

# **Colchester Conservation Commission**

## **Permit Application Policy**

The Town of Colchester Conservation Commission (Commission) hereby requires all persons submitting permit applications to be considered by the Commission to be completed in full upon submittal to the Wetlands Enforcement Officer.

In order to ensure compliance with this policy each applicant must submit a completed application checklist and a signed Certification of Completeness. The steps outlined below will be followed upon submittal of applications:

- 1) Application, with completed checklist and Certification of Completeness, is submitted to the Planning and Zoning Department and forwarded to the Wetlands Enforcement Officer for review to determine completeness.
  
- 2) Applications will be placed on the agenda for the next regularly scheduled Commission meeting. If the application is deemed incomplete, the review by the Wetlands Enforcement Officer will note the deficient items. The Commission may deny the application for the reason that it is incomplete.

# PERMIT APPLICATION CHECKLIST

## Scope of project to determine number of items necessary for completion

- Site location map
  - Drainage design and calculations
  - Boundary survey and certification/ engineer certification and stamp block
  - Abutting property owners
  - Existing wetlands boundaries, flood zone and APZ & APA
  - Existing topography and source data
  - North arrow, benchmark, scale and legend
  - Proposed conditions, including all site improvements
  - Map references
  - Construction sequence and notes
  - Details of drainage structures and site improvements
  - Erosion and sediment control plan
  - Commission approval Block
  - Other
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**Applicant to meet with WEO prior to submitting application to discuss which, if not all, of the above Check boxes are necessary**

*I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all the attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information as stated in Section 11 of the Town of Colchester Inland Wetlands and Watercourses Regulations.*

**Site Walks** I hereby authorize members, approved others and staff of The Town of Colchester Conservation Commission to conduct a site walk of the property for the purpose of understanding existing property conditions, which may be necessary in order to make a decision on this application. Such site walk(s) will be conducted during the day and at reasonable times.

Applicant (Signature): \_\_\_\_\_  
Print: \_\_\_\_\_

Date: \_\_\_\_\_

**FEE STRUCTURE FOR**  
**INLAND WETLAND AND WATERCOURSE APPLICATIONS**

Effective January 22<sup>nd</sup> 2011

- A. **Permitted as of Right and Non-regulated uses:** \$75 if review needed fee.
  - B. **Renew, Transfer or Amend Permit:** \$100
  - C. **Base Administrative fee:** \$200
  - D. **Wetland Agent Approval:** \$50.
  - E. **Public Hearing Fee:** \$200
  - F. **Non-significant activity:** \$100.
  - G. **Significant activity:** \$200 plus \$1 for each 1000 square feet of wetlands or fraction thereof on the application property and \$10 for each 1,000 square feet of wetlands or fraction thereof disturbed or created.
  - H. **Subdivision with no municipal improvements:** \$50.00 (\$200 if significant) plus \$55 per lot and \$10 for each 1,000 square feet of wetlands or fraction thereof disturbed or created.
  - I. **Subdivision with municipal improvements:** \$50.00 (\$200 if significant) plus \$65 per lot, \$1 for each 1000 square feet of wetlands or fraction thereof on the application property and \$10 for each 1,000 square feet of wetlands or fraction thereof disturbed or created, to a maximum \$2000
  - J. **Commercial Development:** \$400 plus \$50.00 (\$200 if significant) plus \$1 for Each 1000 square feet of wetlands or fraction thereof on the application property and \$10 For each 1,000 square feet of wetlands or fraction thereof disturbed or created
  - K. **Petitions for Changes in Regulations or the Wetlands Map:** \$155.00
9. A State fee of \$60.00 must be added to all of the above fees pursuant CGS 22a-27j.
10. In addition to the above, for permitted construction projects which require **environmental site monitoring**, the cost of such monitoring shall be at the expense of the applicant.

**Please speak with the Wetlands Enforcement Officer to determine the fee for any application to the Conservation Commission.**

The full text of the Ordinance is available from the Wetlands Enforcement Officer or in the Town Clerk's office

**COLCHESTER CONSERVATION COMMISSION  
APPLICATION FOR ACTIVITY IN WETLANDS/WATERCOURSES**

**FEE SCHEDULE ATTACHED**

*In accordance with Section 22-36 to 45, inclusive of the Connecticut General Statutes and Section 7 of the Colchester Inland Wetlands & Watercourse Regulations all applicants shall complete this form. The Agent will notify the applicant of any additional information that may be required and will refer applicant to the Colchester Conservation Commission, if necessary. Application must be submitted, with eight (8) copies of accompanying material, as well as check(s) for the appropriate fee(s).*

1. Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

Home/Business Telephone \_\_\_\_\_

2. Applicant's interest in subject property:

\_\_\_\_\_ Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Purchase Option Holder

3. Name of Property Owner \_\_\_\_\_

Home Address \_\_\_\_\_

Business Address \_\_\_\_\_

Home/Business Telephone \_\_\_\_\_

4. Property Address/Geographic Location \_\_\_\_\_

Lot Number as shown on Assessor's Map or Subdivision Plan \_\_\_\_\_

5. Detailed Description on Proposed Activity \_\_\_\_\_

Purpose of Proposed Activity \_\_\_\_\_

6. List alternatives considered and state why the proposed activity set forth in this application was chosen (attach separate sheet; if necessary)

**Include a site plan in accordance with Section 7 of the Regulations including wetlands and buffer areas, buildings, boundaries and proposed activity area.**

7. List names and address of all adjacent and affected property owners within 200 feet and municipalities within 500 feet of the proposed activity.

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8. Is the site located within 100 year floodplain?

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9. List any Federal, State or local permits required.

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The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by the Colchester Conservation Commission and/or its agents at reasonable times both before and after the permit in question has been granted.

The applicant affirms that the information supplied in this application is accurate to the best of his/her knowledge and belief.

The applicant and owner hereby certify that they are familiar with the information provided in the application and are aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information.

SIGNATURE OF APPLICANT \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

DATE \_\_\_\_\_

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TO BE FILLED IN BY COMMISSION

Date of Receipt by Planning & Zoning Staff \_\_\_\_\_ by Commission \_\_\_\_\_

Fee Amount \_\_\_\_\_ Date \_\_\_\_\_

(Rev. 01/07)

PROFESSIONAL PREPARERS

LICENSED ENGINEER \_\_\_\_\_ Conn. License # \_\_\_\_\_

Original Signature of Engineer \_\_\_\_\_

Engineering Firm \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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LICENSED SURVEYOR \_\_\_\_\_ Conn. License # \_\_\_\_\_

Original Signature of Surveyor \_\_\_\_\_

Surveying Firm \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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SOIL SCIENTIST \_\_\_\_\_ Conn. License # \_\_\_\_\_

Original Signature of Soil Scientist \_\_\_\_\_

Affiliation and/or Firm \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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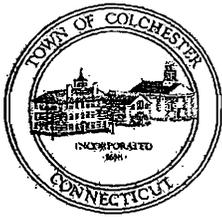
OTHER PROFESSIONAL PREPARERS

Name \_\_\_\_\_ Conn. License # \_\_\_\_\_

Original Signature \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_



# Colchester Health Department

127 Norwich Avenue  
Colchester, CT 06415



**Public Health**  
Prevent. Promote. Protect.

## APPLICATION FOR SUBDIVISION/MULTILOT PLAN REVIEW

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESIGN ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBDIVISION NAME/LOCATION: \_\_\_\_\_

DATE OF PLANS/REVISION: \_\_\_\_\_

NUMBER OF LOTS, INCLUDING ORIGINAL HOUSE SITE (IF APPLICABLE): \_\_\_\_\_

WATER SUPPLY: PUBLIC  PRIVATE WELL

WASTE WATER DISPOSAL: MUNICIPAL SANITARY SEWER   
PRIVATE SUBSURFACE SEWAGE

PLAN REVIEW FEES:  
SUBDIVISION/MULTI LOT, PRIVATE SYSTEM # LOTS \_\_\_\_\_ X \$50 = \_\_\_\_\_ total fee due  
EACH REVIEW AFTER FIRST REVISION, PRIVATE SYSTEM # LOTS \_\_\_\_\_ X \$75 = \_\_\_\_\_ total fee due  
SUBDIVISION/MULTI LOT, MUNICIPAL SEWER # LOTS \_\_\_\_\_ X \$10 = \_\_\_\_\_ total fee due  
EACH REVIEW AFTER FIRST REVISION, MUNICIPAL SEWER # LOTS \_\_\_\_\_ X \$10 = \_\_\_\_\_ total fee due

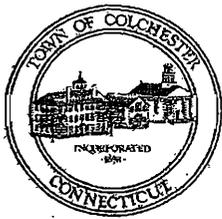
PLAN REVIEW FEE IS DUE AND PAYABLE UPON APPLICATION, AND IS NON-REFUNDABLE. UPON COMPLETION OF REVIEW, A LETTER WILL BE FORWARDED TO THE APPLICANT, DESIGN ENGINEER, CONSERVATION COMMISSION AND ZONING AND PLANNING COMMISSION.

BY THIS APPLICATION, THE PROPERTY OWNER/APPLICANT AUTHORIZES HEALTH DEPARTMENT STAFF TO ENTER ONTO THE PROPERTY AT THEIR DISCRETION FOR EVALUATION OF THIS PROPOSAL.

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

C:\Documents and Settings\healthclerk.DOMAIN\Local Settings\Temporary Internet Files\OLK6D\Subdivision multilot plan review April 1 2009.doc



**Colchester  
Health Department**  
127 Norwich Avenue  
Colchester, CT 06415



**Public Health**  
Prevent. Promote. Protect.

**APPLICATION FOR SITE PLAN REVIEW**

Application is hereby made for review of plans for a sewage disposal system for a:

\_\_\_\_\_  
(Residence, Store, Food Establishment, etc)

Located at: \_\_\_\_\_  
(Street Address)

Check One: New system  Repair system

Designed by: P.E.  L.S.  Other

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DESIGN ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_

DATE OF PLANS/REVISION: \_\_\_\_\_

BUILDING PLANS SUBMITTED: YES  NO

SITE PLAN REVIEW FEES: NEW \$100/LOT # LOTS \_\_\_\_\_ X \$100 = \_\_\_\_\_ total fee due  
REPAIR \$50/LOT # LOTS \_\_\_\_\_ X \$50 = \_\_\_\_\_ total fee due

EACH REVIEW AFTER THE FIRST REVISION \$150/LOT

PLAN REVIEW FEE IS DUE AND PAYABLE UPON APPLICATION AND IS NON-REFUNDABLE. A COMPLETED APPLICATION PACKAGE, INCLUDING SEWAGE PLAN, BUILDING PLANS AND PAYMENT OF FEE IS REQUIRED FOR REVIEW AND APPROVAL. UPON COMPLETION OF REVIEW, A LETTER WILL BE FORWARDED TO THE APPLICANT AND THE DESIGN ENGINEER.

BY THIS APPLICATION, THE PROPERTY OWNER/APPLICANT AUTHORIZES HEALTH DEPARTMENT STAFF TO ENTER ONTO THE PROPERTY AT THEIR DISCRETION FOR EVALUATION OF THIS PROPOSAL.

APPLICANT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_



**STATE OF CONNECTICUT**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**



**STATEWIDE INLAND WETLANDS & WATERCOURSES**  
**ACTIVITY REPORTING FORM**

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for each action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package as well.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is accurate and that it reflects the final action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following page.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15<sup>th</sup> day of the following month to the Department of Environmental Protection (DEP). Do not mail this cover page or the instruction page. **Please detach and mail only the completed green reporting form to:**

Wetlands Management Section  
Inland Water Resources Division  
Department of Environmental Protection  
79 Elm Street  
Hartford, CT 06106

Questions may be directed to the DEP's Wetlands Management Section at (860) 424-3019.

(Printed on Recycled Paper)

79 Elm Street • Hartford, CT 06106-5127

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**Celebrating a Century of Forest Conservation Leadership**



CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 Elm Street  
Hartford, CT 06106-5127

Gina McCarthy, Commissioner

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

## Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete and mail this form in accordance with the instructions. Please print or type.

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

1. DATE ACTION WAS TAKEN: Year \_\_\_\_\_ Month \_\_\_\_\_
2. ACTION TAKEN (circle one):      A            B            C            D            E            F            G            H
3. WAS A PUBLIC HEARING HELD? Yes \_\_\_\_\_ No \_\_\_\_\_
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
(print) \_\_\_\_\_ (signature) \_\_\_\_\_

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

5. TOWN IN WHICH THE ACTION IS OCCURRING: \_\_\_\_\_  
Does this project cross municipal boundaries? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, list the other town(s) in which the action is occurring: \_\_\_\_\_
6. LOCATION: USGS Quad Map Name: \_\_\_\_\_ **AND** Quad Number: \_\_\_\_\_  
Subregional Drainage Basin Number: \_\_\_\_\_
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER: \_\_\_\_\_
8. NAME & ADDRESS/LOCATION OF PROJECT SITE: \_\_\_\_\_  
Briefly describe the action/project/activity: \_\_\_\_\_
9. ACTIVITY PURPOSE CODE: \_\_\_\_\_
10. ACTIVITY TYPE CODE(S): \_\_\_\_\_
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 AREA ALTERED [must be provided in acres as indicated]: \_\_\_\_\_ acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: \_\_\_\_\_ acres  
[must be provided in acres as indicated]

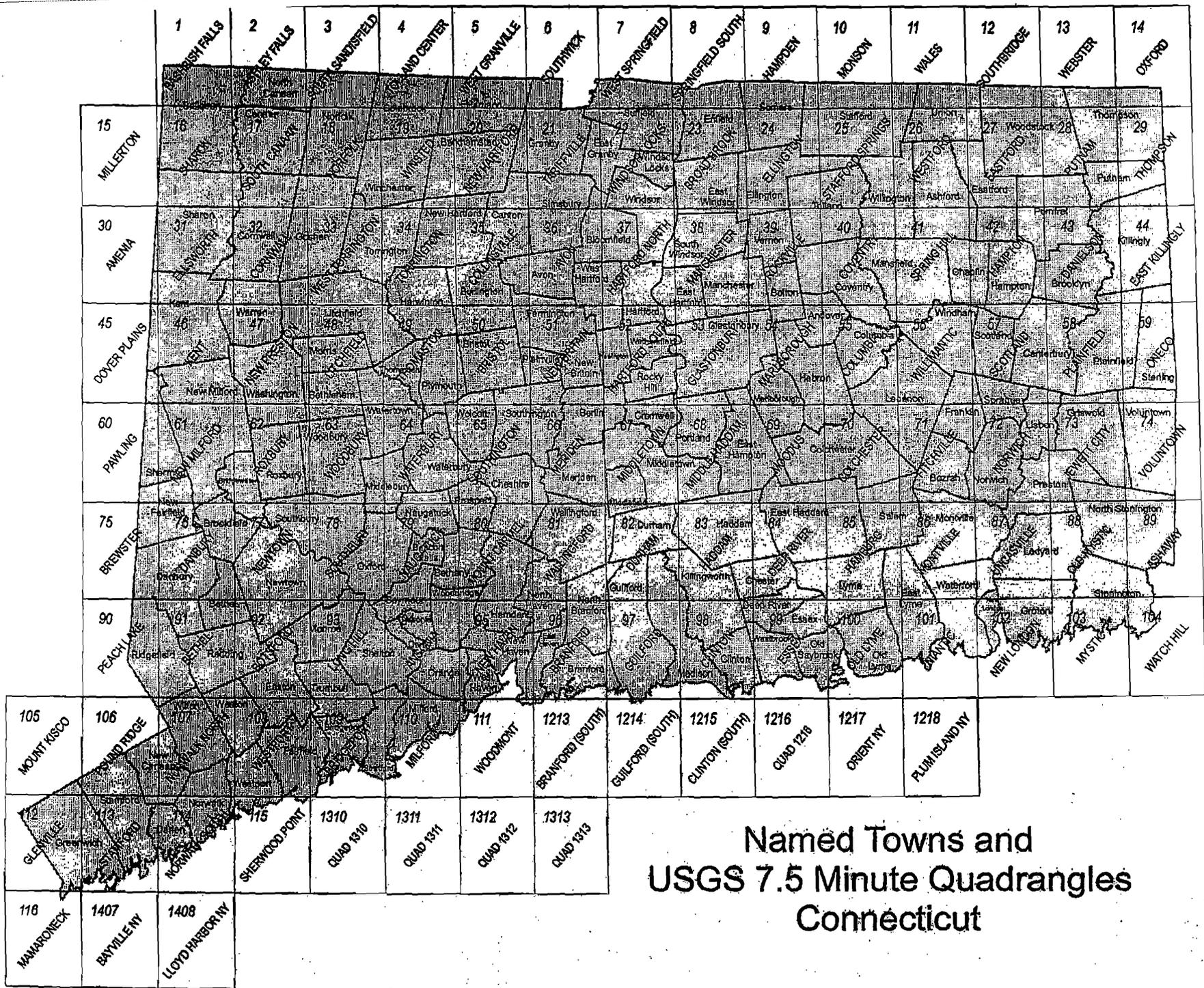
DATE RECEIVED:

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

DATE RETURNED TO DEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO



## INSTRUCTIONS FOR COMPLETING

### THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Use a separate form to report each action taken by the Agency. Complete the form as described below.

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

1. Enter the year and month the Inland Wetlands Agency took the action being reported.
2. Circle ONE code letter to describe the final action or decision taken by the Inland Wetlands 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 Inland Wetlands Agency (*not including map amendments, see code D below*)
  - B = Any Permit Denied by the Inland Wetlands Agency
  - C = A Permit Renewed or Amended by the Inland Wetlands 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 Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
  - G = An Agent Approval pursuant to CGS 22a-42a(c)(2)
  - H = An Appeal of Agent Approval Pursuant to 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 Inland Wetlands 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 Inland Wetlands Agency Or The Applicant** - If Part II is completed by the applicant, the applicant must return the form to the Inland Wetlands Agency. The Inland Wetlands 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 Inland Wetlands 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.

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 all Municipal Inland Wetlands Agencies. Further, a table to subregional drainage basin names and numbers is provided at:  
[http://ct.gov/dep/cwp/view.asp?a=2698&q=323038&depNav\\_GID=1707](http://ct.gov/dep/cwp/view.asp?a=2698&q=323038&depNav_GID=1707).
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. Include in the description if the action/project/activity is 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".

A = Residential Improvement by Homeowner

B = New Residential Development for Single Family Units

C = New Residential Development for Multi-Family / Condos

D = Commercial / Industrial Uses

E = Municipal Project

F = Utility Company Project

G = Agriculture, Forestry or Conservation

H = Wetland Restoration, Enhancement, Creation

I = Storm Water / Flood Control

J = Erosion / Sedimentation Control

K = Recreation / Boating / Navigation

L = Routine Maintenance

M = Map Amendment

N = State Agency Project

P = Other (this code includes the approval of 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.

1 = Filling

2 = Excavation

3 = Land Clearing / Grubbing (no other activity)

4 = Stream Channelization

5 = Stream Stabilization (includes lakeshore stabilization)

6 = Stream Clearance (removal of debris only)

7 = Culverting (not for roadways)

8 = Underground Utilities (no other activities)

9 = Roadway / Driveway Construction

10 = Drainage Improvements

11 = Pond, Lake Dredging / Dam Construction

12 = Activity in an Established Upland Review Area

14 = Activity in Upland

**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 inland wetlands 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 inland wetlands 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. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



