



**INLAND WETLANDS AND WATERCOURSES AGENCY  
TOWN OF BRANFORD  
1019 Main St., Branford, CT 06405  
P: 203-315-0675 \* F: 203-889-3172 \* [inlandwetlands@branford-ct.gov](mailto:inlandwetlands@branford-ct.gov)**

**APPLICATION FOR PERMIT TO CONDUCT REGULATED ACTIVITY  
AND/OR FOR SUBDIVISION OR RESUBDIVISION**

Additional forms online & in the Inland Wetland Office for Jurisdictional Ruling Request, Request to Renew/Extend Permit, Regulation Amendment and a Questionnaire/Sign Off to determine whether a permit is required

\_\_\_\_\_  
(ADDRESS OF PARCEL) (MAP/BLOCK/LOT)

Description of Project: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
2<sup>nd</sup> phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

**OWNER**  Applicant is owner, don't fill out if checked

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
2<sup>nd</sup> phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

**CONTACT PERSON:** (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**TITLE OF PLAN:** \_\_\_\_\_ Latest Revision: \_\_\_\_\_  
Plan Signed & Sealed by: \_\_\_\_\_ Certifications: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**WETLAND REPORT:** Date: \_\_\_\_\_ Soil Scientist: \_\_\_\_\_  
Subsequent Date(s): \_\_\_\_\_ 2<sup>nd</sup> Soil Scientist: \_\_\_\_\_

**GENERAL INFORMATION:**

Provide the following information: ( acres  sq.ft.)

Total area of site: \_\_\_\_\_

Total area of disturbance: \_\_\_\_\_

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

100' Upland Review Area: \_\_\_\_\_

Wetland: \_\_\_\_\_ Watercourse: \_\_\_\_\_

**Regulated Activity(ies):**

Clearing  Grading  Filling  Excavation  Construction  Drainage

Other: \_\_\_\_\_

**PLANNING & ZONING INFORMATION:**

Indicate which planning and zoning district(s) have jurisdiction on site(s) involved in the project:

Town of Branford  Pine Orchard  Short Beach

**For Department Use Only**

File Number: \_\_\_\_\_ Receipt Date: \_\_\_\_\_ Action: \_\_\_\_\_ Action Date: \_\_\_\_\_

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

**Check those that apply and show on plan as applicable:**

- Lie within 500' of, or traffic, sewer, water runoff and/or water drainage will impact adjoining town
- Lie within Regional Water Authority Watershed (notice required if checked, see below)
- Lie within the floodplain or floodway
- Contains tidal wetlands regulated by the CT DEEP
- Contains a wetland or watercourse regulated by the Army Corps of Engineers
- Requires State of Connecticut General Permit – Type(s) of GP required \_\_\_\_\_

**FIELD INSPECTIONS:** If required by the Commission, an onsite field inspection meeting will be scheduled.

**Required:** Proof of certified mailing to any parties holding conservation or preservation restriction(s), **OR** signed letters of authorization from all restriction holders (see CGS §47-42d). YES NO NA

**Required:** Application fees as calculated on page 3 of this application form

**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 agents 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:** \_\_\_\_\_

**APPLICATION DEADLINE FOR RECEIPT AT MEETING:** An application must be submitted no later than the day before a regularly scheduled meeting in order for it to be received at that meeting.

**APPLICANT'S NOTIFICATION RESPONSIBILITY**

**Notice to Regional Water Authority and Commissioner of Public Health**

Sec. 8.4 Branford IWW Regulations – 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 16-1(a)(6) of the CGS, 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.

**Public Hearing Notice to abutting land owners**

Sec. 9.3 Branford IWW Regulations – Notice of the public hearing shall be mailed by the applicant to the owner(s) of record of abutting land no less than ten (10) 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 Agency prior to the hearing date.

**Public Hearing Notice – sign on property**

Sec. 9.4 Branford IWW Regulations – A sign shall be posted on the subject land which states the date, time, and place of the public hearing. Such sign will be provided by the applicant and shall be visible and legible to passersby on the principle street on which the property is located with minimum dimension of 3 feet by 4 feet and minimum letter size of 6 inches high. Such sign shall indicate the general nature of the proposed activity for which a permit is being sought. The sign shall be posted no less than ten (10) days prior to the public hearing. The sign shall be removed within 2 days of closing of the public hearing.

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**CALCULATION OF FEES:** add all fees that apply (Reference §19.5 of the Regulations)

1. Total area of disturbance (if greater than 1,000 Sq.Ft., round to the nearest 500 Sq.Ft.):

	Total Area of Disturbance (Sq.Ft.)	Total Area of Disturbance Fee
<b>Residential Uses</b>	Up to 500	\$125
	501-1,000	\$250
	1,001-5,000	\$250 +\$16 per 500 Sq.Ft over 1,000
	5,001-200,000	\$378 +\$14 per 500 Sq.Ft. over 5,000
	Over 200,000	\$5,838 +\$6 per 500 Sq.Ft. over 200,000
<b>Commercial &amp; Other Uses</b>	Up to 500	\$200
	501-1,000	\$400
	1,001-5,000	\$400 +\$20 per 500 Sq.Ft over 1,000
	5,001-200,000	\$560 +\$16 per 500 Sq.Ft. over 5,000
	Over 200,000	\$6,800 +\$6 per 500 Sq.Ft. over 200,000

= \$ \_\_\_\_\_

2. Schedule A: Fee assessed by area of wetlands/watercourses upon which activity is proposed

Area of Wetlands/Watercourses Disturbed (Sq.Ft.)	Fee
Up to 50	\$500
50-250	\$1,500
251-500	\$2,000
501-1,000	\$2,500
Over 1,000	\$2,500 +\$1/Sq.Ft. over 1,000

= \$ \_\_\_\_\_

3. Subdivision/Re-subdivision Referral without regulated activity If applicable, \$50 = \$ \_\_\_\_\_

4. Public Hearing Fee: If applicable, \$300 = \$ \_\_\_\_\_

**De Minimis application fee:**

If determined by the Agency or its Duly Authorized Agent, \$25 in lieu of lines 1-5 above = \$ \_\_\_\_\_

**Required DEEP Reporting Fee:**

**MANDATORY STATE FEE = \$60.00** \_\_\_\_\_

**Waivers, reductions, or delayed payment of fees:** see Regulations §19.7 = -\$ \_\_\_\_\_

Date waiver granted: \_\_\_\_\_

Reason: \_\_\_\_\_

**TOTAL = \$** \_\_\_\_\_

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

**For Department Use Only**

Amount submitted with application: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date paid: \_\_\_\_\_

Extra Assessments: Per §19.5d. \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date paid: \_\_\_\_\_

Other payments: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date paid: \_\_\_\_\_

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**APPLICATION SUBMISSION CHECKLIST:** applications must conform with Sections 7 & 8 of the *Inland Wetlands and Watercourses Regulations of the Town of Branford*, adopted: June 14, 1990, Revised July 14, 2022.

**Please contact the Inland Wetlands office for the amount of copies of documents required. Not all applications require all items; contact the Inland Wetland office with any questions.**

1. **Original Copy** of completed Town of Branford Inland Wetlands Agency **Application** form.
2. **Existing and proposed full size plan sets** which include at minimum the following (see Section 7 of the Regulations for complete requirements):
- a.) Location Map - Maximum 1" = 100'. 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.
  - 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, landscaping plan etc.
  - j.) Tag regulated activities & identify scope of work. Include access route for 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 & regulated areas that will receive storm water (can be in narrative).
  - m.) Percolation and test pit locations.
  - n.) Location of 100 year flood zone.
  - o.) Other pertinent information as required by §7 & §8 of the Regulations
  - p.) Signed and sealed as required.
3. **Reduced copies of each of the above site plans** 11x17 or smaller, may substitute with full size.
4. **Drainage summary**, if applicable.
5. **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/proposed.
  - b.) Original signed **soil scientists report** and sketch.
  - c.) **Test pit and percolation reports** if applicable.
6. Copy of 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.
8. **Application Fee** – See page 3 of application and §19 of the Regulations.

**NOTE:** Per §7.8 of the Regulations additional information may be required.

- To ensure emailed documents/communications are included in the application, also submit paper copies.
- Any required copies not submitted can be made by the Inland Wetlands Agency at a rate of \$0.50 per page for anything sized 11x17 or smaller. Copies of full size plan sets are \$5.00 per page.