



Town of Washington Inland Wetlands Commission

APPLICANT'S GUIDE TO COMPLETING AND PROCESSING AN APPLICATION FOR AN INLAND WETLANDS PERMIT

Revised October 1, 2004

These guidelines, designed as questions and answers, were developed to assist applicants through the application and permitting process of the Inland Wetlands Commission, Town of Washington. Your understanding and compliance with application procedures can streamline the process and help you avoid any unnecessary delays. Following these guidelines does not guarantee the approval of an application or the granting of a permit. The final resolution of any questions or conflicting statements will be the ***Inland Wetlands and Watercourses Regulations: Town of Washington***, and the ***Inland Wetlands and Watercourses Act of 1974*** (Section 22a-36 to 22a-45 of the Connecticut General Statutes, 1972, P.A. 155, as amended).

If you have any questions regarding these procedures, please call the Land Use Office at (860) 868-0423.

In this guide, the word "Commission" refers to the Washington Inland Wetlands Commission. The acronym "WEO" refers to the Wetlands Enforcement Officer.

Q *When do I need to make an application for an Inland Wetlands Permit?*

- A. When the proposed activity is in, or within 100 feet of, a wetland or watercourse, or
- B. When the proposed activity is outside the 100-foot area, but has the potential to adversely affect or impact wetlands or watercourses down slope.

Q *What defines a wetland or watercourse?*

- A. Wetlands mean land, including submerged land, which consists of any soil types designated as poorly-drained, very poorly-drained, alluvial, or floodplain by the National Cooperative Soils Survey of the Natural Resources Conservation Service, U.S. Department of Agriculture. The key here is soil types, not whether water is visible on the ground surface.
- B. Watercourses mean rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through, or border the lands of the Washington township.

Q *How do I determine whether I have regulated wetlands or watercourses on or near my property?*

- A. You should first consult the map entitled ***Official Inland Wetlands and Watercourses Map, Washington, Connecticut*** dated March 1, 1974. This map delineates the general location and boundaries of inland wetlands and watercourses in Washington, and is available for inspection in the office of the Town Clerk. The map is only a guide and may not be accurate in all instances.
- B. The surest way to determine the extent of wetlands and watercourses on your property is to have a Certified Soil Scientist (CSS) make a field inspection and/or take soil

samples, and enter his findings clearly on your property map. You should forward the findings to the Commission on the official letterhead showing the name and address of the CSS, his signature, and seal. Since this information is required for most applications, you may want to bring it to the Commission's attention as part of the pre-application process.

- C. You may contact the WEO, who at your request or the request of the Zoning Commission, will make a site visit to ascertain any site conditions which could relate to wetlands or watercourses on or off your property. The WEO will report his findings to you, the Inland Wetlands Commission, and the Zoning Commission.

Note: The Zoning Commission, to whom all applications for land use or construction activities must be referred, may decide to request the opinion and/or approval of the Inland Wetlands Commission before considering an application where wetlands and/or watercourses are believed to exist.

Q *What is required if I do not have wetlands or watercourses on my property, or if the work I propose to do is of no consequence to the wetlands?*

- A. When, through any of the above steps, it has been determined that there are no wetlands or watercourses on your property, or that the proposed activity will have no, or marginal impact, on existing wetlands and/or watercourses, the Commission or the WEO, acting as its Agent, may make a decision that no application is necessary. In some circumstances, you may be asked to provide the Commission written confirmation, from a CSS, that no wetlands or watercourses exist on your property or near the proposed activity. Such confirmation should include the name and address of the property owner, date of testing, name and address of the CSS, his signature, and seal.

Q *What if I do have wetlands or watercourses on my property and need to ascertain whether the Commission has jurisdiction over my proposed activity?*

- A. Consult the WEO who can be reached by calling 868-0423 and make an appointment. The WEO can advise you as to whether your activity is regulated and requires a permit, or in some cases can make a declaratory ruling that a permit is not required.
- B. In some cases the WEO may recommend that you come to the Commission for pre-application advice. If so, stop in the Land Use Office and fill out a request form. You will be placed on the agenda of the Commission's next regularly scheduled meeting, or given an alternative date if additional time is required. In either case, bring a map of the property, indicating the location of wetlands and/or watercourses, and a description of the proposed activity. There is no charge for pre-application advice, and it often helps prevent delays in the application process.

Q How do I become better acquainted with the Inland Wetlands Regulations?

- A. A copy of the Washington Inland Wetlands & Watercourses Regulations, Town of Washington is available for examination in the Land Use Office. Copies are available at a cost of \$10.00.

Q How do I apply for an Inland Wetlands Permit?

- A. Obtain and complete the following application forms from the Land Use Office, located on the lower level of the Town Hall:

1. **Town of Washington Inland Wetlands Application for a Permit** (4 pages, white form). Make sure to complete Sections I through VII, and include all requested attachments. Note: The application form **MUST** be signed by the property owner of record, in ink, regardless of whether or not someone else is acting as an agent for the owner.
2. **Statewide (DEP) Inland Wetlands Activity Reporting Form** (1 page, green form). Complete Section II. If you need assistance contact the Land Use Office prior to the scheduled meeting.

Note: The Commission will not consider incomplete applications.

- B. Present the completed applications and all attachments to the Land Use Secretary (or leave in the office) along with:

1. **One check payable to the Town of Washington** and including:
 - a) The basic application fee of \$60.00.
 - b) Plus an additional fee of \$29.00 required by the DEP, State of Connecticut.
 - c) Plus any additional fees as indicated on the fee schedule (Section 20 of the **Inland Wetlands And Watercourses Regulations**).
2. **Agent Authorization** - Anyone acting as an agent for the property owner **MUST** have a written letter of authorization, signed and dated by the property owner.

Q How is my Application Processed?

- A. Once you bring your completed application and all supporting materials to the Land Use Office, the Land Use Secretary will:
1. Date stamp each item received, noting 14*days and 65*days from "date of receipt" of your application. **State statutes require that the Commission wait 14 days after an application is received before acting on it, and that the Commission must act on the application within 65 days after it is received unless an extension is requested by the applicant and approved by the Commission.*
 2. Create a folder labeled with your name, street and application number, and containing all of the forms, maps, and other data received.

- B. The WEO will then:

1. Review application and supporting materials, in the folder, for completeness and note any omissions.
 2. If time and conditions permit, he will review the site, discuss the project with the applicant and/or applicant's agent, and request any additional information he deems necessary for the Commission's review.
 3. He will summarize his findings and recommendations, including notices of omissions, in his report to the Commission.
- C. The secretary adds completed applications to the agenda of the next regularly scheduled meeting, following the day the application is received, for its initial review or pre-application review.
- D. You and/or your designated agent should appear before the Commission on the date your application is to be reviewed. You should be ready to answer any questions that might arise regarding your application. If additional information or data is required, the Commission will inform you or your designated agent, and request that it be submitted prior to or at the next regularly scheduled meeting.
- E. If the Commission feels that a Public Hearing, on your application, is warranted, you will be informed and a date for the hearing will be set.
- F. The Commission may schedule a site visit to visually inspect the property and wetlands/watercourses involved. You and/or your designated agent are encouraged to attend the site visit to answer any questions that may arise. Note: Site visits are "noticed" and are open to the public under the Freedom of Information Act. A Site Inspection Report will be written, formally accepted at the next Commission meeting and become part of the application file.
- G. Once all the questions have been answered satisfactorily, and the required data and maps presented, the Commission will discuss the proposed application at its next regularly scheduled meeting. Following the discussion, a motion will be made to approve or deny the permit application. The motion may carry with it certain conditions for approval. A vote is taken and may be carried by a simple majority of the members seated.
- E. You will be notified at the meeting, and formally by letter, of the decision of the Commission.

Q Now What Do I Do?

- A. If your permit application is approved, a "START CARD" and a "FINISH CARD" will be included in the notification letter. You or your designated agent must mail the START CARD, prior to actually starting the work, to the Land Use Office.. The "START CARD" should include the date the work will begin along with the telephone number and name of the person in charge of the activity. During the course of the activity, the WEO will visit the site to determine if the work is progressing according to

the plan approved by the Commission, and that all soil erosion and sediment controls are adequate.

Note: **It is your responsibility, as the applicant, to see that the work is carried out in accordance with the permit conditions and that erosion and sediment controls are maintained throughout the duration of the activity.**

B. When the activity is completed, the "FINISH CARD" must be mailed to the Land Use Office. The WEO will make a final inspection to determine that the activity has been satisfactorily completed, and that the soil erosion and sediment controls can be safely removed.

C. The "FINISH CARD" is placed in the file, along with any notes from the WEO. At this point, the permit is closed.

If you have any questions regarding these procedures, please call the Land Use Office at (860) 868-0423.

Thank you for your cooperation.



For more information on Land Use in Washington, see the **Town of Washington Land Use Brochure** available in the Land Use Office or online at www.WashingtonCt.org

CHECK LIST OF ATTACHMENTS REQUIRED WITH AN INLAND WETLANDS APPLICATION FOR A PERMIT

Section I, #5 -

- Written authorization for Agent(s) with live (ink) signature of property owner.

Section IV, #1 - 4

- Narrative description of the proposed activity and site characteristics

Section VI, #1- 4

- 1) An 8.5" x 11" Photocopy of the pertinent section of the USGS topographic quadrangle with the property outlined.
- 2) Scale drawings of the project and property that show the project in detail. They should include the following:
 - a. Title block with the project name, owner, date, total acres, address and map drafter
 - b. North arrow
 - c. Scale bar
 - d. Legend
 - e. Property Lines
 - f. Wetland boundaries
 - g. Watercourses with direction flow, water depth, and bottom characteristics (if applicable).
 - h. Edge of regulated area
 - i. Topographic contour lines
 - j. Dimensions and exact locations of proposed activities, including spoils, soil stock piles and erosion and sedimentation controls
 - k. Existing and proposed vegetation, including edge of disturbance.
- 3) If a Certified Soil Scientist (CSS) is involved, his/her name, written report on CSS letterhead, and field sketch

This list may not be all-inclusive. Note that the Commission will require all relevant information needed to make an informed decision. Any missing items will delay the processing of the application.

INLAND WETLANDS COMMISSION
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