

Town of Woodstock Inland Wetlands and Watercourses Agency Application for Permit

| For Agency Use Only | | | |
|----------------------------------|--|---|--|
| Application Number _____ | | Public Hearing Date (if required) _____ | |
| Application Fee _____ Paid _____ | | Date of Receipt _____ | |
| Date Filed _____ | | Decision/Date _____ | |

Applicant Instructions:

1. Please **Read** the Inland Wetlands and Watercourses Regulations.
2. Applicants may and are encouraged to hold a pre-application meeting with the Inland Wetlands Agent to examine the scope of a proposed activity or to determine if the proposed activity involves a "Significant Impact Activity" as defined in the Town of Woodstock Inland Wetlands and Watercourses Regulations.
3. Two (2) copies of all applicable completed application materials shall be submitted unless otherwise directed in writing by the Agency or its designated agent.
4. All sections of the application **MUST** be completed and submitted in order for the application to be deemed complete.

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| A. | |
| | 1. Property address/geographical location of the site (map, block, lot): |
| | 2. Name of applicant: |
| | 3. Home Address: |
| | 4. Business address: |
| | 5. Telephone: Home Business |
| | 6. Applicant's interest in the property: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Lessor <input type="checkbox"/> Other (explain) |
| | 7. Name of property owner (if not applicant): |
| | 8. Home address: |
| | 9. Business address: |
| | 10. Telephone: Home Business Fax |
| B. | The purpose and description of the proposed activity and proposed erosion and sedimentation controls. |
| <p>If additional space is needed, add and (Label Exhibit B)</p> | |

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| C. The geographical location of the property which is to be affected by the proposed activity, including but not limited to a description of the land in sufficient detail to allow identification of the inland wetlands and watercourses, and buffer area, a computation of the area(s) in acres or square feet of wetland or watercourses disturbance, soil type(s) and vegetation <i>(Label: Exhibit C)</i> | |
| D. Alternatives considered by the applicant and why the proposal to alter wetlands set forth in the application was chosen. These alternatives shall be diagramed on a site plan or drawing and submitted to the Agency as part of the application <i>(Label: Exhibit D)</i> | |
| E. A site plan showing existing and proposed conditions in relation to wetlands and watercourses and identifying any further activities associated with, or reasonably related to, the proposed regulated activity which are made inevitable by the proposed regulated activity and which may have an impact on wetlands or watercourses <i>(Label: Exhibit E)</i> | |
| F. Names and mailing addresses of adjacent property owners <i>(Label: Exhibit F)</i> | |
| G. Authorization for the members and Agents of the Agency to inspect the property, at reasonable times, both before and after a final decision has been issued <i>(Label: Exhibit G)</i> | |
| H. A completed DEP reporting form; the agency shall revise or correct the information provided by the applicant and submit the form to the Commissioner of Environmental Protection in accordance with Section 22a-39-14 of the regulations of Connecticut state agencies <i>(Exhibit H)</i> | |
| I. Submission of the appropriate filing fee based on the fee schedule established in Article Eleven (11) of these Regulations. | |
| J. Applicant certification that <i>(Exhibit J)</i> : | |
| 1. | Any portion of the property on which the regulated activity is proposed is not located within five-hundred (500) feet of the boundary of an adjoining municipality; |
| 2. | Traffic attributable to the completed project on the site will not use streets within the adjoining municipality to enter or exit the site; |
| 3. | Sewer or water drainage from the project site will not flow through and impact the sewage or drainage system within the adjoining municipality; or |
| 4. | Water run-off from the improved site will not impact the streets or other municipal or private property within the adjoining municipality. |
| K. Certification that the applicant is familiar with all the information provided in the application and is aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information <i>(Exhibit K)</i> | |
| L. Any other information the Agency deems necessary to the understanding of what the applicant is proposing <i>(Exhibit(s) L)</i> | |
| M. Significant Impact Activities If the proposed activity involves a significant impact activity as determined by the Agency and defined in Article 6 of these Regulations the applicant must provide the following additional information: | |

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| 1. | Site plans for the proposed use or operation and the property which will be affected, which show existing and proposed conditions, wetland and watercourse boundaries, land contours, boundaries of land ownership, proposed alterations and uses of wetlands and watercourses, and other pertinent features of the development drawn by a Licensed Surveyor, Professional Engineer, or Landscape Architect registered in the State of Connecticut or by such other qualified person |
| 2. | Engineering reports and analysis and additional drawings to fully describe the proposed project and any filling, excavation, drainage or hydraulic modifications to watercourses and proposed erosion and sedimentation control plan |
| 3. | Mapping of soil types consistent with the categories established by the National Cooperative Soil Survey of the U. S. Soil Conservation Service (the Agency may require the applicant to have the wetlands delineated in the field by a Soil Scientist and have the field delineation incorporated onto the site plan) |
| 4. | Description of the ecological communities and functions of the wetlands or watercourses involved with the application and the effects of the proposed regulated activities on these communities and wetland functions |
| 5. | Description of how the applicant will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application, and with each alternative, and a description of why each alternative considered was deemed neither feasible nor prudent |
| 6. | Analysis of chemical or physical characteristics of any fill material |
| 7. | Management practices and other measures which mitigate the impact of the proposed activity |

NOTE: An application that requires local Inland Wetlands approval may also be regulated by the Federal Government under the Clean Water Act which is administered by the U. S. Army Corps of Engineers. Obtaining federal and/or state permits is a responsibility of the applicant as are any fines, penalties, and delays due to the applicant's failure to seek permits or to question their applicability to the proposed activity.

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| Department of the Army Corps of Engineers 696 Virginia Road Concord, MA. 01742-2751 Phone: 1-800-343-4789 | State of Connecticut – D.E. E.P. Inland Water Resources Division 79 Elm Street Hartford, CT. 06106-5127 Phone: (860) 424-3019 |
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The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by Agents of the Inland Wetlands Agency, at reasonable times, both before and after the permit in question has been granted by the Agent and /or the Agency.

The undersigned swears that the information supplied in the completed application is accurate, to the best of his knowledge and belief.

_____Signature of Applicant

_____Date Application Filed

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| Commission Action and Date: _____ _____ |
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Watershed or Aquifer Area Project Notification Form

REQUIREMENT:

Within seven days of filing, all applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for any project located within a public water supply aquifer or watershed area are required by Public Act No. 06-53 of the CT General Statutes to notify The Commissioner of Public Health and the project area Water Company of the proposed project by providing the following information.

To determine if your project falls within a public water supply aquifer or watershed area visit the appropriate town hall and look at their *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

Note: You will need information obtained from the *Public Drinking Water Source Protection Areas* map located in the appropriate town hall to complete this form.

Step 1: Have you already notified the CT Department of Public Health (CTDPH) of this project?

- No, Go to Step 2
- Yes, I have notified DPH under a different project name - Complete steps 4-6
- Yes, same name different year - Notification Year Complete steps 4-6

Step 2:

1. Name of public water supply aquifer your project lies within:
2. Name of the public water supply watershed your project lies within:
3. Public Water Supply Identification number (PWSID) for the water utility:

Step 3: For 1-5 Check all that apply

1. My project is proposing:

- Industrial use; Commercial use; Agricultural use; Residential use;
- Recreational use; Transportation improvements; Institutional (school, hospital, nursing home, etc.);
- Quarry/Mining; Zone Change, Please Describe:
- Other, Please describe:

2. The total acreage of my project is:

- Less than or equal to 5 acres Greater than 5 acres

3. My project site contains, abuts or is within 50 feet of a:

- Wetland; Stream; River; Pond or Lake

4. Existing use of my project site is:

- Grassland/meadow; Forested; Agricultural; Transportation; Institutional (school, hospital, nursing home, etc.); Residential; Commercial; Industrial; Recreational; Quarry/Mining
- Other Please Describe:

5. My project will utilize:

- septic system; existing public sewer; new public sewer; agricultural waste facility;
- existing private well; new private well; existing public water supply;
- new public water supply, if new have you applied for a certificate of public convenience and necessity from DPH? Yes No

6. My project will contain this percentage of built up area (buildings, parking, road/driveway, pool): Less than or equal to 20% Greater than 20% to 50% Greater than 50%

Step: 4 Applicants Contact Information:

Name:

E-mail address:

Telephone:

Fax number:

Step 5: Please provide the following if available:

Project name:

Project site address:

Town:

Project site nearest intersection:

Project site latitude and longitude:

E-mail completed form to dph.swpmail@ct.gov

**Notification to the Windham Water Works or Southbridge Public Water Supply or
Putnam Public Water Supply Watershed of Application for a Project within the
Noted Water Supply – Required by Public Act 89-301**

P.A. 89-301 "An Act Implementing the Recommendation of the Water Lands Task Force and Concerning Water Diversions and Notification to Water Companies of the Storage of Hazardous Materials," requires applicants to provide a water company written notice of an application, petition, request or plan if the proposed project is located within the watershed of the wetland, zoning or planning and zoning commission and zoning boards of appeal. **The applicant must mail such notice within seven (7) days of the date of the application, by certified mail, return receipt requested.** The Town of Woodstock furnishes this form to such boards and commissions in its watershed to be used by applicants to meet this requirement. Other forms or letters, as approved by each commission, may be used, but must contain the same information. To determine if a project is within one of the above-noted watersheds, please consult the map on file with the Commission or Town Clerk. **Failure of an applicant to comply with this law may be grounds for a legal appeal of a decision rendered on the applicant due to a procedural error. Do not jeopardize your application, send your notification!**

1. Application submitted to: Inland Wetlands Commission Planning & Zoning Commission
 Zoning Board of Appeals
2. Type of Application: Zone Change Subdivision Special Exception/Permit
 Variance Other (Describe)

Name & Address of Applicant: _____

Project Street Location/Nearest Utility Pole _____

Contact Person _____ Phone _____ Email _____

Brief description of application: (For example: several lot subdivision with on-site septic systems and wells)

Public Hearing Date _____ Commission Meeting Date _____

Enclose a copy of the application submitted to the Town and a full set of project plans. Mail this completed form or substitute by certified mail; return receipt request to the appropriate watersheds.

Windham Water Works
Superintendent
174 Storrs Road
Mansfield Center, CT 06250

Putnam Water & Sewer Department
Superintendent
126 Church Street
Putnam, CT 06260

Southbridge Water Dept., 70 Foster Street, Southbridge, MA 01550

Putnam
Little River Diversion
PWSID: CT 1160011

Windham Water Works
Mansfield Hollow Reservoir
PWSID: CT 163001



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.

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 pages.

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

DEEP Land & Water Resources Division
Inland Wetlands Management Program
79 Elm Street, 3rd Floor
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.

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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.
Do NOT submit a reporting form for withdrawn actions.*

PART I: Must Be Completed By The Inland Wetlands Agency

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example, if the same project or activity had both a permit issued and enforcement action, submit two forms for the two separate actions).
 - 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 Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
 - F** = A Jurisdictional Ruling by the Inland Wetlands Agency (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 or 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. USGS Quad Map information is available at: <https://portal.ct.gov/-/media/deep/gis/resources/IndexNamedQuadTownpdf.pdf>

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If 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. Town subregional drainage basin maps can be found at UConn CLEAR's website: http://clear.uconn.edu/data/map_set/index.htm (no roads depicted) or at CTECO: http://www.cteco.uconn.edu/map_catalog.asp (depicts roads, choose town and a natural drainage basin map).

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. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (for example, don't state "forestry," provide details such as "20 acre forest harvest, permit required for stream crossing.")

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

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

10. Enter between one and four code numbers to best characterize the action/project/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. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

- | | |
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| 1 = Filling | 8 = Underground Utilities Only (no other activities) |
| 2 = Excavation | 9 = Roadway / Driveway Construction (including related culverts) |
| 3 = Land Clearing / Grubbing (no other activity) | 10 = Drainage Improvements |
| 4 = Stream Channelization | 11 = Pond, Lake Dredging / Dam Construction |
| 5 = Stream Stabilization (includes lakeshore stabilization) | 12 = Activity in an Established Upland Review Area |
| 6 = Stream Clearance (removal of debris only) | 14 = Activity in Upland |
| 7 = 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.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. 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, renewals, jurisdictional rulings, 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, 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. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. 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 CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings 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. For created - 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. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete this form in accordance with the instructions on pages 2 and 3 and mail to:

DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3rd Floor, Hartford, CT 06106

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

PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: _____ month: _____
2. ACTION TAKEN (see instructions - one code only): _____
3. WAS A PUBLIC HEARING HELD (check one)? yes no
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(print name) _____ (signature) _____

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

5. TOWN IN WHICH THE ACTIVITY IS OCCURRING (print name): _____
does this project cross municipal boundaries (check one)? yes no
if yes, list the other town(s) in which the activity is occurring (print name(s)): _____, _____
6. LOCATION (see instructions for information): USGS quad name: _____ or number: _____
subregional drainage basin number: _____
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): _____
8. NAME & ADDRESS OF ACTIVITY / PROJECT SITE (print information): _____
briefly describe the action/project/activity (check and print information): temporary permanent description: _____

9. ACTIVITY PURPOSE CODE (see instructions - one code only): _____
10. ACTIVITY TYPE CODE(S) (see instructions for codes): _____, _____, _____, _____
11. WETLAND / WATERCOURSE AREA ALTERED (see instructions for explanation, must provide acres or linear feet):
wetlands: _____ acres open water body: _____ acres stream: _____ linear feet
12. UPLAND AREA ALTERED (must provide acres): _____ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): _____ acres

DATE RECEIVED:

PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO