



Town of Warren
INLAND WETLANDS & CONSERVATION COMMISSION
50 Cemetery Road
Warren, CT 06754
(860) 868-7881 x 117
landuse@warrenct.org

INSTRUCTIONS FOR APPLICATION

The application form and supporting documents are to be submitted to the Inland Wetlands & Conservation Commission along with four (4) copies. Your application consists of the following:

1. Completed application form (on pages 3 and 4, following instructions and fee schedule)
2. Signature of applicant and date (on page 4)
3. Payment of filing fee (See fee schedule on page 2)
4. Written description of proposed activities or work
5. Site map (See item 3. C. of application)
6. List of adjacent neighbors

The *date of receipt* of any application shall be the day of the next regularly scheduled meeting immediately following the day of submission, provided such meeting is no earlier than three business days after receipt, or 35 days after submission. The Commission presently meets the *fourth Thursday* of each month at 7:00 p.m.

The applicant is urged to be present at the Commission meeting to learn what, *if any*, new or additional information might be required. Only upon receipt of such additional information is an application deemed complete.

Once the application is deemed complete, the Commission will (a) issue a decision within 65 days, or (b) schedule the application for a public hearing not later than 65 days after the receipt of the application.

If a public hearing is held, it must be completed within 35 days, unless the applicant requests an extension. The Commission must then take action on the application within 35 days after completion of the public hearing.

All applicants are urged to obtain and read carefully the Inland Wetlands and Water Courses Regulations of the Town of Warren (available on the Town's website or at the office above) and to review [Connecticut Public Act 83-388 and CT Guidelines for Soil Erosion and Sediment Control Measures].

Your site plan, map, and/or drawings must *clearly indicate* how the wetlands and regulated areas will be protected from the permitted activity.



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SCHEDULE OF FEES FOR APPLICATION

1. Application for Commission determination of a permitted or non-regulated uses: no charge.
2. Application to conduct a Regulated Activity within a Regulated Area including Agent Determination Applications: \$130.00
3. Application to amend a previously approved application: \$130.00
4. Application for extension of an expiring permit: \$130.00
5. Application resulting from the issuance of an order under Section 11 of the Warren Inland Wetlands and Watercourses Regulations: \$175.00
6. Application deemed by the Commission to be a *Significant Activity* per Section 5.5 of the Warren Inland Wetlands and Watercourses Regulations:
 1. base fee: **\$ 185.00**, and
 2. the Commission may require, by majority vote, that all review costs associated with the application, **in addition to the base fee**, be paid by the applicant on an **actual cost** basis in lieu of complicated square footage calculations or high Significant Activity base fees designed to recover costs under a wide range of circumstances. Such costs shall include, but not be limited to, fees charged by Land Planners, Surveyors, Engineers, Soil Scientists, Lawyers, Environmental Analysts, Biologists, and/or any other professional(s) retained by the Commission, whose review of the application materials is considered necessary by the Commission in reaching an informed decision. Should the application receive approval by the Commission, all additional costs, including those associated with the posing of a bond, ongoing project supervision by the Commission's appointed agent(s), and other similar costs incurred as part of the approval, shall be payable by the applicant on an **actual basis**.
7. After-the-Fact Fee \$230.00



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DATE : _____

APPLICATION FOR WETLANDS PERMIT

Applicant's Full Name _____

Company or DBA (if applicable) _____

Permanent Mailing Address _____

Phone: Preferred _____ Alternate Phone _____

Are you the [] owner [] owner's agent* [] other (specify)* _____

*If applicant is other than owner, you must attach a signed letter of authorization

Name of owner, if other than applicant: _____

PART 1.

A. Project Name: _____

B. Street Address: _____

C. Assessor's ID: Map # _____ Lot # _____ and, if applicable, Subdivision # _____ and date of subdivision approval _____

PART 2.

A. Within 100 feet of proposed activity, are there any wetlands to your knowledge?

[] Yes [] No [] Not sure

B. Within 100 feet of proposed activity, are there any watercourses, including or seasonal watercourses, to your knowledge?

[] Yes [] No [] Not sure

C. Which of the following features does the subject property have, or appear to have?

- [] swamp [] marsh [] bog [] lake or pond [] stream or river [] flood plain
[] other wetlands or watercourses (e.g., drainage ditches, swales, collection pools, etc.) Please describe _____

PART 3.

A. Activity for which this permit is sought _____

B. The activity will involve the following within a wetland or watercourse, or upland review area

- alteration
- construction
- pollution
- deposition of material
- other (describe) _____
- removal of material
- bridge or culvert
- discharge to _____
- discharge from _____

C. Attach a **general description** of the proposed activity and **identify specifically each regulated activity** for which a permit is sought. Include the type and volume of material to be placed, removed, or transferred. Provide the final on-site location of materials deposited *and* the final off-site destination of materials removed from the subject area.

D. Attach a **site plan** or drawing showing the locations involved in the proposed activity. This plan must indicate the (1) scale used, (2) north arrow, (3) name of project, (4) owner and applicant or developer, (5) date and subsequent dates of revisions, (6) name of person who produced the site plan, (7) location of watercourses and inland wetlands covered by site plan, (8) existing and pro-posed buildings and improvements, (9) source of water supply, (10) design and specifications for on-site sewage disposal, if any, certified by a sanitary engineer, (11) physical data (composition of material to be deposited and/or excavated, area, volume, slope, etc.), (12) water course data, (13) biological data, (14) proposed measures to protect regulated area from erosion and sedimentation, leaching of pollutants, increased flooding and surface run-off hazards.

E. Attach a list of the names and addresses of **adjacent property owners**.

PART 4.

If the activity involves the installation of a septic system, has an application for approval been made with the Torrington Area Health District? Yes No

If **pending**, date of application _____ If **approved**, date of approval _____

If **denied**, date of and reason for denial _____, _____

PART 5.

The undersigned applicant hereby **consents to necessary and proper inspections** of the above-mentioned property by the members and/or representatives of the Warren Inland Wetlands and Conservation Commission at reasonable times, **both before and after** the permit in question has been granted by said Commission. Furthermore, the undersigned applicant **attests that the information supplied** in this application is **accurate and complete**, to the best of his or her knowledge and belief.

Signature of Applicant

Date