

PLANNING & ZONING DEPARTMENT

Town Hall Annex, 66 Prospect St., Ridgefield, CT 06877
203- 431-2766 Fax 203-431-2737

INLAND WETLANDS APPLICATION

- | | |
|---|-----------------|
| <input type="checkbox"/> ADMINISTRATIVE APPLICATION | ___ RESIDENTIAL |
| <input type="checkbox"/> SUMMARY RULING APPLICATION | ___ COMMERCIAL |
| <input type="checkbox"/> PLENARY RULING APPLICATION | ___ MUNICIPAL |
| <input type="checkbox"/> REVISION OR RENEWAL OF PREVIOUS APPROVAL | ___ OTHER |

INSTRUCTIONS: Submit all documents in accordance with the requirements in the Inland Wetlands and Watercourses Regulations, as shown on the applicable checklist for the application, and with applicable fees. The original, signed copy of the application with fees attached, and **fifteen (15) copies of the application with all required supporting data shown on the checklist** shall be submitted to the Planning and Zoning Office. Checks should be made payable to the Town of Ridgefield. ***Unless waived by the Board or the Inland Wetlands Agent, all information required under the regulations must be provided.***

1. PROPERTY LOCATION AND DESCRIPTION:

- a. Site address: _____
- b. Assessor's Map & Lot No: _____ Zone: _____ Acreage: _____
- c. Property Town Clerk File Map No(s): _____
- d. Short description of proposed project: _____

- e. Describe any easements or deed restrictions relating to the site and attach a copy of each: _____

2. APPLICANT:

- a. Name: _____
- b. Interest in property (owner, buyer, etc.): _____
- c. Mailing address: _____
- d. City: _____ State _____ Zip code _____
- e. Phone: _____ Fax: _____ E-mail: _____

3. RECORD OWNER (S): (all owners must be listed: attach extra sheet if necessary)

- f. Name: _____
- g. Mailing address: _____
- h. City: _____ State _____ Zip code _____
- i. Phone: _____ Fax: _____ E-mail: _____

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4. AUTHORIZED AGENT: (written authorization required)

- a. Name: _____
- b. Mailing address: _____
- c. City: _____ State _____ Zip code _____
- d. Phone: _____ Fax: _____ E-mail: _____

5. CONSULTANTS: (please list the following, if applicable)

Engineer/Designer: _____ Phone: _____
 Address: _____

Soil Scientist: _____ Phone: _____
 Address: _____

Legal Counsel: _____ Phone: _____
 Address: _____

Surveyor: _____ Phone: _____
 Address: _____

6. ATTACHMENTS:

- Detailed Written Statement of Use / Project Description including commencement and completion dates
- Written authorization for agent to act for owner.
- Detailed description of feasible and prudent alternatives considered.
- Filled out Checklist with all required supporting documentation.

7. FEES (see attached sheet for list of fees)

The undersigned hereby applies for approval of the application indicated on the front of this form and declares that the statements contained herein and in all accompanying documents and/or drawings are, to the best of his/her knowledge and belief, true and accurate as presented. Further, as owner, the undersigned hereby grants permission to the Ridgefield Inland Wetlands Board, the Conservation Commission and other authorized representatives to enter the subject property, for the purposes of reviewing the application, inspection, and enforcement of the Inland Wetlands and Watercourses Regulations of the Town of Ridgefield (Please refer to attached memo).

The undersigned acknowledges that the Board or Agent's decision on the application is based on the information provided by the owner and/or authorized agent, and if the information proves to be false, deceptive, incomplete or inaccurate, the permit may be modified, suspended or revoked.

This agreement shall be binding on the heirs, executors, administrators, successors and assigns of the undersigned.

OWNER/APPLICANT (REQUIRED)

Signature Date

AUTHORIZED AGENT (IF DIFFERENT FROM OWNER)

Signature Date

INLAND WETLANDS APPLICATION CHECKLISTS

(Submit all information unless waived by Inland Wetlands Board and/or Agent)

ADMINISTRATIVE APPLICATION - Refer to Sec. 7.5 & 13.1 of the IWWR

SUMMARY RULING APPLICATION - Refer to Sec. 7.5 of the IWWR

- 1. Completed Application Form bearing the original signature(s) of the owner(s) of record, or a letter of authorization from the owner to a designated agent.
- 2. Names and addresses of adjacent property owners (including owners across the street from the property of the proposed activity).
- 3. Written narrative of the proposed activity (attach sheets as needed):
(Describe the activity that is taking place – e.g., “disturbance in buffer for installation of driveway,” “filling of ___ s.f. of wetlands for construction of tennis court,” “discharge of stormwater into watercourse,” etc – and indicate if the project is for residential or commercial construction; **include estimated project cost.**)

- 4. Site Plan showing the existing conditions and the proposed activity, incorporating information from an A-2 survey and showing 2-foot contours of existing and proposed grades. The Site Plan shall include the following (unless level of detail is modified for minor activities by the Inland Wetlands Agent and/or the Board):
 - ___ Wetlands and watercourse delineation/description by a Soil Scientist
 - ___ Erosion & Sedimentation Control Plan
 - ___ Cross-section details and/or profiles as applicable
 - ___ Amount and kind of material proposed to be removed or deposited
 - ___ Details of depth of excavation and/or fill
 - ___ Angle of repose of all proposed slopes
 - ___ Drainage structures, including catch basins, piping, swales, check dams, etc.
- 5. Proposed timeline for the work: Start date:_____ End date:_____
- 6. Alternatives considered and why the proposed activity is preferred:

- 7. Required Fees (see fee schedule with application; see also Section 14.3 of regulations).
- 8. Completed Department of Environmental Protection Statewide Inland Wetlands & Watercourses Activity Reporting Form: form and instructions available on line at http://www.ct.gov/dep/lib/dep/water_inland/wetlands/siwwarf.doc
- 9. Proof of notice by applicant to Adjoining Municipality (see Section 7.11.1 of regulations).
- 10. Proof of notice by Applicant to Water Company: contact addresses included with application materials (see Section 7.11.2 of regulations).
- 11. Proof of notice by Applicant to the Commissioner of Public Health (see PA 06-53).
- 12. Proof of notification of any conservation or historic easement holder on the subject property (see PA 05-124).

**PLENARY RULING APPLICATION - Refer to Sec. 7.6 of the IWWR
for SIGNIFICANT ACTIVITIES:**

Submit all of the information above, and the following additional information, unless waived by the Board and/or the Agent

- 1. Detailed plans as noted in #4 above, MUST BE prepared by a licensed engineer or landscape architect.
- 2. Engineering reports and analyses and additional drawings to fully describe the proposed project and any filling, excavation, drainage or hydraulic modifications to watercourses.
- 3. Description of the ecological communities and functions of the wetlands or watercourses and the effects of the proposed regulated activities on these communities and wetlands functions.
- 4. 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 each of the alternatives, and a description of why each alternative considered was deemed neither feasible nor prudent.
- 5. Analysis of materials to be deposited within the affected property, including:
 - ___ Volume in cubic yards;
 - ___ Nature and description of materials; and
 - ___ Explanation of how the affected property will be protected from the erosion or leaching of deposited materials.
- 6. Measures which mitigate the impact of the proposed activity - such measures may include:
 - ___ Vegetative buffers, landscaping, rain gardens, or other measures to provide filtering and buffering of the effects of the proposed activity;
 - ___ Creation of wetlands as a trade-off for wetlands which may be disturbed or filled;
 - ___ Filtration or detention structures and facilities to temporarily retain and filter runoff, to improve water quality;
 - ___ Plans or actions which avoid destruction or alteration of wetland or watercourse functions;
 - ___ Recreational uses and natural habitats which prevent flooding, degradation of water quality, erosion and sedimentation and obstruction of drainage, or which otherwise safeguard resources.
- 7. A biological evaluation of any marsh, swamp or bog or other wetland within the affected property describing:
 - ___ Dominant biological species, rare, threatened or endangered species and forest age classes of flora;
 - ___ Habitat value and diversity of the affected property for all wildlife species;
 - ___ Depth of water table below surface or level of water if inundated; and
 - ___ An evaluation of the probable effect of the proposed activity upon the ecosystem and the living organisms they support.

Continues 

- 8. If the proposed activity or use will affect a watercourse lying within, partly within or flowing through or adjacent to the affected property, the applicant may be required to submit a report describing the present watercourse characteristics and the probable effect of the proposed activity or use including but not limited to:
 - ___ pH levels;
 - ___ Turbidity or solids in parts per million;
 - ___ Bacteria count in coliform per millimeter;
 - ___ Flow, if any, in cubic feet per second;
 - ___ Pre- and post-development drainage calculations for 10, 25, 50 and 100-year storms of twenty-four (24) hour durations.

- 9. A full and detailed description of the proposed construction or the erection of structures on the affected property including blueprints, engineering and architectural plans or designs where available and reasonably obtainable. Such description shall include the purposes of such construction, use or activity.

- 10. A list of other property owners whose rights or interests may be or will be affected by the proposed activity or use, including the owners of all abutting properties.

- 11. Proof that notices of public hearing were mailed to all abutting property owners no less than fifteen days prior to the hearing: see sample letter in this packet (refer to Section 9.3 of the regulations).

- 12. Additional fees, as detailed under Subsection 14.3, including 14.3g, which permits the Board to hire outside consultants at the expense of the applicant, when the complexity of the application and the technical review requires expertise from outside professionals.

Please note: after an application has been approved by the Inland Wetland Agent or Board, the applicant is responsible for obtaining approvals, if needed, from State and Federal agencies. These may include, but are not limited to, permits from the State of Connecticut Department of Environmental Protection Agency, and the Army Corp of Engineers. Contact information is available from the Ridgefield Inland Wetland Agency, however it is the applicant's responsibility to determine if these permits are required.

Approvals granted by the Ridgefield Inland Wetland Agent or Board will, in no way, negate the need for the applicant to obtain necessary permits from other town agencies: If the activity authorized by the Board pursuant to these regulations involves an activity or project which requires zoning, subdivision or other approvals under the provisions of chapters 124 and 126 of the Connecticut General Statutes, no work pursuant to the wetland permit shall commence until such approval(s) is (are) obtained.

WETLANDS PERMIT FEE SCHEDULE

Single Family Lot (existing) Improvements & Additions	Base Fees	TOTALS
Summary Ruling	\$150	
Plenary Ruling	\$350	
Single Family Lot (New Construction)		
Summary Ruling	\$350	
Plenary Ruling	\$600	
Ponds and Streams		
Dredging – Maintenance	\$200	
Dredging and Enlargement of Pond	\$300	
Stream channel/embankment work	\$200	
Subdivisions		
Base Fee	\$500	
Plus \$300 per lot containing wetlands or watercourses		
Commercial, Residential Multifamily		
Summary Ruling	\$450	
Plenary Ruling	\$700	
Public Hearings		
50% of initial (base) application fee		
Inspections, Violations and Monitoring		
Inspection by request	\$25	
Inspections for Violations	\$75	
Additional inspections for corrective action	\$100/trip	
Monitoring – Summary and Plenary	\$100	
Administrative Permit Fee	\$50	
Petition to Amend the Regulations or Map	\$250	
Legal Notice Fee (Required for all applications)	\$30	\$30
REVISION or RENEWAL for Existing Permit	\$100	
State Fee (Required for all applications)	\$60	\$60
TOTAL FEES		

UPLAND REVIEW AREA BOUNDARIES

The Board finds that the activities listed in the table below, when occurring within the specified distance from a wetland or watercourse, may cause significant adverse impacts to the wetland or watercourse unless the activities are properly controlled and managed. Therefore, the activities listed in the table shall be deemed to be regulated activities, requiring a permit from the Board or its agent, when they occur within the prescribed distances. *(IWB Amend. of 4/4/06, effective 4/14/06)*

Regulated Activities in Uplands shall include but are not limited to:		Within distances measured from:	
ITEM		Wetlands	Watercourses
(a)	Buildings used for the storage of animal manure, toxic or hazardous substances	75'	100'
(b)	Leaching system for subsurface sewage disposal installations	50'	75'
(c)	Commercial parking lots	50'	75'
(d)	Roadways/Accessways (edge of travelway)	50'	50'
(e)	Commercial structures, multifamily residences, and additions to all such structures	75'	100'
(f)	Single-family residence (new)	50'	75'
(g)	Outbuildings and additions to single family structures	50'	75'
(h)	Tennis courts and swimming pools	50'	50'
(i)	Driveways, edge of shoulder	25'	25'
(j)	Limit of fill, cut, grading, and other alteration	50'	50'
(k)	Clearing of trees and vegetative cover	100'	100'
	Regulated Activities adjacent to Significant Rivers (see paragraph following table)	100'	100'

For all uses listed in the above table, the Upland Review Area for regulated activities shall be extended to one hundred feet (100') as measured from the ordinary high water mark of the following significant watercourses:

- Titicus River
- Norwalk River
- Silvermine River
- Saugatuck River
- Mamasasco Lake * *(IWB Amend. of 1/9/07, effective 1/19/07)*

For the purpose of making the above measurement, the listed rivers shall commence at the locations described below:

- A. *Titicus River* – northerly side of the Titicus River Bridge under North Salem Road (a.k.a. Route 116) opposite Saw Mill Hill Road
- B. *Norwalk River* – westerly side of the Norwalk River Bridge along Danbury Road (a.k.a. Route 35) at the flood control dam.
- C. *Silvermine River* - southerly side of the Silvermine River Bridge under Whipstick Road, just west of Perry Lane.
- D. *Saugatuck River* – easterly side of the Wataba Lake Dam outlet.

*Applicants seeking permits for regulated activities in the watershed of Mamasasco Lake shall consider the “Guidelines for the protection of Mamasasco Lake” and the “Operation and Maintenance Guidance for Low Impact Development Best Management Practices” found in appendices A and B of these regulations. The Inland Wetlands Board and/or its designated agent(s) may require one or more of the recommendations in these documents as conditions in reviewing and approving permit applications for regulated activities in “Region #1” (the 100-foot upland review area) and “Region #2” (The Watershed), referenced in these guidelines.

(IWB Amend. of 7-11-00, effective 7-21-00) (IWB Amend. of 4/4/06, effective 4/14/06)(IWB Amend. of 1/9/07, effective 1/19/07)

Additional Review Areas:

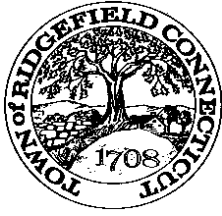
In issuing any permit, the Board may require any regulated activities to be conducted even farther from a wetland or watercourse than the designated upland review area distances if it finds, on the basis of the record, that the greater distance is needed to protect wetlands and watercourses from unreasonably adverse impacts. In so finding, the Board may consider such landscape factors as steep slopes, erosive soils, important wetland buffer vegetation and other resources.

In addition to the foregoing, the Board may regulate any activity in uplands if it determines, in writing, that such activity is causing or may cause the obstruction, alteration or pollution of a wetland or watercourse, provided that the Board may make such determination only after providing an opportunity for a hearing, as long as at least ten (10) days prior to the hearing, written notice is given to the owner of the land on which the activity is being conducted or is proposed to be conducted.



*The above is an excerpt of the Inland Wetland and Watercourses Regulations of the Town of Ridgefield,
Connecticut*

Please consult the complete regulations for additional information.



Memorandum

Planning and Zoning Office

**To: Applicants Appearing Before the
Planning and Zoning Commission and the
Inland Wetland Board.**

**From: Betty Brosius, Director of Planning
Inland Wetland Agent**

Re: Site Walks

All applicants for Subdivision of Land, Special Permits, and Inland Wetland Applications are required to consent to access of the subject Property by members and staff of the Planning and Zoning Commission, Inland Wetland Board, their consultants, and any other town agency. Consent for access is granted with a signature on the application form.

Please be advised that a site walk consisting of a quorum of members of any Commission or Board constitutes a special meeting of that agency and is subject to the notice requirements and public participation rules of the Freedom of Information Act. Members of the public are therefore allowed to accompany the agency on the site walk, but may not offer comments or questions since the meeting is not a “public hearing.”

**Regarding the State of Connecticut Inland Wetland
And Watercourses Activity Reporting Form**

This form must be completed to the best of your ability,
and submitted with your Inland Wetland Permit Application.

The complete form, and instructions for completion, are available at:

http://www.ct.gov/dep/lib/dep/water_inland/wetlands/siwwarf.doc

The form is also available in the Planning and Zoning Office.

INLAND WETLANDS BOARD

Betty Brosius, MPA, AICP
Inland Wetland Agent

NOTICE TO APPLICANTS

According to Section 22a-42f* of the Connecticut General Statutes, you are responsible for notifying the corresponding water company that you have applied to the Inland Wetland Board for a permit.

The notice must be sent by certified mail, return receipt requested, within seven (7) days of submitting your application to the Commission and/or the Board. Please consult the Ridgefield Water Supply Watershed Areas map in the Planning and Zoning office in order to determine which water company requires notice.

1 **City of Danbury**
David Day, P. E., Superintendent of Public Utilities
155 Deer Hill Avenue
Danbury, CT 06810
Phone: (203) 797-4637

2 & 4 **Aquarion Water Company of Connecticut**
Mr. Brian Roach
Aquarion Water Company of Connecticut
714 Black Rock Road
Easton, CT 06612-1146
Phone: (203) 452-3500

3 **South Norwalk Electric & Water:**
Water Operations Department
Mr. Tom Villa, Director of Water Operations
164 Old Boston Road
Wilton, CT 06897
Phone: (203) 762-7884, ext. 4301

5 **New York City Department of Environmental Protection**
Mr. Michael Usai, Supervisor,
Natural Resources Section
465 Columbus Avenue
Valhalla, NY 10595
Phone: (914) 742-2034

***Section 22a-42f.**

(Notice of application to water company re conduct of regulated activities within watershed of water company.)

“When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in section 25-32a, the applicant shall provide written notice of the application to the water company provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the inland wetlands agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application. The water company, through a representative, may appear and be heard at any hearing on the application.”

PUBLIC WATER SUPPLY PROJECT NOTIFICATION REQUIREMENTS

Effective October 1, 2006, applications for any project located within a public water supply aquifer protection area or watershed area before the Planning and Zoning Commission, Zoning Board of Appeals, or the Inland Wetland Agency must notify the Commissioner of the CT Department of Public Health (CTDPH).

In order to determine if your project is in this area, consult the map in the Town of Ridgefield Planning & Zoning Office (Map B-024) or on line at

http://www.ct.gov/dep/lib/dep/aquifer_protection/apamaps/stateAPA.pdf

If your project falls within this area, please follow the notification process detailed below:

1. Go to the CTDPH website at <http://www.dph.state.ct.us>
2. Click on “Programs and Services” at the top of the page
3. Click on “D” and then “Drinking Water Section”
4. Click on “Source Protection/Planning”, and then “Source Water Protection”
5. Follow the link to Notification Process
6. Submit the form by clicking on the “submit” button
7. Print out your confirmation form and submit a copy with your completed application materials.

If you do not have internet access, you may obtain a copy of the reporting form from the Town of Ridgefield Land Use Offices: the form may be completed and mailed to the state at the address shown on the form.

SAMPLE LETTER TO ABUTTING PROPERTY OWNERS
(only when public hearing is required: Plenary Application)

Inland Wetlands and Watercourses Regulations
Town of Ridgefield
Sec. 9.3

Date:

RE: Notice of Public Hearing
Address of subject property
Owner of subject property

To Whom It May Concern:

This is to inform you that an application for site development has been submitted to the Ridgefield Inland Wetlands Board for review and approval of (add brief description of project). There will be a public hearing on this application on (day of week, date) at the Ridgefield Town Hall Annex meeting room on the first floor. This hearing begins at 7:30 p.m.

The plans are on file at the Planning and Zoning Office and are available for review should you desire. If you have any questions regarding this application, feel free to contact me.

Thank you for your attention to this matter.

Very truly yours,

Applicant or Authorized Agent's Typed Name

Send Certified, return receipt requested

Enclosure: Legal Notice