

Greenwich Inland Wetlands and Watercourses Agency Checklist

Please Take Note

The attached Checklist **MUST** be returned with submission of your completed application.

To schedule an appointment, once your application package is complete and ready for submission, please call:

Marisa Anastasio, Applications Coordinator

Phone: (203) 622-7736

between the hours of 8am to 4pm to schedule this 30-minute appointment.

During this appointment, the checklist will be used to ensure completeness of your package.

Applications will NOT be accepted without an appointment.

The checklist is designed to expedite the processing of your application. Please have Agency staff review the checklist with you. Where applicable, all checked items should be submitted by the meeting deadline.

Name: _____

Project Location: _____

FILING FEE

(amount as per Appendix A of the regulations – see attached fee schedule)

The Agency and/or staff may require additional information during time of review. Please be aware that failure to submit the above checked information in a timely manner may result in a delay in reviewing your application.

Reviewed by: _____

Received on: _____

ALL PROPOSED ACTIVITIES

Applicant MUST provide all materials checked below.

- A. The original and 11 copies of the completed application form.
- B. If applicant is not owner of the property, a letter of consent from the owner authorizing the applicant to act as the owner's agent in presenting the application to the Agency.
- C. A narrative description of the proposed activity including the following:
- i. The geographical location of the subject property, and a description of the land in sufficient detail to allow identification of the inland wetlands and watercourses, the area (in acres) of wetlands or watercourses contained on the property, and the area of wetlands and watercourses proposed to be disturbed.
 - ii. Purpose and description of the proposed activity, best management practices and mitigation measures including, but not limited to, measures to (a) prevent or minimize pollution or other environmental damage, (b) maintain or enhance existing environmental quality, or (c) in the following order of priority: restore, enhance and create productive wetland or watercourse resources.
 - iii. Alternatives considered and subsequently rejected, and why the activity set forth was chosen.
- D. A completed "State Wide Inland Wetland Activity Reporting Form".
- E. Copy of the property record card from the Tax Assessor Office.
- F. GIS map of subject property (8.5x 11) (12 color copies)
- G. List of names and correct mailing addresses of all abutting property owners, including owners of property across the street from the subject property, together with a proof of mailing consisting of one of the following:
- i. Affidavit of notification
 - ii. Certificate of mailing
- H. Proof of notification (certified mail, return receipt requested) of the appropriate water company if project is located within a public water supply watershed
- I. Detailed soils information including a report describing wetland soil type(s), and a characterization of wetland vegetation.
- J. Program for erosion and sedimentation control during and after construction.
- K. Proof of notification (certified mail, return receipt request) to the Connecticut State Department of Public Health if project is located within a public water supply drainage area.
- i. Fill out online form at the Connecticut Department of Public Health website.
 - ii. Send one copy of on-line form certified mail to the Connecticut State Department of Public Health.
 - iii. Submit one copy of on-line form with IWWA application.
(http://www.dir.ct.gov/dph/water/web_form.htm)
- L. Twelve color copies of recent photographs of the disturbance areas, from multiple angles sufficient to illustrate all pertinent aspects of the proposed activities and potential impacts. Do not submit originals.
- M. MAP: Twelve copies at 1"=50' scale or larger and one (1) copy of an 11 x 17 or legal size reduction of the permit application map prepared by a licensed land surveyor.

NOTE: *Maps must be individually folded to fit into a legal folder and measure no more than 7.5" x 12".
The owners' name and property location must appear on the front of the folded map.*

For submittal of maps, please provide all information listed below

- i. Title of project; name, signature, and preparer's profession seal, production date and notation of latest revisions including date.
- ii. Entire existing property outline with north arrow.
- iii. Inset map at 1" = 1000' scale or portion of a street map showing the property, the public road intersecting the drive, and north arrow.
- iv. For vacant parcels, number of telephone pole nearest the entrance.
- v. Location of access route machinery will take to reach activity site.
- vi. Erosion/sedimentation controls planned to stabilize site during and after construction.

COMMERCIAL BUILDINGS/SINGLE FAMILY RESIDENCE/ADDITIONS:

Please provide all information checked below on a survey accurate drawing.

- A. Location of all proposed structures and associated activities such as driveways, components of sewage disposal systems, wells and utility lines (i.e. sewer gas, water, and electric), swimming pool, tennis court and other amenities, extent of proposed fill and excavation areas, including terracing, landscaping (landscape envelope), extent of disturbed areas, etc.
- B. Septic system design:
- i. Test pit locations, description of soil, and the primary and reserve gallery placement areas.
 - ii. Percolation test location and results.
- C. If part of an approved subdivision, include parcel number and date approved.
- D. Location and discharge points for all roof leader, curtain and footing drains, as well as proposed storm water management practices. Include elevation of all inlet and outlet points.
- E. Drainage summary report that shall include a map and any description of the watershed, amount of existing runoff and increased runoff due to development, and storm water detention provisions.
- F. Cross-sections and elevations of the proposed activities in relation to wetland watercourse areas. Top and bottom of wall elevations must be included.
- G. Program for erosion and sedimentation control during and after construction.
- H. Planting and re-vegetation plans.
- I. Final grading scheme.
- J. If the addition(s) are significant in size, will the residence be removed, then reconstructed?
- K. Is the footprint of the proposed addition(s) larger than 25% of the existing footprint?
- L. Topographic map with contour lines at 5' or smaller intervals.
- M. Location of all significant physical features such as rock ledges, stonewalls, utility lines, riding trails all existing structures, etc.
- N. Alternatives considered diagramed on a site plan or drawing.

TENNIS COURT/SWIMMING POOL

*All of the information described in the section above as well as the following additional information.
Please provide all information checked below on a survey accurate drawing.*

- A. Amount, type, and location of fill material and/or excavated material.
- B. Location of backwash filter drywell and all pool equipment.
- C. Location of all proposed pool fencing.
- D. Location of existing septic system.
- E. Cross-sections of the proposed activities with respect to regulated areas.
- F. Drainage summary report that shall include a map and any description of the watershed, amount of existing runoff and increased runoff due to development, and storm water detention provisions.
- G. Planting and re-vegetation plans.
- H. Topographic map with contour lines at 5' or smaller intervals.
- I. Location of all significant physical features such as rock ledges, stonewalls, utility lines, riding trails all existing structures, etc.
- J. Alternatives considered diagramed on a site plan or drawing.

POND EXCAVATION/DREDGING

Please provide all information checked below on a survey accurate drawing.

- A. Proposed pond site and location of all related structures including existing or proposed leaching fields and septic tanks.
- B. Method of dredging to be used.
- C. Time of year dredging will commence, time duration of project.
- D. Amount of dredged material and location of spoils disposal site. Indicate the capacity of the dredge spoil disposal areas.
- E. Cross-sections of water body showing existing and proposed depth and bottom profile.
- F. Cross-sections of existing or proposed dam/spillway.
- G. Proposed construction access to site.
- H. Chemical Analysis of water and pond spoils.
- I. Planting and re-vegetation plans.
- J. Topographic map with contour lines at 5' or smaller intervals.
- K. Location of all significant physical features such as rock ledges, stonewalls, utility lines, riding trails all existing structures, etc.
- L. Alternatives considered diagramed on a site plan or drawing.

DECKS, FENCES AND OTHER MINIMAL ACTIVITIES

Please provide all information checked below on a survey accurate drawing.

- A. Location and dimensions of proposed activities.
- B. Planting and re-vegetation plans.

SUBDIVISION

Please provide all information checked below on a survey accurate drawing.

- A. Existing streets and easements immediately adjoining and within the tract.
- B. Existing drains and sewers with location, size, type and approximate elevations and gradients.
- C. Proposed lot lines with lot areas, and lot numbers.
- D. Proposed house, drive, and septic system, etc. locations within the proposed lots.
- E. Proposed landscape envelope within each proposed lot.
- F. Septic data for each lot:
 - i. Test pit locations, description of soil, and date of tests.
 - ii. Percolation test location and results.
- G. Location of proposed utility lines, including gas, water, electric, sewer and proposed width of disturbance
- H. Location of proposed open space for park and playground or conservation area.
- I. "Work corridor" including excavation, fill, and disposal areas where vegetation will be disturbed, and areas of proposed re-grading.
- J. Cross-section of any roadways, which may affect wetlands and watercourses and proposed width of disturbance.
- K. Drainage summary report that shall include a map and any description of the watershed, amount of existing runoff and increased runoff due to development, and storm water detention provisions.
- L. Planting and re-vegetation plans.

FIELD WORK

To be done within one week after application submission.

- A. Flag wetland boundaries
- B. Stake for identification: Proposed house, addition, pool, tennis court, terrace, deck, etc. location.
 - i. Proposed center of driveway.
 - ii. Proposed septic system and test pits.
 - iii. Any other proposed activity.

APPENDIX A

GREENWICH INLAND WETLANDS AND WATERCOURSES AGENCY

**SCHEDULE OF FEES
Effective as of December 16, 2008**

Each applicant shall pay the minimum filing fee, and where appropriate, the additional fees indicated in Table I, at the time of an application being filed.

TABLE I

TYPE OF ACTIVITY	MINIMUM FEE	ADDITIONAL FEE*
Subdivision, site plan, 11 lots or greater in size	\$2,000/lot	\$2,000
Subdivision, site plan, 5 - 10 lots	\$2,000/lot	\$2,000
Subdivision, site plan, less than 5 lots	\$2,000/lot	\$1,000
Condominium, or attached unit development, 20 units or greater	\$2,000/unit	\$2,000 \$8,000**
Condominium, or attached unit development, less than 20 units	\$2,000/unit	\$1,000 \$4,000**
All other commercial, educational, institutional or non-residential activities not covered above	\$4,000	\$2,000 \$4,000**

Additional fee based upon each additional acre, or portion thereof, over one acre of wetlands and watercourses on the property.

Additional fee for disturbance envelope of at least 50% lot area, or disturbance equal to or greater than one acre.

TYPE OF ACTIVITY	MINIMUM FEE	ADDITIONAL FEE*
Single family residence	\$3,000	\$3,000 \$500**
Residential additions with greater than 50% footprint expansion	\$2,500	\$2,500 \$250**
Residential additions with 25-50% footprint expansion, pool, tennis court and pond dredging	\$1,500	\$1,500 \$250**
Residential additions with less than 25% footprint addition, septic system expansion and repair (including pond or river docks)	\$1,000	\$1,000 \$250**
Demolition of residence or garage without replacement of structure	\$1,000	\$250**
Decks and all other minor activities	\$500	\$500 \$100**
Review of permitted activities and non regulated uses issued under section 4.4	\$250	\$250 \$100**

Additional fee for disturbance envelope of at least 50% lot area, or disturbance equal to or greater than one acre.

Additional fee based upon each additional acre, or portion thereof, over one acre of wetlands and watercourses on the property.

TYPE OF ACTIVITY	MINIMUM FEE
Permit Modification	Fee is equal to ½ of original application fee, or minimum fee for specific activity, including any additional fees, whichever is greater.
Additional fees for all above activities:	
Public Hearing Fee	\$1,000
First Permit Renewal	\$1,000
Second and Subsequent Permit Renewals	\$1,500
Compliance Inspections (per visit)	\$300
If activities commenced prior to obtaining a permit the minimum fee is tripled.	

The fee schedule may be established annually by the agency in December or when the regulations are amended.

State Filing Fee

An additional State Filing Fee of \$30.00 to be paid on all new applications (pursuant to CGS22a-27j amended by PA00-102, PA00-196, PA03-06 & P04-0144). This State Fee of \$30.00 applies to NEW applications only.