Inland Wetlands Agency

TOWN HALL * PO BOX 150 * 1019 MAIN ST. * BRANFORD, CT 06405
203-315-0675 * FAX 203-889-3172 * inlandwetlands@branford-ct.gov

APPLICATION

_____ _____
(ADDRESS OF PARCEL) **(MAP/BLOCK/LOT)**

APPLICATION FOR (check those that apply):

_____Permit to conduct regulated activity (Check any P&Z "referrals" below if they apply)
_____Site Plan Referral (Per Section 8-3 CGS)
_____Subdivision Referral (Per Section 8-26 CGS)
_____Special Permits/Exceptions/Exemptions (Per Section 8-3c CGS)
_____Permitted and Non Regulated use (Must comply with Sections 4.1 and 4.4- Branford IW Regulations)
_____Non Regulated Use (Must comply with Sections 4.2 and 4.4- Branford IW Regulations)
_____Amend regulations, section #(s) _____
_____Amend wetland boundary
_____Request for renewal/extension

TITLE OF PLAN: _____ Latest Revision: _____
Plan Signed & Sealed by: _____ Certifications: _____
Print Name: _____ Email: _____
Company Name: _____ Phone: _____
Address: _____ Fax: _____
WETLAND REPORT: Date: _____ Soil Scientist: _____
Subsequent Dates: _____ 2nd Soil Scientist: _____

APPLICANT
Name: _____
Address: _____
_____
Phone: _____ Fax: _____
2nd phone number: _____
Email: _____
Print Name: _____

OWNER
Name: _____
Address: _____
_____
Phone: _____ Fax: _____
2nd phone number: _____
Email: _____
Print Name: _____

Contact Person if different from above: _____ Email: _____
Address: _____ Phone: _____ Fax: _____

By signing this application, applicant/owner confirms that he/she has read and understands this document, the Town of Branford Inland Wetlands and Watercourses regulations with appendices, and obligations specified in both. This application gives the Commission and its agent authority to inspect the property at reasonable times, both before and after a final decision has been issued. The applicant warrants the truth of all statements and supporting documents to the best of his/her knowledge and belief.

Required: Applicant's Signature: _____ **Date**: _____
Required: Owner Signature: _____ **Date**: _____
Required: Proof of certified mailing to any owners of Conservation or Preservation Easements, **OR** signed letters of authorization from all property owners and/or easement holders. Circle: **YES NO NA**

For Department Use Only

Receipt Date: _____ **File Number:** _____
Action: _____ **Action Date:** _____

TOWN OF BRANFORD - INLAND WETLAND APPLICATION

GENERAL INFORMATION:

Total area of site: _____acres or sq. ft. (circle) Total area of disturbance: _____ acres or sq. ft. (circle)

Identify total square feet of area upon which activity is proposed within the following:

100' Upland Review Area: _____Wetland: _____ Watercourse: _____

Description of Project: _____

Regulated Activity(ies):

Clearing ___ Grading ___ Filling ___ Excavation ___ Construction ___ Drainage___ Other _____

ADDTIONAL INFORMATION: All of the following may require notification or application for permit to other municipal, state, and/or federal agencies.

Check those that apply:

_____Lie within 500' of, or traffic, sewer, water runoff and/ or water drainage will impact an adjoining town

_____Lie within Regional Water Authority Watershed

_____Lie within the floodplain or floodway

_____Contains tidal wetlands regulated by the CT DEP

(All of the above must be shown on the certified application plan.)

_____Contains a watercourse regulated by the Army Corps of Engineers

_____Requires State of Connecticut General Permit – Type(s) of GP required _____

APPLICATION DEADLINE

Applications must be submitted by the end of the day before a regularly scheduled meeting in order for it to be received at that meeting.

FIELD INSPECTIONS

If required by the Commission, an onsite field inspection meeting will be scheduled.

APPLICANT'S NOTIFICATION RESPONSIBILITY

Per Inland Wetlands and Watercourses Regulations of the Town of Branford

Notice to adjoining municipality

Sec. 8.2 In the case of any application where any portion of the wetland or watercourse on which the regulated activity is proposed is located within 500 feet of the boundary of Guilford, East Haven or North Branford, the applicant shall give written notice of the proposed activity, certified mail return receipt requested, to the affected adjacent municipal wetlands agency on the same day of filing an inland wetlands permit application with the Branford Inland Wetlands Agency. Documentation of such notice shall be provided to the Branford Inland Wetlands Agency, in accordance with section 22a-42c of the Connecticut General Statutes, as amended.

Notice to Regional Water Authority and Commissioner of Public Health

8.5. When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in section 25-32a of the Connecticut General Statutes, as amended, the applicant shall provide written notice of the application to the water company and the Commissioner of Public Health in a format prescribed by said commissioner, provided such water company or said commissioner has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the Inland Wetlands Agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed not later than seven days after the date of the application. The water company and the Commissioner of Public Health, through a representative, may appear and be heard at any hearing on the application. Documentation of such notice shall be provided to the Agency.

Notice to abutting land owners

9.3 Sec. Notice of the public hearing shall be mailed by the applicant to the owner(s) of record of abutting land no less than ten days prior to the day of the hearing. Evidence of such mailing, in the form of United States Post Office certificates of mailing, shall be submitted to the wetlands Agency prior to the hearing date.

TOWN OF BRANFORD - INLAND WETLAND APPLICATION

FEE CALCULATIONS

Applications that involve regulated activities:

A single family or duplex residential unit on a lot:

1) Construction of a new dwelling	$200	= _____
2) Other than new dwelling	$75	= _____

Commercial Development, multi family, subdivisions, and other residential uses not included above:

Up to first 1/2 acre of total land to be disturbed	$350	= _____
Each additional ½ acre disturbed through 5 acres: #____ ½ acres X	$200	= _____
Each additional ½ acre disturbed above 5 acres: #____ ½ acres X	$300	= _____

Fee - Schedule A: Fees apply to every 1000 sq. ft. of wetlands/watercourses upon which activity is proposed.

Area in square feet (categories)	Fee (for each category) per 1000 sq. ft of area		
750 or less		$50	= _____
plus 751 thru 10,000	# of sq. feet_____ divided by 1000 X	$40	= _____
plus 10,001 or more	# of sq. feet_____ divided by 1000 X	$60	= _____

Public Hearing Fee	$150	= _____
Request for renewal of a permit:	$50	= _____
De-minimus: In lieu of above fees – when authorized by IWEO/Agent	$25	= _____

OR

Applications that do not involve regulated activities:

1.) Subdivision/Re-subdivision Referral without regulated activity	$50	= _____
2.) Jurisdictional Ruling (as determined by the Agency per Regulation Sections 4.1 & 4.2):		
a) Permitted Uses as of Right – (subsection 4.1)	$50	= _____
b) Non-regulated Uses - (subsection 4.2)	$25	= _____
3.) Map Amendment Petitions (subsection 15.3)	$200	= _____

plus: For total length of wetlands and watercourses boundary subject to the proposed boundary change:

Linear Ft Regulated Area	Fee per 100 Linear Ft of wetland boundary	
500 or less	$15	= _____
501 to 1000	$10	= _____
1001 or more	$5	= _____

AND

Required DEP reporting fee: = $60.00

Sub Total = _____

Significant Activity Fee: – As determined by IWC per Section 7.5 & 19.5.a.5.(b) = _____

Date significant activity was confirmed by the Commission: _____

Waivers, reductions, or delayed payment of fees see section 19.7. = _____

Date waiver granted: _____ **TOTAL** = _____

Exemption: Boards, commissions, councils and departments of the Town of Branford No Charge

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Amount submitted with application: _____ Date paid: _____

Final payment: _____ Date paid: _____

Extra Assessments: Per Section 19.5 _____ Date paid: _____

TOWN OF BRANFORD - INLAND WETLAND APPLICATION

APPLICATION SUBMISSION CHECKLIST

All applications submitted must conform with Sections 7 & 8 of the *Inland Wetlands and Watercourses Regulations of the Town of Branford* (the *Regulations*), adopted: June 14, 1990, Revised May 11, 2006.

1. Original and eleven (11) copies of the completed Town of Branford, Inland Wetlands Agency, **Application for Permit** form.

2. Three (3) existing and proposed full size **plan sets** which include at minimum the following (Recommended Scale 1" = 40'). See Section 7 of the Regulations for complete requirements:

   ☐ a.) Location Map - Maximum 1" =400'. Include boundaries of other municipalities within 500'.

   ☐ b.) Address and Assessor's Map/Block/Lot Number.

   ☐ c.) Existing & proposed topographic contour lines at 2' intervals or less.

   ☐ d.) All existing surface and underground structures.

   ☐ e.) All wetlands, watercourses and their respective upland review areas, including all wetlands and watercourses which are within the upland review distance (100 feet) from the property line.

   ☐ f.) Identify public water supply watersheds.

   ☐ g.) North Arrow.

   ☐ h.) Reference soil scientist's report and licensed land surveyor who located wetland flags. All wetland flags are to be numbered in the field and to be located on the site plan.

   ☐ i.) Include all proposed conditions, including but not limited to final grading and buildings, all impervious surfaces, and landscaping plan (no invasive species).

   ☐ j.) Tag regulated activities and identify scope of work. Include location of access route for construction machinery.

   ☐ k.) Proposed soil erosion and sedimentation control, and other management practices & mitigation measures. A separate erosion control plan may be submitted.

   ☐ l.) Proposed drainage systems and regulated areas that will receive the storm water and/or describe this in the narrative.

   ☐ m.) Percolation and test pit locations.

   ☐ n.) Location of 100 year flood zone.

   ☐ o.) Other pertinent information as required by Section 8.5 of the *Regulations*.

☐ p.) Signed and sealed as required.

3. Eleven **reduced copies of each of the above site plans**, 11X17 or smaller. Full size copies may be substituted for reduced copies.

4. Twelve copies of the following:

   ☐ a.) **Project Narrative** describing:
      1.) Purpose & description of project and proposed activities
      2.) Alternatives considered and why they were rejected in favor of the proposed plan.
      3.) Best management practices & mitigation measures which have been considered and are proposed.

   ☐ b.) Original signed **soil scientists report** and sketch.

   ☐ c.) **Test pit and percolation reports** if applicable.

   ☐ d.) **Summary of drainage calculations** if applicable.

5. Two copies each of the following:

   ☐ a.) **Tax map** showing adjacent property owners.

   ☐ b.) **Names and addresses** of adjacent property owners.

   ☐ c.) **Full Drainage calculations/report** if required.

6. Original completed Connecticut DEP Statewide IWW Activity Reporting Form

7. In order for any emailed documents or communications to become part of the application filing, they must also be submitted to the Agency on paper.

8. Plans prepared by an engineer or surveyor must be signed and sealed.

9. **Application Fee** - See section 19 of the *Regulations*.

10. Any required copies not submitted, can be made by the Inland Wetlands Agency at a rate of $0.50 per page for any 8x11 or 11x17 sized sheet. Copies of full size plan sets are $5.00 per page.

SIGNIFICANT ACTIVITY

If the application involves a significant activity as defined by Section 2.1.qq., additional information per Section 7.5 of the *Regulations* must be submitted.

Revised: August 15, 2011

STATE OF 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 Environmental Protection (DEP). Do not mail this cover page or the instruction page. **Please detach and mail only the completed yellow reporting form to:**

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

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

STATE OF CONNECTICUT
DEPARTMENT OF
ENVIRONMENTAL PROTECTION
Inland Water Resources Division
79 Elm Street, 3rd Floor
Hartford, CT 06106-5127
www.ct.gov/dep

GIS CODE #: ___ ___ ___ ___ ___ ___ ___ ___ ___
For DEP Use Only

Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete and mail this form in accordance with the instructions. Please print or type.

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

1. DATE ACTION WAS TAKEN: Year _____ Month _____
2. ACTION TAKEN (circle one): A B C D E F G H
3. WAS A PUBLIC HEARING HELD? Yes _____ No _____
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:

   (print) _____ (signature) _____

PART II: To Be Completed By The Municipal Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING: _____

   Does this project cross municipal boundaries? Yes _____ No _____

   If Yes, list the other town(s) in which the action is occurring: _____, _____
6. LOCATION: USGS Quad Map Name: _____ ***AND*** Quad Number: _____

   Subregional Drainage Basin Number: _____
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER: _____
8. NAME & ADDRESS/LOCATION OF PROJECT SITE: _____

   Briefly describe the action/project/activity: _____
9. ACTIVITY *PURPOSE* CODE: _____
10. ACTIVITY *TYPE* CODE(S): _____, _____, _____, _____
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:

    Wetlands: _____ acres Open Water Body: _____ acres Stream: _____ linear feet
12. UPLAND AREA ALTERED [must be provided in acres as indicated]: _____ acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: _____ acres
    [must be provided in acres as indicated]

DATE RECEIVED:

PART III: To Be Completed By The DEP

DATE RETURNED TO DEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO

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.

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.

2. Circle 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 and 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 reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map or at: http://ct.gov/dep/lib/dep/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. A town subregional drainage basin map has been mailed to all Municipal Inland Wetlands Agencies. Further, town web-based subregional drainage basin maps can be found at UCONN – CLEAR: http://clear.uconn.edu/map_set.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 site. Also provide a brief description of the action/project/activity. Include in the description if the action/project/activity is TEMPORARY or PERMANENT in nature.

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 codes 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

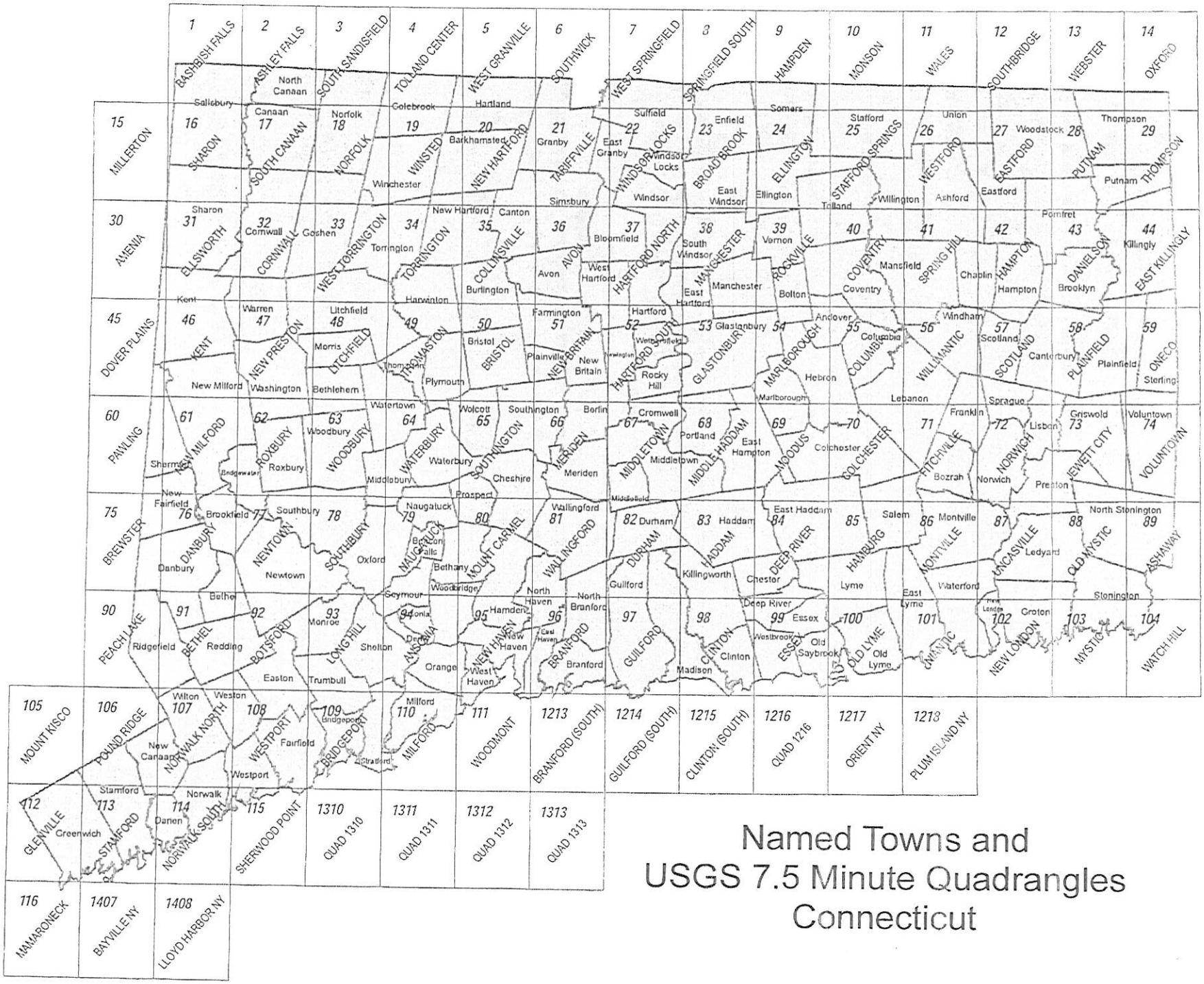
Examples: Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality *does not* have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially 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 (description). 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 (description). 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 DEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



Named Towns and USGS 7.5 Minute Quadrangles Connecticut