

NOTICE

TO: ALL APPLICANTS

RE: COMMISSION POLICY ON APPROVALS

PLEASE BE ADVISED THAT AT THEIR MEETING OF JULY 14, 2004, THE INLAND WETLAND AND WATERCOURSES COMMISSION DISCUSSED AND APPROVED OF THE FOLLOWING POLICY, EFFECTIVE IMMEDIATELY.

SHOULD YOUR APPLICATION BE APPROVED OR APPROVED WITH CONDITIONS, NOTE: THE APPROVAL DOES NOT BECOME EFFECTIVE (AND THEREFORE, NO WORK MAY BE STARTED OR CONTINUED - WHATEVER THE CASE MAY BE) UNTIL FIFTEEN (15) DAYS AFTER THE DATE OF RECEIPT OF THE APPROVAL, PROVIDED NO PETITION FOR A PUBLIC HEARING HAS BEEN SUBMITTED WITHIN FOURTEEN (14) DAYS AFTER THE DATE OF THE RECEIPT OF THE APPROVAL.

THERE WILL BE NO EXCEPTIONS TO THE ABOVE.

"NO PERMIT ISSUED BY THE AGENCY SHALL BE ASSIGNED OR TRANSFERRED WITHOUT THE WRITTEN PERMISSION OF THE AGENCY" per Section 11 – Sub-Section 11.7.

NOTICE

YOU MUST MAKE SURE YOUR APPLICATION IS COMPLETE AND THAT ALL PERTINENT PORTIONS OF THE APPLICATION ARE FILLED IN WITH THE PROPER INFORMATION. MAKE SURE THAT ALL DRAWINGS, MAPS, PLANS, ETC. ARE ACCURATE. YOU MUST COMPLETE YOUR PORTION OF THE CONNECTICUT DEP STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM (green) AND RETURN THE ORIGINAL (green) AS WELL AS SIX (6) COPIES OF THAT FORM. (the state will ONLY accept the ORIGINAL). **TOTAL SEVEN (7)**

A COPY OF THE ASSESSOR'S CARD FOR THE PROPERTY LISTED IN THE APPLICATION MUST ALSO BE SUBMITTED WITH THE APPLICATION.

ANY ERRORS OR OMISSIONS ON EITHER THE APPLICATION OR THE DRAWINGS, MAPS, PLANS, ETC., SHALL AUTOMATICALLY VOID ANY APPROVALS. ANY UNAUTHORIZED CHANGES ON THE APPLICATIONS OR CHANGES MADE AFTER APPROVALS SHALL AUTOMATICALLY VOID ANY APPROVALS.

MAKE SURE THAT YOU RETURN THE "ORIGINAL" APPLICATION AS WELL AS ALL BACK UP DOCUMENTATION, AND MAPS AND/OR PLANS (detailed on page 1) ALONG WITH SIX (6) COPIES OF ALL MATERIAL BEING SUBMITTED. **TOTAL SEVEN (7) SETS**

A SURCHARGE FEE (IN ADDITION TO THE MUNICIPAL FEE) (PER DEP) SHALL BE PLACED ON ALL APPLICATIONS. THIS FEE IS AS FOLLOWS:

1. TOWN OF EAST HAVEN (CHECK OR CASH) IN THE AMOUNT OF THIRTY DOLLARS (\$30.00) IF CHECK, MAKE PAYABLE TO THE TOWN OF EAST HAVEN

THE TOWN ENGINEER UPON REVIEW OF YOUR APPLICATION WILL DETERMINE A MUNICIPAL FEE. YOU WILL BE NOTIFIED VIA TELEPHONE AS TO WHAT THAT FEE IS. UPON NOTIFICATION, YOU MUST SUBMIT A CHECK IN THE AMOUNT DETERMINED BY THE TOWN ENGINEER. THE CHECK MUST BE MADE PAYABLE TO THE TOWN OF EAST HAVEN. WITHOUT SUBMISSION OF THIS FEE PRIOR TO THE MEETING, THE COMMISSION WILL NOT HEAR YOUR APPLICATION.

NOTE:

THERE MUST BE REPRESENTATION (APPLICANT OR AGENT) AT THE COMMISSION MEETING IN ORDER FOR YOUR APPLICATION TO BE ACTED UPON.

IF THERE IS NO REPRESENTATION, YOUR APPLICATION WILL BE TABLED UNTIL SUCH TIME THAT THERE IS REPRESENTATION.

THE INLAND WETLAND AND WATERCOURSE COMMISSION MEETS THE SECOND WEDNESDAY OF THE MONTH, AT THE EAST HAVEN COMMUNITY CENTER, 91 TAYLOR AVENUE. MEETINGS START AT 7:00 P.M.

YOUR APPLICATION MUST BE SUBMITTED BY (12:00) NOON- TEN (10) BUSINESS DAYS PRIOR TO THE MEETING DATE. FAILURE TO COMPLY WITH THIS TIME FRAME MEANS THERE IS NO TIME FOR YOUR APPLICATION TO BE REVIEWED AND THEREFORE, YOUR APPLICATION WILL NOT MAKE THE AGENDA FOR THIS MONTH BUT WILL BE PLACED ON THE AGENDA FOR THE FOLLOWING MONTH.

Town of East Haven
Agent
Inland Wetlands and Watercourse Commission

Deadline Date for receipt of Application _____ before 12:00 Noon.

Meeting Date: _____



Application No: _____

Date: _____

Department of Environmental Protection Fee: ⁶⁰~~\$20.00~~

Municipial Fee: _____

TOWN OF EAST HAVEN

**INLAND WETLAND AND WATER COURSES COMMISSION
461 NORTH HIGH STREET
EAST HAVEN, CONNECTICUT 06512**

**APPLICATION FOR PERMISSION TO CONDUCT A REGULATED ACTIVITY
WITHIN AN
INLAND WETLAND OR WATER COURSE AREA**

(In accordance with the Rules and Regulations regulating Inland Wetlands and Water Courses in the Town of East Haven, Connecticut).

As the Applicant, you are responsible for submitting **ALL** data, which is necessary for the local Inland Wetlands and Watercourses Commission to review your Application and make a fair evaluation of the issues.

Your failure to provide **ALL** the appropriate data may delay processing of this Application and may result in denial.

To minimize problems, you are advised to read the local Inland Wetland and Watercourses Regulations.

Application for a Permit from the Inland Wetland and Water Course Commission shall be made to the Town Engineer **NO LATER THAN NOON (12:00) - TEN (10) BUSINESS DAYS PRIOR** to the scheduled Board Meeting on forms furnished by him prior to any construction activities and may include, but not be limited to the following: letter from Applicant describing proposed work; maps, drawings, plans drawn to scale showing the nature, location and dimensions of the area in question; a copy of the Assessor

Field Card on the property, all proposed construction activities to include: existing or proposed structures, fill, storage of materials, drainage facilities, soil scientist report if required, and the location of the foregoing. Failure to comply with this time frame means your Application **WILL NOT** make the Agenda for the month but will be placed on the Agenda for the following month.

SIX (6) COPIES of **ALL** written material, drawings, reports, plans, etc. as well as this Original and **ALL** written material, drawings, reports, plans, etc. are to be included with this Application. (**TOTAL six (6) copies of all and one (1) original of all TOTAL SEVEN (7) SETS.**)

FEES:

A Surcharge Fee (in addition to the Municipal Fee) shall be placed on **ALL** Applications. The Fee is as follows (inclusive of the State of Connecticut DEP fee of \$28.00 and the Town of East Haven fee of \$2.00):

1. Town of East Haven **CHECK OR CASH** in the amount of ^{sixty} **THIRTY DOLLARS (\$30.00)**. (If check, made payable to the **TOWN OF EAST HAVEN**).

The Town Engineer, upon review of your Application will determine a Municipal Fee according the schedule as recorded in the Inland Wetlands and Watercourses Regulations for The Town of East Haven.

You will be notified via telephone as to what that fee is. Upon notification, you **MUST** submit a check in the amount determined by the Town Engineer. This check **MUST** be made payable to the Town of East Haven. Without submission of this fee prior to the meeting, the Commission will **NOT HEAR** your Application.

The Inland Wetlands and Watercourse Commission meets the **SECOND WEDNESDAY OF THE MONTH**, at the **EAST HAVEN COMMUNITY CENTER, 91 TAYLOR AVENUE**. Meetings start at **7:00 P.M.**

There **MUST** be representation (**APPLICANT or AGENT**) at the Commission Meeting in order for your Application to be acted upon. If there is no representation, your Application **WILL BE TABLED** until such time that there is representation.

PROJECT TITLE: _____

PROJECT LOCATION: _____

TAX ASSESSOR'S MAP # _____ **BLOCK #** _____ **PARCEL #** _____

NAME OF APPLICANT: _____

HOME ADDRESS: _____ **PHONE: ()** _____

BUSINESS ADDRESS: _____ **PHONE: ()** _____

NAME OF PROPERTY OWNER (If not Applicant):

HOME ADDRESS: _____

PHONE: () _____

BUSINESS ADDRESS: _____

PHONE: ()

Applicant's interest in the property:

OWNER () DEVELOPER () OPTION HOLDER () AGENT () OTHER ()

DESCRIPTION OF PROPOSED PROJECT AND REGULATED ACTIVITIES:

PURPOSE

TOTAL PROPERTY AREA:

Acres: _____ Zoning District: _____

SQUARE FOOTAGE OF REGULATED AREA TO BE AFFECTED: _____

SOIL TYPE

DOES THE PROPERTY CONTAIN WETLANDS?

No _____ Yes _____

Area:

Soil Types:

ARE THERE ANY watercourses, including intermittent streams within, flowing through, or bordering this property?

No _____ Yes _____

_____ Brook(s)/Stream(s)/River(s)

_____ Lake(s)/Pond(s) (_____ acres)

_____ Marsh(s)/Bog(s) (_____ acres)

_____ _____ Biological Population

_____ Vernal Pool(s)

_____ Other (describe)

ARE THERE ANY of the following on, or bordering this property?

No _____ Yes _____

_____ Habitats (_____ acres)

_____ Specific Habitats

_____ Organism Population

_____ Biological Population

_____ Aquatic Plants

_____ Aquatic Life

_____ Animal Life

_____ Other (describe)

POTENTIAL PHYSICAL CHANGES TO WETLANDS AND WATERCOURSES FROM UPLAND DEVELOPMENT

WILL THERE BE ANY landscape changes on or bordering this property?

No_____ Yes_____

- _____ Cuts/Fills
- _____ Changes in size of watershed/recharge area
- _____ Berms, Swales, Slope Changes
- _____ Manipulation of slopes adjacent to wetlands and watercourses
- _____ Roadside Ditches
- _____ Changes in frequency and duration of flooding
- _____ Changes in frequency and duration of run-off
- _____ Other (describe)

WILL THERE BE ANY land use/land cover changes on, or bordering this property?

No_____ Yes_____

- _____ Change(s) in % of impervious area(s)
- _____ Vegetation removal in riparian areas, floodplains, adjacent to wetlands
- _____ Lawns up to edge of wetlands and watercourses
- _____ Invasive plants allowed
- _____ % of watershed(s)/recharge(s) area already developed
- _____ Other (describe)

WILL ANY of the following be impacted on, or bordering this property?

No_____ Yes_____

- _____ Road Layout
- _____ Curbs; connected to storm drains or run-offs
- _____ Storm drains and outlets
- _____ Retaining walls
- _____ Curtain and perimeter drains and outlets
- _____ Culverts and or bridges
- _____ Municipal water and or sewer
- _____ Other (describe)

ARE THERE ANY impacts on or bordering this property?

No_____ Yes_____

- _____ Sediment basins
- _____ Detention basins
- _____ Storm water quality and quantity BMP's
- _____ Clean outs and maintenance needs
- _____ Curtain and perimeter drains and outlets
- _____ Other (describe)

Are the plans drawn to scale showing the nature, location, dimensions and wetlands of the site in question and location of existing or proposed structures.

YES _____ NO _____

Should you wish a copy of the minutes regarding your Application, please request this of the Recording Secretary and leave your mailing address with her.

ACKNOWLEDGEMENT AGREEMENT FOR INLAND WETLANDS AND WATERCOURSES APPLICANT/ PROPERTY OWNER AND/OR AGENT

The undersigned Applicant/Property Owner and/or Agent hereby consents to necessary and proper access for inspections of the above mentioned property by Agents of the Inland Wetlands and Watercourses Commission, at reasonable times, both before and after a final decision (either granted or denied) has been rendered by the Inland Wetlands and Watercourses Commission of the Town of East Haven. This access is granted solely for the purpose of evaluating the Application, monitoring implementation, or curtailing or correcting any violation of the local Regulations or Permit that may result through the actions or inaction's of the Applicant, Permittee, or Agents. Additionally, the undersigned Applicant/Property Owner and/or Agent hereby, by signature and date, hereby acknowledges that it is not the obligation of the Inland Wetlands and Watercourses Commission to seek out and insert information required in this Application. The undersigned further acknowledges that any required information omitted, FOR ANY REASON, or any information provided that is erroneous or false will INVALIDATE any/all permits legally issued based on the correctness of the information. It is further acknowledged by the undersigned that it is his/her/their sole responsibility to make any/all corrections and/or modifications, physical, legal or otherwise to the site resulting from the Town's reliance on the accuracy of the information presented. It is further acknowledged that any PHYSICAL damage to any Town Property, Town Road, existing or bonded Sub-division and/or Re-subdivision is the sole responsibility of the property owner for whom this permit is being issued and, that the Town is duly authorized to WITHHOLD any Permit and/or Certificate of Use and Occupancy approved under this Permit UNTIL SUCH TIME THAT ALL SAID DAMAGE IS REPAIRED and/or REPLACED TO THE SATISFACTION OF THE TOWN OF EAST HAVEN.

The undersigned hereby certifies that the above information is correct and that the plans submitted herewith conform to all applicable Federal, State, Local Inland Wetlands and Watercourses Regulations, Zoning and Building Regulations of the Town of East Haven and all other laws and ordinances affecting the construction and occupancy of the proposed development/structure/project. In addition, the undersigned hereby certifies that by their signature, that they fully understand that this Application and ALL required plans and attachments being presented for review are correct, complete and accurate; and that any forthcoming approval has been given by the Commission solely on the basis that this Application is correct, complete and accurate and in the event of any error, omission and/or inaccuracies, said approval and the work and/or use authorized by said Commission IMMEDIATELY becomes null and void, and ALL applicable FINES, AND REVOKATION OF PERMIT WILL BE STRICTLY ENFORCED.

_____ Signature of Applicant	_____ Date
_____ Printed Name of Applicant	_____ Date

_____ Signature of Property Owner	_____ Date
_____ Printed Name of Property Owner	_____ Date

_____ Signature of Agent for Property Owner	_____ Date
_____ Printed Name of Agent for Property Owner	_____ Date

SECTION 19

APPLICATION FEES

19.1

Method of payment

All fees required by these Regulations shall be submitted to the Agency by certified check or money order payable to the Town of East Haven at the time the Application is filed with the Agency.

19.2

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 pursuant to Sub-section 19.7 of these Regulations.

19.3

The Application fee is not refundable.

19.4

Definitions. As used in this section:

Residential Uses means activities carried out on property developed for permanent housing or being developed to be occupied by permanent housing.

Commercial Uses means activity carried out on property developed for industry, commerce, trade, recreation or business or being developed to be occupied for such purposes, for profit or non-profit.

Other Uses means activity other than residential uses or commercial uses.

19.5

FEE SCHEDULE. Application fees shall be based on the following schedule:

a. Regulated Uses – (Section 6)

Residential Uses	
Plus: Fee from Schedule A	\$60.00
Commercial Uses	
Plus: Fee from Schedule A	\$200.00
All Other Uses	
Plus: Fee from Schedule A	\$200.00
Approval by Duly Authorized Agent Decision	\$100.00

Complex Application Fee: The Inland Wetlands Agency may charge an additional fee sufficient to cover the cost of reviewing and acting on complex Applications. Such fee may include, but not limited to, the cost of retaining experts to analyze, review, and report on issues requiring such experts. The Agency or the duly authorized Agent shall estimate the complex Application fee, which shall be paid pursuant to section 19.1 of these Regulations with ten days of the Applicant's receipt or notice of such estimate. Any portion of the complex Application fee in excess of the actual cost shall be refunded to the Applicant no later than 30 days after publication of the Agency's decision.

b. Permitted and Non-Regulated Uses – (Section 4)

Permitted Uses as of Right (Sub-section 4.1) N/C

Non-Regulated Uses (Sub-section 4.2) \$60.00

c. Significant Activity Fee (Sub-section 7.6)
(includes Public Hearing) \$300.00

d. Map Amendment Petitions – (Sub-section 15.3)
(includes Public Hearing) \$300.00
Plus: Fee from Schedule B

e. Modification of Previous Approval (Sub-section 7.9 & 11.1) \$50.00

f. Surcharge Fee (to be added to all above fees)
Department of Environmental Protection (Check Only) \$60.00
Town of East Haven (Cash or Check) \$ 2.00

(There shall be no fee for correcting typographical or other errors)

SCHEDULE A. For the purpose of calculating the Permit Application Fee, the regulated area in Schedule A is the total area of Wetlands and Watercourses upon which a regulated activity is proposed.

SQUARE FEET AREA

FEE / 1,000 SQ. FT. REGULATED AREA

- | | |
|------------------------------|---------|
| a. Less than 2,500 | \$30.00 |
| b. 2,500 to 50,00 "A" plus | \$20.00 |
| c. More than 50,000 "B" plus | \$12.00 |

SCHEDULE B. For the purpose of calculating the Map Amendment Fee, the regulated area in Schedule B is the length of the Wetlands and Watercourses boundary subject to the proposed boundary change.

LINEAR FT. REG. AREA

FEE/100 LINEAR FT. REG. AREA

- | | |
|-----------------------------|---------|
| a. Less than 500 | \$30.00 |
| b. 500 to 1,000 "A" plus | \$25.00 |
| c. More than 1,000 "B" plus | \$12.00 |