



**TOWN OF LITCHFIELD  
INLAND WETLANDS COMMISSION  
APPLICATION TO CONDUCT ACTIVITY IN REGULATED AREA**

<b>Name of Applicant and Mailing Address:</b> _____ _____ _____ <b>Email Address:</b> <b>Phone: (    )</b>	<b>Name of Property Owner:</b> _____ <b>Address or location of proposed activity:</b> _____ <b>Map ._____ . Block ._____ . Lot ._____ .</b> <b>Total acreage of property:_____ .</b>
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**Description of proposed activity and acreage affected:**

\_\_\_\_\_

**Acreage of buffer/upland review area altered:**

\_\_\_\_\_

**Effect of project on nearby wetlands and watercourses:**

\_\_\_\_\_

**Effect of proposed activity on the vegetation and wildlife and types of vegetation and their percentages of total area:**

\_\_\_\_\_

**Measures to prevent erosion and sedimentation:**

\_\_\_\_\_

**Measures to prevent flooding or surface run-off:**

\_\_\_\_\_

**Measures to prevent pollution of wetlands:**

\_\_\_\_\_

The applicant understands that this application will be accepted only when complete and that further information may be required by the Commission to aid in its decision. The applicant should also recognize that members of the Commission and the Town Professional staff and other advisors shall have the right of free access to the property under consideration for inspection of all reasonable times and upon reasonable notice. The undersigned warrants the truth of all statements contained herein and all supporting documents according to his or her best knowledge and belief. If the applicant is not the owner of the property involved in this application, written consent from the owner should be obtained.

<b>Signature of Applicant</b>		<b>Signature of Owner</b>		<b>Date</b>
<b>Date Submitted</b>	<b>Date Received</b>	<b>Public Hearing</b>	<b>Fee:</b>	
			\$	

**LITCHFIELD INLAND WETLANDS COMMISSION**  
**Application Fees**

1. Each activity.....	\$ 80.00
2. New ponds, per acre or part thereof.....	\$ 90.00
3. Pond maintenance.....	\$ 80.00
4. Subdivision with no wetlands or regulated activities.....	\$ 60.00
5. Subdivision of two lots with regulated activities	
per lot, dwelling unit and activity.....	\$ 80.00
plus per acre or part thereof.....	\$ 25.00
6. Subdivision of more than two lots with regulated activities,	
per lot, dwelling unit and activity.....	\$150.00
plus per acre or part thereof.....	\$ 25.00
7. Application requiring a public hearing.....	\$250.00
8. Commercial, industrial and nonresident development, per activity.....	\$200.00
and, per acre or part thereof.....	\$ 25.00
9. Permit extensions .....	\$ 70.00
10. Petition for map change amendment .....	\$125.00
11. After-the-fact activity, per activity .....	\$180.00
12. As of right activity (Section 4 Litchfield Inland Wetland Regulations) .....	\$ 60.00
<b>13. State of Connecticut DEP Environmental Quality Fund Fee (PER APPLICATION)</b>	<b>\$ 60.00</b>

***Estimated fees for outside consultants shall be collected along with the appropriate application fee above upon submission of the application. When the actual cost of processing an application exceeds the established fees the Inland Wetland Commission of the Town of Litchfield shall bill the applicant for the actual excess amount, based on the Commission's actual expenditures. The applicant shall pay such additional costs prior to issuance of any permit sought. Any outside consultant fees not expended on the project shall be rebated to the applicant upon conclusion.***

**PREPARATION OF MAP**

- ❖ Locations and boundaries of the wetland (by soil type), watercourses and water bodies on the site.
- ❖ Buildings, sidewalks, parking areas, etc.
- ❖ Percentage of the regulated area on the site to be paved or re-graded.
- ❖ Sources of water supply, sewage systems, and storm drainage systems.
- ❖ If grading is contemplated, indicate existing and proposed contours at 2' intervals.
- ❖ If materials are to be deposited or excavated, show the location and specify volume, surface area and type of deposited/excavated material.
- ❖ Size of ponds or lakes, stream characteristics (seasonal) and 100 Year Flood Zones as shown on the Federal Flood Insurance Rate Map (FIRM).
- ❖ Location and type of erosion control measures.
- ❖ If the Commission determines that a proposed activity is "significant" a licensed professional engineer will be required.
- ❖ The map should be drawn to scale appropriate for the project such that all details of the project will be clear to the Commission and indicate the name of the project, the name of the party responsible for designing and preparing the plan, and the names of the adjacent property owners, roads, streams and the direction of North to allow proper orientation.

Upon review by the Commission, the Commission will decide if the proposed activity is "significant." If so, a public hearing will be scheduled to commence not more than 65 days after receipt of the complete application. A hearing must be completed within 45 days. Decision on the application will be made not more than 35 days after the closing of the hearing. In less significant activities, no hearing will be necessary and a decision will be made within 65 days of receipt of the application.

You will be notified by mail of the final decision of the Commission and a public announcement will appear in a newspaper with local circulation.

**Instructions For Completing**  
**THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

**PART I: To Be Completed By Agency Only**

Please note: a) Incomplete or incomprehensible forms will be mailed back to the Agency; b) Use a separate form to report each action taken by the Agency; c) Utilize the instructions below and fill in the fields on page 4; d) Print, **sign**, and send to CT-DEP, Wetlands Management Section.

1. Enter the year and month the Agency took the action being reported.
2. Enter **ONE** code letter to describe the final action or decision taken by the 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 Agency (*not including map amendments, see code D below*)
  - B = Any Permit Denied by the Agency
  - C = A Permit Renewed or Amended by the 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 Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
  - G = An Agent Approval pursuant to CGS section 22a-42a(c)(2)
  - H = An Appeal of Agent Approval pursuant to CGS section 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 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 Agency Or The Applicant** - If Part II is completed by the applicant, the **applicant must return the form** to the Agency. The 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 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 and 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 reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map or at: ([http://ct.gov/dep/lib/dep/gis/resources/Index\\_NamedQuadTown.pdf](http://ct.gov/dep/lib/dep/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. A town subregional drainage basin map has been mailed to each Agency. Further, sub-regional drainage basin maps can be found at UCONN-CLEAR ([http://clear.uconn.edu/map\\_set.htm](http://clear.uconn.edu/map_set.htm)) for each town in an easy to understand format.
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 site. Also provide a brief description of the action/project/activity. Select if the action/project/activity impacts are **TEMPORARY** or **PERMANENT** in nature.

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".

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

10. Enter between one and four codes 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.

- |  |   |
|--|---|
| <b>1</b> = Filling   | <b>8</b> = Underground Utilities (no other activities)    |
| <b>2</b> = Excavation  | <b>9</b> = Roadway / Driveway Construction                |
| <b>3</b> = Land Clearing / Grubbing (no other activity)            | <b>10</b> = Drainage Improvements                         |
| <b>4</b> = Stream Channelization                                   | <b>11</b> = Pond, Lake Dredging / Dam Construction        |
| <b>5</b> = Stream Stabilization (includes lakeshore stabilization) | <b>12</b> = Activity in an Established Upland Review Area |
| <b>6</b> = Stream Clearance (removal of debris only)               | <b>14</b> = Activity in Upland                            |
| <b>7</b> = 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 (description). 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 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 (description). 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 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 DEP - Please leave this area blank.**



Inland Water Resources Division  
 Department of Environmental Protection  
 79 Elm Street, 3<sup>rd</sup> Floor  
 Hartford, CT 06106-5127  
[www.ct.gov/dep](http://www.ct.gov/dep)

GIS CODE #: \_\_\_\_\_  
 For DEP Use Only

## Statewide Inland Wetlands & Watercourses Activity Reporting Form

Complete, print, **sign**, and mail this form in accordance with the instructions on pages 2 and 3.

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

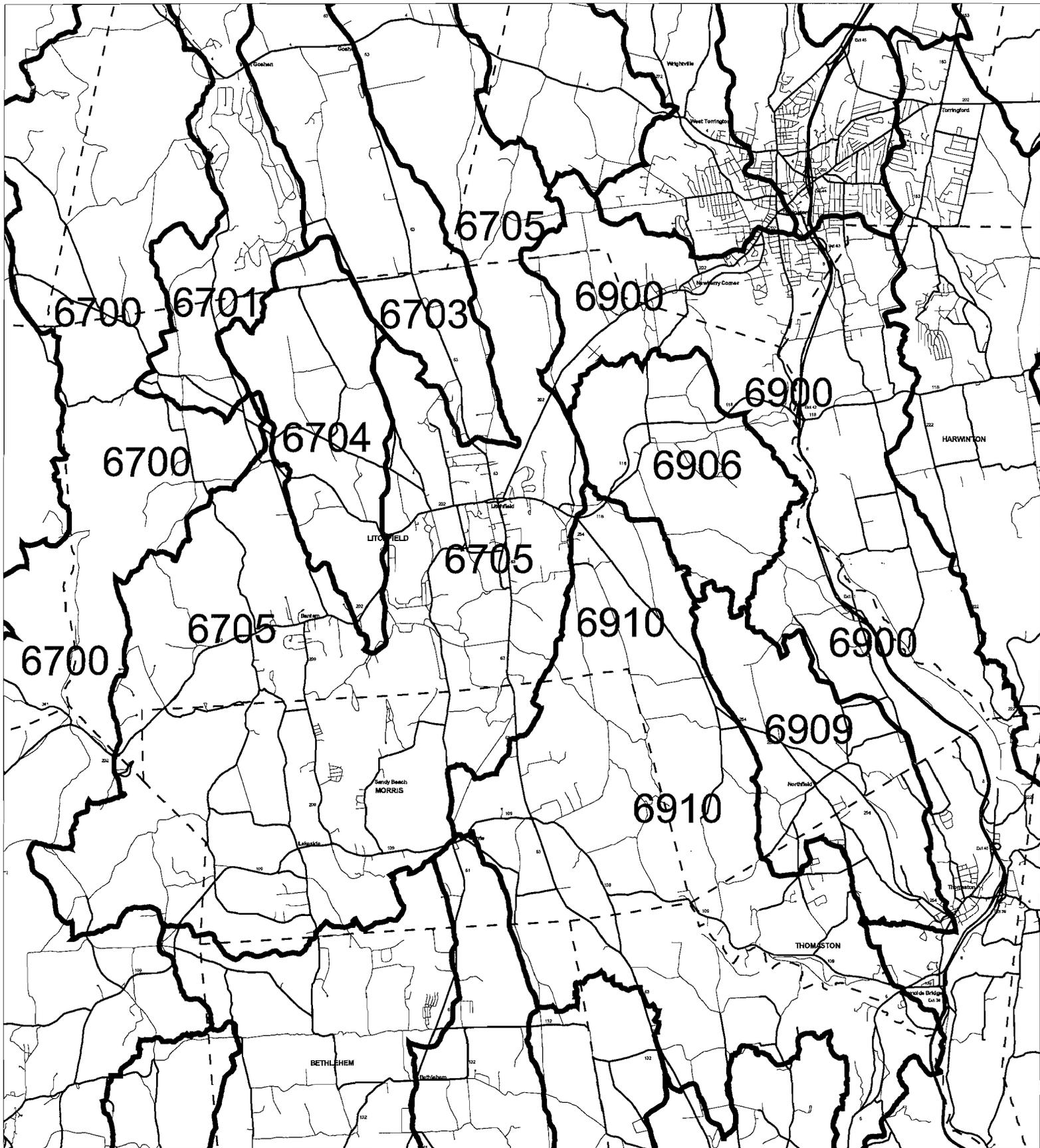
1. DATE ACTION WAS TAKEN (use drop-down box):      Year      Month
2. ACTION TAKEN (use drop-down box):
3. WAS A PUBLIC HEARING HELD? (select one only)       Yes       No
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
 (print): \_\_\_\_\_ (signature) \_\_\_\_\_

### PART II: To Be Completed By The Municipal Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING:  
 Does this project cross municipal boundaries? (select one only)       Yes       No  
 If Yes, list the other town(s) in which the action is occurring: \_\_\_\_\_
6. LOCATION: USGS Quad Map Name (see hyperlink):  
Quad Number (see hyperlink):  
Subregional Drainage Basin Number (see hyperlink):
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER:
8. NAME & ADDRESS/LOCATION OF PROJECT SITE:  
  
 Briefly describe the action/project/activity:  Temporary       Permanent
9. ACTIVITY PURPOSE CODE (Use drop-down box):
10. ACTIVITY TYPE CODE(S) (Use drop-down box):
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:  
 Wetlands:      acres      Open Water Body:      acres      Stream:      linear feet
12. UPLAND REVIEW AREA ALTERED [must be provided in acres]:      acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED:      acres  
 [must be provided in acres]

### PART III: To Be Completed By The DEP

- DATE RECEIVED: \_\_\_\_\_ DATE RETURNED TO DEP: \_\_\_\_\_  
 FORM COMPLETED:  YES       NO      FORM CORRECTED / COMPLETED:  YES       NO



**SUBREGIONAL DRAINAGE BASINS**  
 Statewide Inland Wetlands & Watercourses Activity Reporting Program

**Litchfield,  
 Connecticut**

-  Subregional Basin
-  Main Road
-  Local Road
-  Town

0 0.5 1 1.5 2 Miles



July, 2000

DEP Inland Water Resources Division  
 Wetlands Management Section



