

**TOWN OF GLASTONBURY  
INLAND WETLANDS AND WATERCOURSES AGENCY  
APPLICATION FOR PERMIT, *revised January 12, 2022***

**Instructions:**

1. The Agency and the applicant may hold a pre-application meeting to examine the scope of a proposed regulated activity or to determine if the proposed application involves a significant activity.
2. Any person intending to undertake a regulated activity shall apply for a permit by completing the applicable parts of this 11 (11 includes State form) page application form (consisting of parts A, B, C & D).
3. For the purpose of this application:
  - a. "applicant or person" means any person, persons, firm, partnership, association, corporation, company, organization or legal entity of any kind, including municipal corporation, governmental agency or subdivision thereof; and
  - b. refer to the Town's Inland Wetlands and Watercourses Regulations for further clarification and guidance with respect to the standards and criteria used for application evaluation.
4. Nine (9) copies of all applicable completed application materials shall be submitted unless otherwise directed in writing by the Agency or its designated agent.
5. Indicate which of the following circumstances fit this application and comply with the following referenced application requirements:

<u>circumstances</u>	<u>check</u>	<u>requirements</u>
application for regulated activity	___	complete Part A
application also involves subdivision or special permit	___	complete Part B
application involves a significant activity	___	complete Part C
renewal or extension for or amendment to an issued permit	___	complete Part D

6. Applicant's name:
7. Address or descriptive location (e.g. north side of Neipsic Rd. - 1,000 feet westerly of intersection with Strickland St.) of proposed regulated activity:
8. Title of project:

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**Part A** - All applications for regulated activity shall include the following information:

- a. applicant's name:
- b. applicant's address:
- c. applicant's telephone number(s):
- d. applicant's email:
- e. applicant's interest in the property:
  
- f. landowner's name:
- g. landowner's address:
  
- h. landowner's telephone number:
- i. landowner's email:
- j. written consent (dated and signed) from the landowner that expresses his knowledge of and consent to the application if the landowner is not the applicant
- k. the total calculated area (in square feet) of wetlands and watercourses on the subject property:  
\_\_\_\_\_square feet
- l. the total calculated area (in square feet) of regulated area that would be disturbed by the proposed regulated activities (include regulated areas that provide access to and ample space to work around the regulated activities): \_\_\_\_\_square feet
- m. submission of the appropriate application fee based on the fee schedule established in Section 15-22 of Town Code of Ordinances; (fee schedule excerpt is attached and appears on Appendix I)
- n. written narrative of sufficient detail that sets forth the purpose and a description of the proposed activity and alternatives considered by the applicant and why the application's proposal to alter the wetlands or watercourses was chosen

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**Part A** (continued)

- m. a location map at a scale of 1 inch = 2,000 feet identifying the geographical location of the property involved
- n. a map at a scale of 1 inch equals 100 feet identifying the geographical location of the property to be affected by the proposed activity, adjacent lands, adjacent regulated areas, such upstream and downstream areas as may be identified by the Agency or its designated agent, and other pertinent features including, but not limited to, existing and proposed property lines, roads and drives, existing buildings and their utilities, topography, soil types from the published soil survey, the limits of inland wetlands, watercourses and conservation buffer areas, existing and proposed lands protected as open space or by private conservation easements, and types of vegetative cover
- o. a site plan at a scale that provides sufficient detail showing existing and proposed conditions, including maximum building areas, in relation to regulated areas and measures proposed to mitigate the potential environmental impacts
- p. a title block and legend of symbols used for each plan or map indicating the name of the project, landowner and applicant, name and signature of the person preparing the plan or map, date prepared and subsequent revision dates, and scale
- q. certification as to each of the following:
  - (1) Is any portion of the wetland or watercourse (on which the regulated activity is proposed) located within 500 feet of the boundary of an adjoining municipality? \_\_\_\_yes no  
name of town(s):
  - (2) Will traffic (attributable to either construction activities or to the completed project on the site) use streets within the adjoining municipality to enter or exit the site? yes no  
name of town(s):
  - (3) Will sewer or water drainage from the project site flow through and affect the sewage or drainage system within the adjoining municipality? \_\_\_\_yes no  
name of town(s):
  - (4) Will water runoff from the improved site affect streets or other municipal or private property within the adjoining municipality? \_\_\_\_yes no  
name of town(s):
- r. if yes to the aforementioned q.(1) , then provide documentation (copy of return receipts) that the applicable adjacent municipal wetland agencies were duly notified pursuant to the regulations
- s. copy of the STATEWIDE INLAND WETLAND ACTIVITY REPORTING FORM (attached) with all applicable sections completed by the applicant

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**Part A** (continued)

- t. names and addresses of abutting property owners as shown in the records of the tax assessor of the municipality as of a date no earlier than thirty (30) days before the date the application is submitted
- u. any other information the Agency or its designated agent deems necessary for the review and evaluation of the application.

Certification by applicant

By my (our) signature(s), I (we) hereby certify that:

- i. the applicant(s) is (are) familiar with all of the information provided in the application and is (are) aware of the penalties for obtaining a permit by deception or by inaccurate or misleading information; and
- ii. the Agency members and their designated agents are authorized to inspect the property, at reasonable times, both before and after a final decision has been issued, and after completion of the project.

Signature(s) of Applicant(s):

Date

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- Part B -** All applications for a regulated activity that involve a land use proposal which is also subject to subdivision or special permit application may be required to contain the following additional information (as determined by the Agency or its designated agent):
- a. All wetland boundaries on the property shall be identified by a soil scientist and located by a Licensed Land Surveyor. All wetland soil types shall be classified by the soil scientist.
  - b. The soil scientist shall consecutively number the survey tapes that mark boundary lines of wetlands that will be or may be affected by the proposed activity. The survey tapes shall be located by a Licensed Land Surveyor and each tape location and number shall be plotted onto the site plan.
  - c. The soil scientist shall prepare a report that includes the name of the applicant and project, the location of and limits of the property investigated, the dates of the soil investigations, a brief soil description for each soil mapping unit investigated, the set of the consecutive numbers used on survey tapes to identify the wetland boundaries, and a certified statement that the wetland boundaries appearing on the site plan are to the best of his knowledge true and accurate.
  - d. All watercourses identified on the property shall be located and identified on the site plan to the satisfaction of the Agency or its designated agent.
  - e. A site plan shall be submitted at a scale of 1 inch equals 40 feet, or a scale that exhibits greater detail, indicating the following: location and limits of all regulated areas; existing and proposed conditions in relation to regulated areas; location of prominent features within regulated areas such as bedrock outcrops, stone walls, trees deemed by the Agency or its agents to be of critical value and existing buildings and drives; names of abutting property owners; soil erosion and sediment control measures; any measures to detain or retain storm water runoff or recharge groundwater; any plantings or habitat improvement; and any other measures proposed to mitigate the potential environmental impacts.
  - f. A map of sufficient scale shall be submitted indicating each surficial drainage area influencing each distinct wetland area or watercourse on the property.
  - g. A general written description of the physical and vegetative characteristics shall be submitted for each distinct wetland area.
  - h. Any other specific information reasonably requested by the Agency or its designated agent.

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- Part C -** All applications for a regulated activity that involve a significant activity, as defined in Section 2.1.x. of the regulations, may be required to provide the following additional information (as determined by the Agency or its designate agent):
- a. Site plans for the proposed land use on the subject property which will be affected indicating details of: existing and proposed conditions; wetland, watercourse and conservation buffer zone boundaries; land contour intervals of the land and other topographic features; boundaries of land ownership; proposed regulated activities; and other pertinent features of the land use being proposed on the subject property for development. Plans shall be drawn by a licensed surveyor, professional engineer or landscape architect registered in the State of Connecticut or by such other qualified person.
  - b. Engineering reports and analyses and additional drawings to fully describe the proposed project and any filling, excavation, drainage or hydraulic modifications to watercourses.
  - c. Mapping of soil types consistent with the categories established by the National Cooperative Soil Survey of the U.S. Soil Conservation Service, delineation of all wetlands in the field by a soil scientist, and such field delineations incorporated onto the site plans.
  - d. Description of the ecological communities and functions of the wetlands or watercourses involved with the application and the probable effects of the proposed regulated activities on these communities and wetland functions.
  - e. Description of how the applicant will change, diminish or enhance the ecological communities and functions of the wetlands or watercourses involved in the application, each alternative to the proposed regulated activity, and why each alternative considered was deemed neither feasible nor prudent.
  - f. Description of the chemical and physical characteristics of any proposed fill material to establish the desired type or quality of fill material to be used in all regulated areas.
  - g. Measures which mitigate the impact of the proposed activity.
  - h. Maps and descriptions that identify downstream and downgradient regulated areas which are off-site and their condition, existing off-site structures on adjacent properties, and watershed or drainage area boundaries which influence the subject regulated area.
  - i. Any other specific information reasonably requested by the Agency or its designated agent.

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**Part D -** Any application to renew or extend the expiration date of a previously issued permit or amend an existing permit shall be filed with the Agency at least sixty-five (65) days prior to the expiration date for the permit in accordance with Section 8 of the regulations. Such application for renewal, extension or amendment shall include the submission of the appropriate application fee and set forth the following information:

- a. The application shall state the name, address and telephone number of the permit holder, the address or locational description of the property involved, and the dates of issuance and expiration of the permit.
- b. The application shall state the reason why the authorized activities were not initiated or completed within the time specified in the permit.
- c. The application shall describe any changes in facts or circumstances affecting the regulated areas or the property for which the permit was issued.
- d. The application shall describe the extent of work completed for the activities authorized in the permit.
- e. The application shall incorporate by reference the documentation and record of the original application

**FEE SCHEDULE**  
for Applications pursuant to the Inland Wetlands and  
Watercourses Regulations

Fee Schedule. Application fees shall be based on the following:

- a. Permitted Uses as of Right and Nonregulated Uses (Section 4 of the Regulations) shall be at NO CHARGE.
- b. Regulated Uses and Activities (Section 6 of the Regulations). The total fee shall be the cumulative amount of the following factors, when applicable:
  1. the total wetlands and/or watercourses area (in square feet) on the subject property multiplied by the rate of \$1.00 per 1,000 square feet; plus
  2. the total regulated area (in square feet) to be disturbed by regulated activities multiplied by the rate of \$10.00 per 1,000 square feet; plus
  3. \$400.00 if the proposed activity is declared a significant activity by the Agency.
- c. Map Amendment Petitions (Section 14.3 of the Regulations) shall be \$200.00.
- d. Renewals or Extensions of the Expiration Date to a previously issued permit (Sections 7.10 and 11.7 of the Regulations) shall be \$100.00.
- e. Amendment of a Previous Approval (Section 7.10 of the Regulations) that is not deemed a significant activity shall be the prescribed amount as determined in b.2 above.
- f. Transfer or assignment of a previously issued permit (Section 11.8 of the Regulations) shall be \$25.00.
- g. Exemption. Boards, commissions, councils and departments of the Town of Glastonbury are exempt from all fee requirements.
- h. Waiver. The applicant may petition the Agency to waive, reduce or allow delayed payment of the fee required. Such petitions shall be in writing and shall state fully the facts and circumstances the Agency should consider in its determination under this section. The Agency may waive all or part of the application fee if the Agency determines that:
  1. 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
  2. the amount of the application fee is clearly excessive in relation to the cost to the Town for reviewing and processing the application.The Agency shall state upon its record the basis for all actions pertaining to a request for a waiver.
- i. Connecticut Department of Energy & Environmental Protection Statewide Inland and Watercourses Activity Fee shall be \$60.00, required for each application.



TOWN OF GLASTONBURY - OFFICE OF COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT SIXTY DOLLAR (\$60.00) ADDITIONAL FEE REQUIRED

In accordance with Public Act 92-235 the State of Connecticut requires that any person, firm or corporation making application for approval of land use applications pay a sixty dollar (\$60.00) fee, in addition to any other fee which is required for application.

The following applications require submission of fee:

- Special Permits
- Subdivision and Resubdivision
- Change of Zone
- Planned Area Development Final Development Plan
- Inland Wetlands and Watercourses Permit
- Special Exceptions and Variances

Such fee shall be collected by the Town. Of the sixty dollars (\$60.00) collected; two dollars (\$2.00) shall be retained by the Town to cover administrative costs; and fifty-eight dollars (\$58.00) shall be deposited in the "Environmental Quality Fund established pursuant to Section 22a-27g" of the Connecticut General Statutes.

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Please provide the following information and submit this form and the sixty dollar (\$60.00) fee to the Office of Community Development and/or Building Department upon submission of each application.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name of Project \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Type of Application:

Special Permit Section Number \_\_\_\_\_

Subdivision and Resubdivision \_\_\_\_\_

Change of Zone \_\_\_\_\_

Planned Area Development \_\_\_\_\_

Final Development Plan and/or Zone Change \_\_\_\_\_

Inland Wetlands and Watercourses Permit \_\_\_\_\_

Special Exceptions and Variances \_\_\_\_\_

Date Fee Received \_\_\_\_\_

By \_\_\_\_\_

Project Number \_\_\_\_\_