

**TOWN OF HADDAM
INLAND WETLANDS COMMISSION
PERMIT APPLICATION**



Permit # _____

Assessor's Map: _____ Lot: _____

Applicant's Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

EMAIL: _____

Address: _____

Property Owner(s): _____

Property Owners(s) Address: _____

Property Street Location **OF WORK**: _____

Proposed Activity: _____

DIMENSIONS OF THE PROJECT

Type of upland review area (minor, major, watercourse) _____

Total acreage of property where activity is proposed _____ Acres

Total regulated area on the property (wetlands, watercourses) _____ Acres

Size of regulated area on which regulated activity is to take place _____ Sq. Ft.

Acreage or square feet of wetlands and watercourses created _____ Acres

Acreage or square feet of wetlands and watercourses altered _____ Acres

Linear feet of stream alteration _____ Ft

Is property located within a Special Flood Hazard Area? _____

Is the property located within a FEMA Flood Zone? _____

Is property located within the Channel Encroachment Line of the Connecticut River? _____

(over – to reverse side – both sides must be completed)

**NOTE: IF YOU HAVE ANY QUESTIONS ABOUT COMPLETING THIS APPLICATION, PLEASE
CALL THE HADDAM INLAND WETLANDS AGENT at (860) 345-8532 EXT 224**

Is property within 500 feet of Municipal boundary? _____

What alternatives have been considered?

Check any of the following that apply to the proposed project:

<input type="checkbox"/> Filling	<input type="checkbox"/> Underground utilities (no other activities)
<input type="checkbox"/> Excavation	<input type="checkbox"/> Primary or reserve septic field installation
<input type="checkbox"/> Land clearing/grubbing (no other activity)	<input type="checkbox"/> Roadway/Driveway construction
<input type="checkbox"/> Activity in upland review area	<input type="checkbox"/> Drainage improvements
<input type="checkbox"/> Stream channelization	<input type="checkbox"/> Pond dredging/dam construction
<input type="checkbox"/> Stream or bank stabilization	<input type="checkbox"/> Enforcement
<input type="checkbox"/> Stream clearance (remove debris only)	<input type="checkbox"/> Other (explain below)
<input type="checkbox"/> Culverting (no roadway) (piping)	

A COMPLETE APPLICATION CONSISTS OF:

1. This permit application form (fully filled out – both sides),
2. Three (3) site plan maps (described on the insert to this application),
3. Application fee (based on Town Ordinance) and
4. Any other reports or information that demonstrates compliance with all criteria and requirements of the Wetland regulations.

I/we do hereby certify that: 1.) All the information included in this application is true and correct, and authorize the Commission and its designated agent(s) to inspect the property at reasonable times, both before and after the permit is issued: 2.) If the activity proposed in this application is for a regulated activity which also requires zoning or subdivision approval, then any permit issued by this Commission does not allow the project to proceed until zoning or subdivision approval has also been obtained. 3.) A permit granted through deception or through incomplete, inaccurate or misleading information, may be modified, suspended or revoked.

4.) Failure to secure a copy of the Letter to Proceed before activity begins is in violation of the permit.

Applicant's Signature: _____ **Date:** ____/____/____

Print Name; _____

Property Owner's(s) Signature: _____ **Date:** ____/____/____
(If applicant is not the sole owner of the property)

Print Name: _____

FOR STAFF USE:

Commission approval: _____	
Agent approval: _____	
Meeting date: ____/____/____	Decision: Approved____ Denied____
	Expiration: ____/____/____
Application Received by _____	on ____/____/____
Fee: _____	Check #: _____ Cash _____

Town of Haddam
Inland Wetlands Commission
Standard Permit Conditions

1. Prior to construction, a "Letter to Proceed" must be obtained by the Applicant. The Wetlands Enforcement Officer, or other designated Land Use Office personnel, **must be notified two (2) weeks prior to the beginning of construction**. Verification of installed soil and erosion control measures and compliance with all other permit conditions, and if the activity authorized by the wetlands permit also involves an activity or a project which requires zoning or subdivision approval, special permit, variance or special exception – then approval of same must be verified before a "Letter to Proceed" will be given to the applicant and construction allowed to begin.
2. In evaluating this application, the Agency has relied on information provided by the applicant. If such information subsequently proves to be false, deceptive, incomplete and/or inaccurate, this permit shall be modified, suspended or revoked.
3. All work and regulated activities conducted pursuant to this authorization shall be consistent with the terms and conditions of this permit. Any structures, excavation, fill, obstructions, encroachments or regulated activities not specifically identified and authorized herein shall constitute a violation of this permit and may result in its modification, suspension, or revocation. Upon initiation of the activities authorized herein, the permittee thereby accepts and agrees to comply with the terms and conditions of this permit.
4. Timely implementation and maintenance of sediment and erosion control measures, as described in Guidelines for Soil Erosion and Sediment Control – Connecticut, Revised 1988 (or more current edition when available), are a condition of this permit. All sediment and erosion control measures must be maintained until all disturbed areas are stabilized. The permittee shall also employ the best management practices, consistent with the terms and conditions of this permit, to control storm water discharges and to otherwise prevent pollution of wetlands and/or watercourses.
5. The permittee shall immediately inform the Wetlands Enforcement Officer (WEO) of any problems involving wetlands or watercourses which have developed in the course of, or which are caused by, the authorized work. The WEO is authorized to require additional erosion and sedimentation controls or to modify methods and procedures as may be required by field conditions. For information and technical assistance, contract the WEO or the Agency.
6. No equipment or material including, with limitation, fill, construction materials, or debris shall be deposited, placed, or stored in any wetland or watercourse on or off site unless specifically authorized by this permit.
7. Plans for the ultimate disposal of excess material to be removed from the site, if applicable, must be approved by the WEO in advance of any such disposal.

Wetlands Commission Town of Haddam Application Requirements - Site Plan Maps

The purpose of the Site Plan Maps is to clearly show the proposed activity.

Three separate maps are required; each should be clear and informative. Depending on the scope of the work proposed, *hand-done sketch maps may be acceptable* for all maps or professional survey/engineering drawings may be required. The checklist below includes information typically required for properly describing an activity to the Commission, but feel free to include whatever additional information you feel is helpful or appropriate.

All maps should have a:

- ☐ NORTH ARROW and a Title Block in the Lower Right Hand Corner showing:
 - ☐ Name of Project and Address
 - ☐ Name of Applicant/Owner/Developer
 - ☐ Map Scale
 - ☐ Name and signature of person who prepared the map
 - ☐ Date prepared

MAP 1: General Location Map (one copy)

Photocopy of USGS topo map, 8-1/2"X11" (Available in the Land Use Office) Scale: 1"=2,000'

Show the following:

- ☐ Approximate property boundaries.

[Note: Map 2 is not necessary if the entire property can be shown on Map 3]

MAP 2: Site Plan/Boundaries Map (one copy)

Scale: Up to 1" = 100' (if entire map does not fit on a 24" X 36" sheet, scale can be reduced to 1" = 200')

Show the following:

- ☐ Existing and proposed property boundaries of the entire property.
- ☐ Approximate location of all regulated areas on the property: wetlands, watercourses and applicable upland review areas. (see Official Wetlands Map at the Town Office Building or Wetlands Enforcement Officer for assistance).
- ☐ Location of existing/proposed buildings, structures, roads (including logging roads), driveways, parking areas, and/or other uses.
- ☐ Total acreage.

MAP 3: Proposed Activity Map (three copies)

Showing proposed activity within regulated area(s) Scale: 1" = 40' or larger (e.g. 1" = 20')

Unless otherwise approved, the map shall be prepared by a land surveyor and compiled with the horizontal control based upon a monumented Class A-2 boundary survey, and vertical control for elevation based upon U.S. Geological Survey datum and the Connecticut Coordinate Grid System where possible under existing conditions.

Show the following for the *regulated areas on the property where activity is proposed*:

- ☐ Regulated area (wetlands, watercourses, upland review areas) involved with the proposed activity.
- ☐ Location of existing and proposed buildings, structures, septic systems, wells, roads (including logging roads), driveways, parking areas, graveled areas, and/or other uses. Indicate distance (in feet) from proposed activity to closest regulated area.
- ☐ Any easements and right(s) of way, other pertinent features (e.g. significant ledge outcrops, stone walls, percolation holes, test pits, etc.).
- ☐ Edges and general areas of existing and proposed vegetation (forest, field, lawn, clearing, etc.), properly labeled.
- ☐ Erosion and sedimentation measures, and/or other mitigative measures planned to protect wetlands and watercourses from harmful discharges during or after the proposed activity.
- ☐ When *filling, grubbing, grading, stumping and/or excavating is proposed* in a regulated area, show proposed edge of area to be disturbed, and existing and proposed contours at 2' intervals. Indicate areas for placement of fill material and/or material removed and any areas to be used for temporary storage piles (e.g. topsoil, organic soil) and the sediment and erosion control measures used. Indicate type of material to be used for fill, if any, and how the surface of the disturbed area will be stabilized.
- ☐ If storm water drainage systems are proposed, include cross-section construction drawing(s), and drainage computations/profiles based on ten (10) and twenty-five (25) year storms.

Some Additional Site Plan Requirements for Projects deemed a "Significant Activity" (10 copies required)

Carefully review Section 7.4 of the Wetlands Regulations for details.

- ☐ Site plan(s) to show existing and proposed conditions, wetland and watercourse boundaries, upland review areas, land contours, boundaries of land ownership, proposed alterations and uses of wetlands, watercourses and upland review area, and other pertinent features of the development. [7.4a]
- ☐ Additional drawings to fully show the proposed project and any filling, excavation, drainage or hydraulic modifications to wetlands or watercourses, and labeling of the ecological communities of the wetlands and/or watercourses involved in the application. [7.4b]
- ☐ Wetlands will be delineated in the field by a soil scientist and such field delineation will be incorporated onto the site plan. [7.4c]
- ☐ Drawings/Plans of the alternatives to the proposed activities. [7.4f]
- ☐ Construction sequence. [7.4h.,1.,b]
- ☐ Site plan(s) should identify wetlands areas not impacted, and the method and means for their identification in the field, and the protection measures employed shown. [7.4h.,1.,b]



Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Please complete - print clearly - and mail this form in accordance with the instructions on pages 2 and 3 to:
Wetlands Management Section, Inland Water Resources Division, CT DEEP, 79 Elm Street – 3rd Floor, Hartford, CT 06106*

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

1. DATE ACTION WAS TAKEN (enter one year and month): Year _____ Month _____
2. ACTION TAKEN (enter one code letter): _____
3. WAS A PUBLIC HEARING HELD (check one)? Yes _____ No _____
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(type name) _____ (signature) _____

PART II: To Be Completed By the Municipal Inland Wetlands Agency or the Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING (type name): _____
Does this project cross municipal boundaries (check one)? Yes _____ No _____
If Yes, list the other town(s) in which the action is occurring (type name(s)): _____
6. LOCATION (see directions for website information): USGS Quad Map Name: _____ or Quad Number: _____
Subregional Drainage Basin Number: _____
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (type name): _____
8. NAME & ADDRESS/LOCATION OF PROJECT SITE (type information): _____
Briefly describe the action/project/activity (check and type information): Temporary _____ Permanent _____
Description: _____
9. ACTIVITY PURPOSE CODE (enter one code letter): _____
10. ACTIVITY TYPE CODE(S) (enter up to four code numbers): _____, _____, _____, _____
11. WETLAND / WATERCOURSE AREA ALTERED (type in acres or linear feet as indicated):
Wetlands: _____ acres Open Water Body: _____ acres Stream: _____ linear feet
12. UPLAND AREA ALTERED (type in acres as indicated): _____ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (type in acres as indicated): _____ acres

DATE RECEIVED:

PART III: To Be Completed By the DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO



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

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

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

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.

PLEASE PRINT CLEARLY

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. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed. Enter ONE year and month per form.
2. Enter 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 or 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 the following website for USGS Quad Map names and numbers:
http://ct.gov/deep/lib/deep/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. Town subregional drainage basin maps can be found at UConn – CLEAR's website: http://clear.uconn.edu/data/map_set/index.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. Check if the the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief description of the action/project/activity.

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	I = Storm Water / Flood Control
B = New Residential Development for Single Family Units	J = Erosion / Sedimentation Control
C = New Residential Development for Multi-Family / Condos	K = Recreation / Boating / Navigation
D = Commercial / Industrial Uses	L = Routine Maintenance
E = Municipal Project	M = Map Amendment
F = Utility Company Project	N = State Agency Project
G = Agriculture, Forestry or Conservation	P = Other (this code includes the approval of
H = Wetland Restoration, Enhancement, Creation	concept plans with no-on-the-ground work)

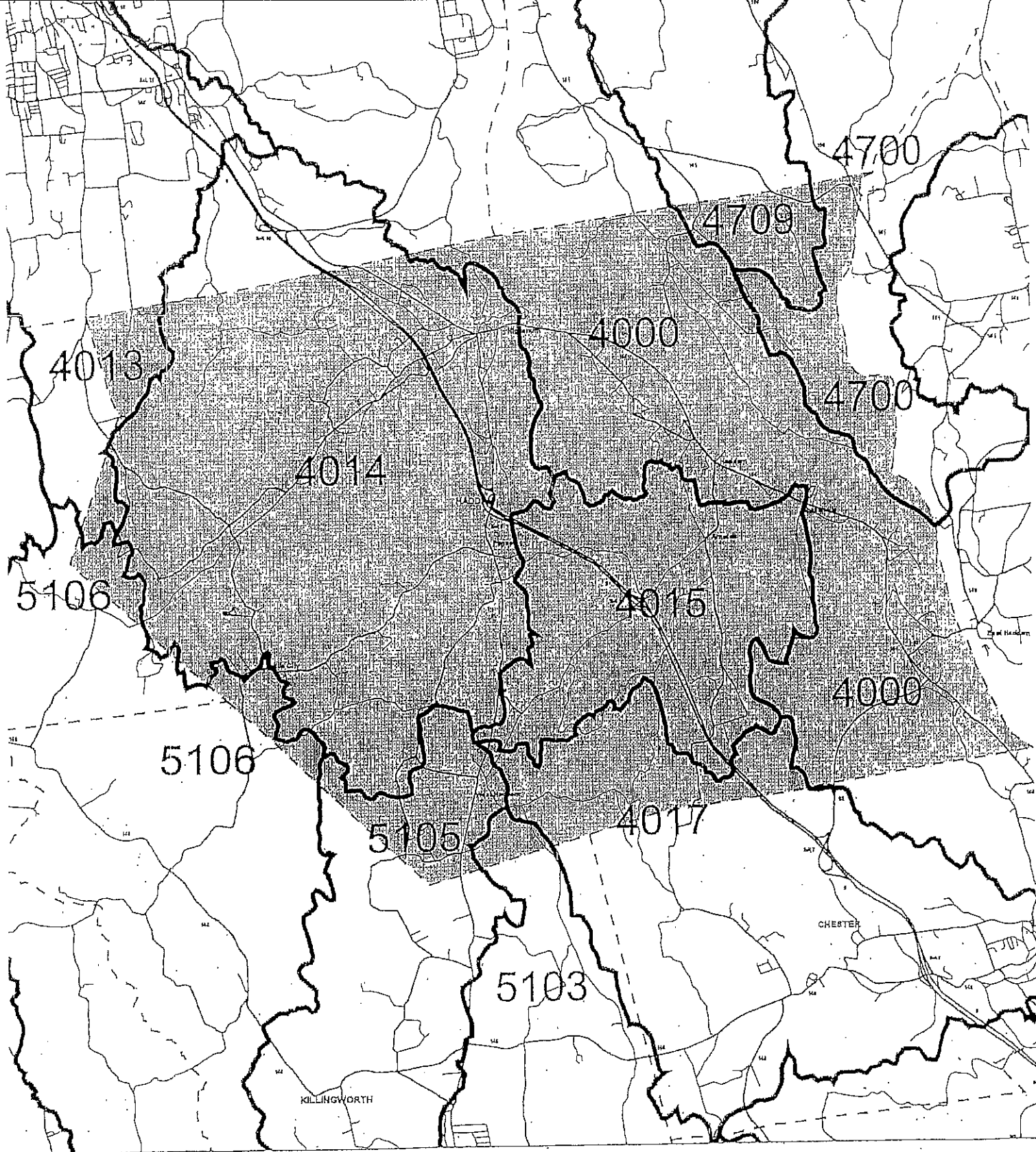
10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You must provide code 12 if the activity is located in an established upland review area (buffer, setback). You must provide 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	8 = Underground Utilities (no other activities)
2 = Excavation	9 = Roadway / Driveway Construction
3 = Land Clearing / Grubbing (no other activity)	10 = Drainage Improvements
4 = Stream Channelization	11 = Pond, Lake Dredging / Dam Construction
5 = Stream Stabilization (includes lakeshore stabilization)	12 = Activity in an Established Upland Review Area
6 = Stream Clearance (removal of debris only)	14 = Activity in Upland
7 = Culverting (not for roadways)	

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. 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. 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.

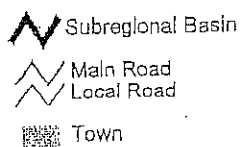
PART III: To Be Completed By The DEEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



SUBREGIONAL DRAINAGE BASINS

Statewide Inland Wetlands & Watercourses Activity Reporting Program

Haddam,
Connecticut



0 0.5 1 1.5 2 Miles

July, 2000

DEP Inland Water Resources Division
Wetlands Management Section

