

# Town of Ellington Inland Wetlands and Watercourses Agency Application

Application # \_\_\_\_\_  
Date Submitted \_\_\_\_\_

<p><b>Applicant's Information</b></p> <p><b>Applicant's Name:</b> _____</p> <p><b>Mailing Address:</b> _____ _____</p> <p><b>Email:</b> _____</p> <p><b>Phone:</b> (work) _____ (home) _____ (cell) _____ (fax) _____</p> <p><b>Applicant's Signature:</b> _____ <b>Date:</b> _____</p> <p><small>By submitting application, the applicant/owner is expressly authorizing access to the subject site for the Agency and its staff; is certifying that the information provided with the application is true and accurate to the best of their knowledge; is certifying that they are aware of and understand the application requirements and regulations, and acknowledges that any permit issued on the basis of inaccurate, misleading or faulty information may be deemed void by the Agency.</small></p>	<p><b>Owner's Information</b> <i>(if different than applicant)</i></p> <p><b>Owner's Name:</b> _____</p> <p><b>Mailing Address:</b> _____ _____</p> <p><b>Email:</b> _____</p> <p><b>Phone:</b> (work) _____ (home) _____ (cell) _____ (fax) _____</p> <p><b>Owner's Signature:</b> _____ <b>Date:</b> _____</p> <p><small>(By signing above the owner is providing written consent to the filing of the application.) By submitting application, the applicant/owner is expressly authorizing access to the subject site for the Agency and its staff; is certifying that the information provided with the application is true and accurate to the best of their knowledge; is certifying that they are aware of and understand the application requirements and regulations, and acknowledges that any permit issued on the basis of inaccurate, misleading or faulty information may be deemed void by the Agency.</small></p>
---	--

**ALL NOTICES WILL BE MAILED TO THE APPLICANT UNLESS OTHERWISE REQUESTED**

**Alternative Recipient:** \_\_\_\_\_  
(Name, Mailing Address, Email, Phone #s & Fax)

**Property Information/Description:**

**Street Address:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
(north, south, east, west side of road)

**Assessor's Parcel Number:** \_\_\_\_\_ - \_\_\_\_\_ **Total Acreage of parcel:** \_\_\_\_\_

**Total area of wetlands/watercourses on parcel:** \_\_\_\_\_ **Proposed wetland disturbance:** \_\_\_\_\_  
(acres) (acres)

**Public Sewer:**  Yes  No **Public Water:**  Yes  No

Is the proposed project located within a public water supply watershed area?  Yes  No

If **YES**, the applicant is required to notify the Connecticut Water Company and Commissioner of Public Health by certified mail, return receipt within 7 days of this application. Alternatively, the Commissioner of Public Health can be notified online at [www.dir.ct.gov/dph/water/web\\_form.htm](http://www.dir.ct.gov/dph/water/web_form.htm) (Section 22a-42f)

Describe the nature of proposed regulated activity, request for notification of permitted or nonregulated use, map or regulation amendment, or other activity requiring review of the Agency or its Agent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant shall provide certification in accordance with Wetlands Regulation, Section 7.4e, Application Requirements:**

Whether or not any portion of the property on which the regulated activity is proposed is located within 500 feet of an adjoining town.  **Yes**  **No**

Whether or not a significant portion of the traffic to the completed project will use streets within an adjoining town to exit or enter the site.  **Yes**  **No**

Whether or not a significant portion of the sewer or water drainage from the project will flow through and significantly impact the sewer or water drainage system of an adjoining town.  **Yes**  **No**

Whether water run-off from the improved site will impact streets or other municipal/private property within an adjoining town.  **Yes**  **No**

**FOR OFFICE USE ONLY**

**If YES to any of the above, the Agency shall**, in accordance with CGS 8-7d(f) notify the clerk of any adjoining municipality of the pendency of any application, petition, appeal, request or plan concerning any project on any site. Notice of the pendency of such application shall be made by certified mail, return receipt requested, and shall be mailed within seven (7) days of the date of receipt of the application, petition, appeal, request or plan. **(See Agency requirements Section 8.4)**

**Type of Project: (check one)**

Commercial/Industrial     Residential     Mixed Use     Timber     Agricultural

Other, explain: \_\_\_\_\_

**Type of Application: (check one)**

- Notification for Non-Regulated Use (Section 4.2)
- Notification of Permitted Use as of Right (Section 4.1)
- Administrative Permit (Section 6.4)
- Agency Permit **(TWELVE COPIES REQUIRED)**
- Permit Modification
- Permit Extension
- Regulation Amendment
- Map Amendment
- Appeal of Administrative Permit

**Application Submittals:**

- Completed Application Form (Section 7.4a)
- Application Fee (Section 7.4b)
- Abutters List (Section 7.4c)
- Certification as to Adjacent Towns (See above)
- Certification as to Connecticut Water Company & Commissioner of Public Health (See above)
- Notification Narrative and Supporting Documentation (If applicable, Appendix D)
- Project Narrative and Supporting Documentation (Section 7.4g, 1-11 inclusive, as deemed applicable)
- Project Site Plan - circle one: Administrative (Section 7.4h1) / Agency (Section 7.4h2)
- Supplemental Information (Section 7.5a-j, inclusive, as deemed applicable)



# TOWN OF ELLINGTON

## INLAND WETLANDS & WATERCOURSES APPLICATION CHECKLIST

(For use as a guide in preparation and review of plans. Not intended to replace regulations.)

### GENERAL REQUIREMENTS FOR ALL APPLICANTS

#### COUNTER STAFF TO CONFIRM AT TIME OF SUBMITTAL

- Complete application, signed by the applicant & owner;
- **Required fee** (See Ordinance/Appendix A);
- Site Plan - 12 copies (Two should be 24"x36", signed & sealed, **INCLUDING SOIL SCIENTIST'S SIGNATURE**; others may be 11"x17");
- A list of abutting properties, including across any street, the owners of such, their mailing address and the Assessor Parcel Numbers;
- If the proposed project located within a public water supply watershed area the applicant is required to notify the Connecticut Water Company and Commissioner of Public Health by certified mail, return receipt with 7 days of this application. Alternatively, the Commissioner of Public Health can be notified online at [www.dir.ct.gov/dph/water/web\\_form.htm](http://www.dir.ct.gov/dph/water/web_form.htm) (CGS Section 22a-42f)

### NARRATIVE REQUIREMENTS BELOW (See Section 7.4.g)

#### PLEASE REVIEW WITH STAFF AS SOME ITEMS MAY NOT BE REQUIRED DEPENDING ON THE COMPLEXITY OF THE APPLICATION

Check each item supplied or list recommended abbreviation: N/A = Not Applicable; N/P = Not Provided; W/R = Waiver Requested)

- \_\_\_ 1. The amount of regulated upland review area affected, in square feet & acreage;
- \_\_\_ 2. The amount of inland wetlands & watercourses affected, in square or linear feet, as applicable;
- \_\_\_ 3. The overall (aggregate) area affected;
- \_\_\_ 4. The amount of permanent versus temporary impact;
- \_\_\_ 5. The general characteristics of the regulated areas being affected by the proposal in terms of land cover, vegetation, soil types, slope, and relationship to other regulated areas on and off the project site;
- \_\_\_ 6. The purpose and a description of the proposed activity;
- \_\_\_ 7. The proposed erosion and sedimentation controls and other best management practices and mitigation measures which may be considered as a condition of issuing a permit for the proposed regulated activity including, but not limited to, measures to:
  - prevent or minimize pollution or other environmental damage,
  - maintain or enhance existing environmental quality, or
  - in the following order of priority, restore, enhance and create productive wetland or watercourse resources.
- \_\_\_ 8. For commercial and industrial uses, a general description of the business operations, including but not limited to:
  - the type of business,
  - production and manufacturing procedures,
  - handling and disposition of any process wastewaters, cooling waters, and/or stormwater,
  - types of materials used and stored on site,
  - spill contingency plans,
  - septic disposal (unless tied to sewers),
  - waste/refuse storage, handling and disposal, and similar operations.

NARRATIVE continued:

- \_\_\_ 9. For commercial and industrial uses, a list of current State of Connecticut and Federal environmental and land use permits issued for the facility. Such list shall also include a disclosure of any enforcement action taken by the State DEEP regarding the facility, either current or within the previous five years from the date of the subject application, including any consent orders, fines, penalties and/or resolution of such enforcement actions.
- \_\_\_ 10. A construction or project narrative describing:
- method of construction,
  - duration of construction activity,
  - methods to control stormwater and limit erosion before, during & following construction,
  - type of equipment to be used,
  - type and location of access to the regulated area,
  - storage and disposal of excess materials or stockpiles,
  - type and composition of any fill material,
  - removal and disposition of trees and stumps,
  - measures to dewater, divert flows, and similar activities.
- \_\_\_ 11. A description of any changes to water velocity, volume or course, the anticipated impacts of these changes, and measures to mitigate those impacts.
- \_\_\_ 12. A list of any other local, State of Connecticut or U.S. environmental or land use approvals required for the proposed regulated activity such as but not limited to, DEEP Construction or Commercial Stormwater Permit Registration, Army Corp permits, ConnDOT, STC, and waste water or process water discharge permits.
- \_\_\_ 13. Where stormwater systems are proposed, detailed storm drainage calculations, construction details and other support documentation, certified by a Professional Engineer licensed to practice in the State of Connecticut.
- \_\_\_ 14. If the area to be disturbed is ½ acre or more in area, a detailed erosion control plan and narrative, in compliance with the latest State DEEP Guidelines for Soil Erosion and Sediment Control.
- \_\_\_ 15. A disclosure listing any previous Ellington inland wetland permit applications and Ellington wetland enforcement actions regarding the subject parcel(s).
- \_\_\_ 16. A graphic and textual description of all alternatives to the proposed regulated activity considered, and a general discussion of each, including the reason or reasons for choosing the proposed alternative. This requirement relates to the evaluation of the initial application only, and shall not be construed as a conclusion by the Agency or its agent that the proposed activity is “significant.” The determination of significance shall be made by the Agency or its agent after review of the initial application, and if the proposed regulated activity or any component of that activity is deemed “significant,” the applicant may be required by the Agency or its agent to submit a more detailed analysis of alternatives, in order to allow the Agency to make the necessary findings with respect to prudent and feasible alternatives.

**If the Agency determines, based upon its review of the initial submittal that either the proposed activity involves a significant activity as determined by the Agency, or additional technical or other information is necessary in order to properly and fully evaluate the proposed activity, any or all of the additional information listed in Section 7.5 of the IWWA Regulations may be required. Submittal of additional information is guided by Section 8.6.**

# Town of Ellington Planning Department



## APPENDIX D

On April 25, 2007, the Ellington Inland Wetlands and Watercourses Agency adopted the below requirements for all requests filed pursuant to Section IV, Permitted & Non-Regulated Uses of the Ellington Inland Wetlands and Watercourses Regulations. Such statements are required to be submitted along with a completed application form and applicable fee.

Written statements should include sufficient detail to accurately describe the proposed activity, such as:

- The total linear feet of the area to be disturbed.
- Any proposed widening, changing and/or elimination of existing channels or creation of new channels.
- The intended result of the proposed activity.
- The date(s) the activity will occur.
- The type(s) of machinery to be used.
- What materials of any kind will be brought into or exported from the properties.

In addition to the above, it is recommended that NOTIFICATION acceptance letters, upon issuance, state the following:

- Notification is granted for two (2) years from the date acceptance.
- 48 hour notice shall be submitted to the Ellington Planning Department prior to the scheduled start date.
- Name, address, and phone number of any private contractor(s) hired shall be provided.
- Notifications are non-transferable.
- That the acceptance of NOTIFICATION does not absolve an owner/applicant from seeking any State or federally required permits.