Permit Issued Yes____ No____

Date: _____

Amendment Granted Yes____ No____

Date: _____

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**INFORMATION AND INSTRUCTIONS FOR INLAND WETLAND AND
WATERCOURSES PERMIT APPLICATION**

INFORMATION:

BASIS:

The Deep River Conservation and Inland Wetland Commission (Commission) is the local agency charged with "preserving and protecting wetlands in accordance with the Inland Wetlands Act (Sections 22a-36 to 22a-45 of the CT General Statutes, as amended).

The attached application is intended to make it easy for both you and the Commission to ensure all requirements have been met and that there is enough information supplied for the Commission to conduct a thorough review of any regulated activity associated with the application. For further assistance, contact the Inland Wetland Enforcement Agent.

PURPOSE OF PERMIT:

Wetlands are extremely important in preserving the high quality of life in Connecticut. (1) They collect, filter, and store water for all our needs, (2) they prevent flood damage by reducing peak flows, (3) they help maintain nutrients and remove pollutants, (4) they prevent erosion, (5) they are among the most productive ecosystems in the world, (6) they are critical in helping to maintain the stability of the biosphere by restoring the nitrogen balance, releasing oxygen, and providing diversity of natural systems.

The wetlands permit system is a measure to prevent the destruction of these valuable areas by reviewing the activities within the regulated area and ensuring that alternatives are pursued.

INSTRUCTIONS:

1. Fill in all appropriate items on the application form and attach all other requested information and supporting documentation. The Commission's Enforcement Agent can be notified to help aid in the application process and discuss the proposed activities.
2. Fill out and attach DEP Reporting Form.
3. Attach the required fee, as determined by the schedule in the regulations. No application will be acted upon until a fee is received.
4. Submit three (3) copies of the application form and attachments at least eight (8) days prior to the next regularly scheduled meeting. It is recommended that the applicant have the paperwork stamped in by the Town Clerk's office. Then place the entire package in the Commission's inbox.

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Town Hall 174 Main Street Deep River, Connecticut 06417

SCHEDULE/TIMING:

In order to be considered by the Commission, ~~ten~~ (10) copies of the completed application must be in the Commission's mailbox, in the Town Hall, 174 Main Street, by 4:00 p.m. at least eight (8) working days prior to the next regularly scheduled Commission meeting. The Commission cannot consider late or incomplete applications. Please note that if a Planning and/or Zoning permit is also required, you must obtain any required actions by the Conservation and Inland Wetland Commission prior to ruling by the Planning and Zoning.

During the regular scheduled meeting, the Commission will evaluate the "significance" of the proposed activity and determine if the proposed activity is non-significant or significant. The Commission may also require a site walk to view the wetland and surrounding area. The Commission takes, at a minimum, two meetings to issue a permit. For significant activities the permitting process is longer and more involved. Additional information and a public hearing are likely to be required for a significant activity.

MINOR ACTIVITY PERMITS:

The Commission may duly authorize their Agent to issue approval for minor activities. This may be issued for activities that are NOT within an wetland or watercourse and where the activity would result in minimal impact or no impact to any regulated area. Certain factors of the site and activity will be evaluated to determine if the activity qualifies for this minor activity approval, such as:

- Topography – rough terrain or flat? slope towards or away from wetland?
- Vegetation – area stable, vegetated, exposed, contain sensitive habitat?
- Hydrology – area have a lot of surface water flow from activity towards wetland?
- Proposed Activity – How much land will be exposed during construction?

The Commission's Agent will review the application, schedule a site visit and may also consult with a Commission member to make a determination. If the activity qualifies, a "minor activity authorization" will be issued by the Agent. Examples of activities that may qualify are: minor grading, decks and sheds. The applicant, within 10 days of issuance, is required to publish, at the applicant's expense, the approval in a local newspaper.

PERMITS BY OTHER AGENCIES:

This application is only to fulfill the requirements if the Deep River Inland Wetlands and Watercourse Regulations. Additional permits for certain activities may be required by other agencies such as the Army Corps of Engineers and the Connecticut Department of Environmental Protection.



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 as well.

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 page.

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 page. **Please mail only the completed yellow reporting form to:**

Wetlands Management Section
Inland Water Resources Division
Department of Energy & Environmental Protection
79 Elm Street, 3rd Floor
Hartford, CT 06106

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

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.

PLEASE PRINT CLEARLY

PART I: To Be Completed By the Inland Wetlands Agency Only

1. Enter 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. Enter ONE year and month per form.
2. Enter ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. *Do not submit a reporting form for withdrawn applications.* 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 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. See the following website for USGS Quad Map names and numbers:
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
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 the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief description of the action/project/activity.

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

A = Residential Improvement by Homeowner
B = New Residential Development for Single Family Units
C = New Residential Development for Multi-Family / Condos
D = Commercial / Industrial Uses
E = Municipal Project
F = Utility Company Project
G = Agriculture, Forestry or Conservation
H = Wetland Restoration, Enhancement, Creation

I = Storm Water / Flood Control
J = Erosion / Sedimentation Control
K = Recreation / Boating / Navigation
L = Routine Maintenance
M = Map Amendment
N = State Agency Project
P = Other (this code includes the approval of 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 (buffer, setback). You must provide code 14 if the activity is located BEYOND the established upland review area (buffer, setback) or NO established upland review area (buffer, setback) exists.

1 = Filling
2 = Excavation
3 = Land Clearing / Grubbing (no other activity)
4 = Stream Channelization
5 = Stream Stabilization (includes lakeshore stabilization)
6 = Stream Clearance (removal of debris only)
7 = Culverting (not for roadways)

8 = Underground Utilities (no other activities)
9 = Roadway / Driveway Construction
10 = Drainage Improvements
11 = Pond, Lake Dredging / Dam Construction
12 = Activity in an Established Upland Review Area
14 = Activity in Upland

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. Permitted dredging of a pond must use code 11; other possible codes are 12 and 5.

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, 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. 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 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 agency permits, denials, amendments, and enforcement actions. Inland wetlands agencies may have established an upland review area (also known as a buffer or setback) in which activities are regulated. Agencies may also regulate activities beyond these established areas. You MUST provide all information in ACRES including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration. Remember that these figures represent only the upland acreage altered as a result of an activity regulated by the inland wetlands agency, or as a result of an agent approval.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, 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. To convert from square feet to acres, divide square feet by the number 43,560. 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.



Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete - *print clearly* - and mail this form in accordance with the instructions on pages 2 and 3 to:
Wetlands Management Section, Inland Water Resources Division, CT DEEP, 79 Elm Street – 3rd Floor, Hartford, CT 06106

PART I: To Be Completed By the Municipal Inland Wetlands Agency Only

1. DATE ACTION WAS TAKEN (enter one year and month): Year _____ Month _____
2. ACTION TAKEN (enter one code letter): _____
3. WAS A PUBLIC HEARING HELD (check one)? Yes _____ No _____
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(type name) _____ (signature) _____

PART II: To Be Completed By the Municipal Inland Wetlands Agency or the Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING (type name): _____
Does this project cross municipal boundaries (check one)? Yes _____ No _____
If Yes, list the other town(s) in which the action is occurring (type name(s)): _____
6. LOCATION (see directions for website information): USGS Quad Map Name: _____ or Quad Number: _____
Subregional Drainage Basin Number: _____
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (type name): _____
8. NAME & ADDRESS/LOCATION OF PROJECT SITE (type information): _____
Briefly describe the action/project/activity (check and type information): Temporary _____ Permanent _____
Description: _____
9. ACTIVITY PURPOSE CODE (enter one code letter): _____
10. ACTIVITY TYPE CODE(S) (enter up to four code numbers): _____, _____, _____, _____
11. WETLAND / WATERCOURSE AREA ALTERED (type in acres or linear feet as indicated):
Wetlands: _____ acres Open Water Body: _____ acres Stream: _____ linear feet
12. UPLAND AREA ALTERED (type in acres as indicated): _____ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (type in acres as indicated): _____ acres

DATE RECEIVED: _____

PART III: To Be Completed By the DEEP

DATE RETURNED TO DEEP: _____

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO