

Town of Ridgefield Inland Wetlands & Watercourses Agency

Application Checklist

Plenary Review for Significant Impact Activities

(All applications are submitted ONLINE at [Town of Ridgefield Online Permit System | Ridgefield CT](#))

Applications to conduct regulated activities subject to review by the Agency as a potential significant impact activity, at a minimum, shall also include **2 paper copies** of the following.

- ___ 1. Completed application form; **Required**
- ___ 2. A location map at a scale of 1"=1,000' showing the location of the land which is the subject of the proposed activity (e.g. inset on the site plan); ***Required**
- ___ 3. Plan showing existing conditions, prepared by licensed professionals, at a scale of 1"=50' or larger; *** Required**
 - a. A-2 or T-2 topographic survey, showing contours in 2-foot intervals
 - b. Property boundaries,
 - c. Site improvements
 - d. Tree line and limit of lawn
 - e. Trees sized 6 inches dbh or greater
 - f. Wetland boundary on-site, and as practical, off-site
 - g. Waterbodies and watercourses on-site, and as practical, off-site
 - h. Applicable upland review boundary (see Section 2.2 of the regulations for guidance)
 - i. Easements
 - j. Stonewalls
 - k. Drainage structures
 - l. Utilities
- ___ 4. Complete set of proposed site plans, prepared by licensed professionals, utilizing the existing conditions map required above and shall include at a minimum, **Required**
 - a. Structures, pavement, and other alterations
 - b. Grading
 - c. Septic system, including B100a reserve area, as applicable
 - d. Stormwater management plan and other drainage structures
 - e. Trees plan indicating trees to be removed and/or saved
 - f. Erosion and sedimentation control plan
 - g. Planting/mitigation plan
 - h. Limit of lawn
 - i. Other project-specific features
- ___ 5. Erosion and Sedimentation Control Plan prepared by licensed professionals, at a scale of 1"=50' or larger; *** Required**
 - a. Location of sediment barriers
 - b. Limits of clearing
 - c. Phasing
 - d. Sediment basins

- e. Stockpile area
 - f. Anti-tracking pad
 - g. Protection of existing or proposed drainage structure areas
 - h. Site specific construction sequence
 - i. Detail specifications
 - j. Other project-specific accommodations
- ___ 6. GIS map of the subject property, in color and sized to fit 8.5”X11” paper; **Required**
 - ___ 7. Project narrative describing the proposed activity and its purpose, erosion and sedimentation controls and other management practices, and mitigation measures; **Required**
 - ___ 8. Biological narrative of existing and proposed conditions, impacts associated with the proposal, measures taken to lessen or avoid impact, and mitigation measures;
 - ___ 9. Narrative and sketch(es) of prudent and feasible alternative(s) considered; **Required**
 - ___ 10. Recent photographs of the proposed project area and associated wetlands and watercourses, cross referenced and labeled on a reduced copy of the site plan. **Required**
 - ___ 11. Evidence of compliance with the Town of Ridgefield Drainage Manual including engineering reports, analysis and additional drawings; **Required**
 - ___ 12. 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; **Required**
 - ___ 13. Copy of the property record card from the Tax Assessor Office; **Required**
 - ___ 14. A completed "State Wide Inland Wetland Activity Reporting Form;" **Required**
 - ___ 15. Proof of notification (certified mail, return receipt requested) to all property owners within one hundred (100) feet of subject property no later than ten (10) days to scheduled public hearing. (Such proof of the notification shall be provided to the IWB no later than the hearing date.)
 - ___ 16. If project is located within a public water supply watershed: **Required**
 - a. Proof of notification (certified mail, return receipt requested) of the appropriate water company
 - a.1 For NYCDEP Bureau of Water Supply - Proof of electronic submittal of wetlands application and all attendant documents**
 - b. Proof of notification to the CT State Department of Public Health
 - Fill out online form at the CT Department of Public Health website @ <https://portal.ct.gov/DPH/Drinking-Water/DWS/Project-Notification-Form>
 - Submit one printed copy of the completed form with IWWA application.
 - ___ 17. Soils report with sketch of flagged wetlands; **(the original report signed by the soil scientist)**
Required