

# Town of Ridgefield Inland Wetlands & Watercourses Board

## Application Checklist

### **Summary Review for Moderate 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 Board, but not to include significant impact activities, 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. Existing conditions site plan, prepared by licensed professionals, at a scale of 1"=50' or larger;
  - a. To include contours, wetlands and watercourses, structures, easements, trees sized 6"+ dbh, limit of lawn, upland review boundary, and other features as appropriate **Required**
- \_\_\_ 4. Proposed conditions site plan, prepared by licensed professionals, at a scale of 1"=50' or larger;
  - a. To include at a minimum, proposed contours, utilities, site development, tree save plan, limit of lawn, drainage system septic system, erosion and sedimentation control, phasing plan, project specific construction sequence, mitigation; **Required**
- \_\_\_ 5. Soils report with sketch of flagged wetlands; **(the original report signed by the soil scientist)**  
**Required**
- \_\_\_ 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 conditions and impacts;
- \_\_\_ 9. Narrative and sketch(es) of alternative(s) considered;
- \_\_\_ 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. 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; **(the original letter signed by the owner) Required**
- \_\_\_ 12. Copy of the property record card from the Tax Assessor Office; **Required**
- \_\_\_ 13. A completed "State Wide Inland Wetland Activity Reporting Form;" **Required**
- \_\_\_ 14. 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.