

APPENDIX C

APPLICATION CHECKLIST

I. SUBMITTAL

For an application to be fully reviewed by the Inland Wetlands Commission (the “IWC”), all of the items indicated in Section II must be submitted to the Clerk of the Commission by 4:30 p.m. on the Friday (3) three weeks before the date of a regularly scheduled meeting (unless indicated otherwise on the IWC Meeting Schedule). Revised plans must be submitted seven days before the date of the meeting. APPLICATIONS MUST BE LEGIBLE.

II. COMPLETE APPLICATION

A complete application must include the following:

____ Completed Application Form

____ Application Fee (see Fee Schedule)

____ Completed Checklist

____ Site Plan (see Section III)

____ Site Walk Map (see Site Walk Application Checklist)

____ Environmental Information (see Section IV, if required)

____ CT DEEP Statewide Inland Wetlands & Watercourses Activity Reporting Form with Part II Completed

III. SITE PLAN REQUIREMENTS

An application must include 11 complete sets of application materials showing the information indicated in Sections A through C. The IWC may waive some of these requirements when, in their opinion, they are not necessary due to the likely minor impact of the proposed activity on a wetland or watercourse. All maps must conform to the following guidelines:

Sheet Size: 24” x 36”

North Arrow

Title Block: a. Name of project
b. Names of owner and applicant

- c. Type of drawing
- d. Date of drawing
- e. Subsequent dates of revision with description
- f. Names and addresses of engineers and surveyors (when appropriate)

A. Location Map

The purpose of the location map is to identify the particular parcel under application in relation to surrounding parcels and streets. This map may be combined with the overall site development plan or submitted on a separate 8½" x 11" sheet. The scale of the location map should be 1" = 200', but cannot be less than 1" = 1000'. The location map shall identify parcels of abutting property owners and all streets within 500' of the property.

B. Overall Site Development Plan

The purpose of the overall site development plan is to illustrate for the IWC the proposed development of the site and to identify the locations of the specific regulated activities requested. The entire parcel must be shown on the overall site development plan. The scale of the overall site development plan should be 1" = 40', but cannot be less than 1" = 200'. The following information shall be shown on this plan:

1. Extent of all regulated areas on the parcel and the surrounding area identified.
2. Location of each regulated activity as requested in the application identified by the activity number from Page 2 of the application.
3. Survey information including distances, angles, and bearings.

C. Detailed Regulated Activity Plans

The purpose of the detailed regulated activity plans is to provide specific information for the Commission on each of the activities requested. Each activity requested in the application must have at least one corresponding detailed plan. The scale of the detailed regulated activity plan cannot be less than 1" = 40'. The following information shall be shown on these plans:

1. Title of drawing including the activity number from Page 2 of the application.
2. Extent of the regulated area affected by the proposed activity identified by screening or shading.
3. Detail of the regulated activity proposed.
4. Existing and proposed structures including location and elevation.
5. Existing and proposed contours at 2' intervals.

6. Location of vegetation, existing and proposed.

IV. ENVIRONMENTAL INFORMATION

The purpose of the environmental information is to provide the Commission with additional documentation which they may reference while reviewing the application. The following items are required (unless waived by Staff as deemed appropriate):

- A. Identification and descriptions of wetlands via a Wetland Soil Delineation Report, inclusive of Functions and Values review.
- B. Identification and description of water bodies.
- C. Description of wetland impacts via an Impact Assessment Report.

It is desirable to provide the following information:

- A. Erosion and sedimentation control plans and planting schedules for erodible areas.
- B. Drainage calculations indicating discharge volume for design storms.
- C. Description of retention structures (if applicable).
- D. Proposed construction procedures.