

ROXBURY WETLANDS AND WATERCOURSES COMMISSION FACT SHEET

Hours: Tuesdays and Thursdays 9 AM to 1 PM
Phone: (860) 354-9612 Fax: (860) 354-0560

This sheet is an informational document intended to help applicants obtain Wetlands permits from the Town of Roxbury Land Use Department. *This form is only a guide and does not supersede applicable regulations. For complicated projects, the regulations should always be consulted.*

THE SYSTEM: Generally, all applications must go to the Inland Wetlands Commission first; with the exception of subdivisions, re-subdivisions, interior lots and lot line revisions. **These projects go before the Planning Commission first.**

MEETINGS are usually held the fourth Tuesday of each month at 7:30. To be placed on the agenda for a meeting, applications are due in the Land Use Office at the Town Hall by noon on the Thursday before the meeting. (Rev. 1/03)

WHEN IS A PERMIT REQUIRED:

Any activity that involves building (including home construction), excavating, filling or storing of soil, installation of storm drains or curtain drains, any drainage work such as swales, construction of decks, pools, tennis courts, riding rinks, etc. and additions; any work near ponds (including the cleaning of ponds), streams or wetlands; any pumping of water from streams, wetlands or water wells requires a Wetland permit. A permit application is required in Roxbury, regardless of the distance to wetlands and/or watercourses. Applications are available in the Land Use Department.

If your activity is *regulated* (within 100 feet of a wetland or watercourse or 200 feet of the Shepaug River), then a completed application must be filed at the Land Use Department by the Thursday prior to the meeting. **The application MUST include a site plan showing closest distances from the project area (area to be disturbed) to the wetlands/watercourses.**

The applicant should be advised that regulated activities cannot be voted on at the first meeting. State law requires a fifteen (15) day waiting period to allow for public comment, therefore, regulated activities will not be voted on until the next regular meeting.

All applications for the construction of new homes and commercial structures must go before the Wetlands Commission regardless of whether there are wetlands or watercourses on the property. The Commission must look at all drainage issues. You should address stormwater runoff (no net increase of runoff is allowed from your property to off site areas). In addition, you cannot direct stormwater onto other properties. You should show (on your plan) how your roof water will be handled, how any driveway run-off will be addressed, and where any curtain drain/stormwater pipes will be located and discharged.

If you propose to work within a wetland/watercourse or a setback area, then you should retain a certified soil scientist to flag the wetlands. ALL plans must show the locations of all proposed erosion control measures such as silt fences and hay bales.

Except in the case of new homes or commercial structures, if your project area is over 100 feet from a wetland or watercourse *and does not* have the potential to impact a wetland or watercourse, then you may call the Land Use Office (860) 354-9612 to arrange a site visit by the Wetlands Enforcement Officer (WEO) to make a declaratory ruling on whether a permit is required. An (short form) application should be completed prior to the "non-regulated" site visit. The WEO can sign the application at that time if he determines that a permit is not needed and you may proceed to the next Commission. The WEO **CANNOT** make site visits for regulated activities *or for applications for new homes or commercial structures*. Site visits for regulated activities are arranged at an Inland Wetlands Commission regular meeting.

Revised January 2003

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ROXBURY INLAND WETLANDS COMMISSION GENERAL INFORMATION AND INSTRUCTIONS

1. When applying for a permit, please refer to the Inland Wetlands and Watercourses Regulations for the Town of Roxbury, Connecticut. Copies of the Regulations are available from the Roxbury Land Use Clerk at the Town Hall during Land Use Office hours.
2. Questions regarding the Application Form should be addressed to the Roxbury Land Use Commission's Clerk at (860) 354-9612. A copy of the Roxbury Inland Wetlands and Watercourses Commission permitting process flow chart is included with this Application to assist those applicants who are unfamiliar with the review and approval process.
3. An Application (together with all supporting documents) must be filed at least three (3) business days prior to the Roxbury Inland Wetlands and Watercourses Commission's regular monthly meeting (normally held on the fourth Tuesday of each month) at 7:30 p.m. in the town Hall. A schedule of meeting dates is on file in the office of the Town Clerk.
4. A regulated activity is any activity within 100 feet of a wetland or watercourse and 200 feet of the Shepaug River.
5. A Connecticut Department of Environmental Protection Statewide Inland Wetlands Activity Reporting Form is included with this Application. The applicant must complete item numbers 3 through 9 and submit this form with the Application (for regulated activities only).
6. Permit fees are those approved in Section 20 of the Inland Wetlands and Watercourses Regulations for the Town of Roxbury and are payable prior upon the issuance of a permit. A copy of Section 20 is included with this Application.
7. The Application Form must be signed by the property owner. If the owner is represented by an agent, the owner's signature authorizes the agent to act on the owner's behalf including amendment of the Application and acceptance of a permit with such conditions as may be determined by the Commission.
8. Applicants are reminded that any proposed development activity within a floodplain, identified as "Areas of Special Flood Hazard on the Flood Insurance Rate Map, Town of Roxbury, Connecticut, Litchfield County," are regulated under the Town of Roxbury Flood Plain Management Ordinance. Information regarding flood plain regulations can be obtained from the Town Building Inspector.
9. The applicant should provide an original and three (3) copies of the Application, together with two (2) copies of any attachment.
10. The applicant must notify the Inland Wetlands and Watercourses Commission forty-eight (48) hours prior to commencement of the work if requested to do so by the Commission.
11. The Commission may issue a permit for the duration of what is stipulated in its Regulations. It is the responsibility of the permit holder to make timely application for an extension prior to the expiration of the original permit where such privilege is desired.
12. All permits require the use of best management practices and erosion control. Silt fencing and hay bales must be installed to protect wetlands and watercourses. Failure to install these measures could result in a notice of violation and fines.

February 1999