TOWN OF RIDGEFIELD
Inland Wetlands Board
Town Hall Annex, 66 Prospect Street, Ridgefield, CT 06877
Phone: 203-431-2766 Fax: 203-431-2737
Email: wetlands@ridgefieldct.org

Application

___ Administrative Application
___ Summary Ruling Application
___ Plenary Ruling Application
___ Request for Permit Renewal
___ Residential
___ Commercial
___ Municipal
___ Other

INSTRUCTIONS: Please submit all documents in accordance with the requirements in the Inland Wetlands and Watercourses Regulations, unless otherwise specifically waived by the Board or its authorized agent. Collated sets of the application and supporting documentation and the filing fee shall be submitted to the IWB office. The required number of application sets is stipulated on the application checklist. Please make checks payable to the Town of Ridgefield.

Property Location and Description:

Site Address: ___________________________ Zone: _______ Acreage: _______
Assessor’s Map & Lot No.: ___________________________ Property Town Clerks File Map No. ____________
Are there easements associated with the property? ___________________________ If yes, provide copies

Brief Project Description: ____________________________________________________________
________________________________________________________________________________

Applicant:

Name: ___________________________ Interest in Property: ___________________________
Mailing Address: ___________________________
Town: ___________________________ State: ___________________________ Zip Code: ____________
Phone: ___________________________ Fax: ___________________________ Email: ___________________________

If owner is not the applicant, submit written authorization to submit the application from the owner(s).

Owner(s) of Record (Attach additional sheets if multiple owners):

Name: ___________________________
Mailing Address: ___________________________
Town: ___________________________ State: ___________________________ Zip Code: ____________
Phone: ___________________________ Fax: ___________________________ Email: ___________________________
Authorized Agent (attach written authorization from applicant):

Name: __________________________________________

Mailing Address: __________________________________________

Town: __________________________ State: __________________________ Zip Code: __________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

Consultants:

Name: __________________________ Company: __________________________

Mailing Address: __________________________________________

Town: __________________________ State: __________________________ Zip Code: __________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

Name: __________________________ Company: __________________________

Mailing Address: __________________________________________

Town: __________________________ State: __________________________ Zip Code: __________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

Name: __________________________ Company: __________________________

Mailing Address: __________________________________________

Town: __________________________ State: __________________________ Zip Code: __________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

The undersigned hereby applies for approval of the application indicated on the front of this form and declares the statements contained herein and in all accompanying documents and/or drawings are, to the best of their knowledge and belief, true and accurate as presented. Further, 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.

The undersigned acknowledges that the Board or Agent’s decision on the application is based on the information provided by the applicant 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 their heirs, executors, administrators, successors and assigns of the undersigned.

OWNER/APPLICANT (REQUIRED)

__________________________________________ Date

Signature

AUTHORIZED AGENT (IF DIFFERENT FROM OWNER/APPLICANT)

__________________________________________ Date

Signature
INLAND WETLANDS APPLICATION CHECKLISTS
(Submit all information unless waived by Inland Wetlands Board and /or Agent)

ADMINISTRATIVE APPLICATION (1 Copy) - Refer to Sec. 7.5 & 13.1 of the IWWR

SUMMARY RULING APPLICATION (10 Copies) – 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 Board):
   _ 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 online at

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 address included with application materials (see Section 7.11.2 of the 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).

13. Wetlands and watercourse delineation/Soil report by a Soil Scientist
INLAND WETLANDS APPLICATION CHECKLISTS
(Submit all information unless waived by Inland Wetlands Board and/or Agent)

PLENARY RULING APPLICATION (10 Copies) – Refer to Sec. 7.6 of the IWWR
For SIGNIFICANT ACTIVITIES

☐ 1. Detailed plans, MUST BE prepared by a licensed engineer or landscape architect.
   _ 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.

☐ 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 not 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 then 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 living organisms they support.

8. If the proposed activity 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 reasonable 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 property owners within 100 feet of the subject property no less than (10) days prior to the hearing: see sample letter in this packet (refer to Section 9.3 of the regulations).

12. Additional fees, as described 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.

13. Wetlands and watercourse delineation/ Soil report by a Soil Scientist


Please note: after an application has been approved by the Inland Wetlands 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 Corps 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 Wetlands 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 125 of the Connecticut General Statutes, no work pursuant to the wetland permit shall commence until such approval(s) is (are) obtained.
SAMPLE LETTER TO ABUTTING PROPERTY OWNERS
(Only when public hearing is required)

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 _____ 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
## Wetlands Permit Fee Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Base Fees</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Family Lot (existing) Improvements &amp; Additions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Ruling</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Plenary Ruling</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td><strong>Single Family Lot (New Construction)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Ruling</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>Plenary Ruling</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td><strong>Ponds and Streams</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dredging – Maintenance</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Dredging and Enlargement of Pond</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Stream channel/embankment work</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td><strong>Subdivisions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Fee</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Plus $300 per lot containing wetlands or watercourses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commercial, Residential Multifamily</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Ruling</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Plenary Ruling</td>
<td>$700</td>
<td></td>
</tr>
<tr>
<td><strong>Public Hearings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% of initial (base) application fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inspections, Violations and Monitoring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection by request</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Inspections for Violations</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Additional inspections for corrective action</td>
<td>$100/trip</td>
<td></td>
</tr>
<tr>
<td>Monitoring – Summary and Plenary</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>Administrative Permit Fee</strong></td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Petition to Amend the Regulations or Map</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Notice of Public Hearing for two legal Notices*</td>
<td>120.00</td>
<td>$120</td>
</tr>
<tr>
<td>Legal Notice Fee (Required for all applications)</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td><strong>Revision or Renewal for Existing Permit</strong></td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>State Fee</strong></td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td><strong>TOTAL FEES</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make all checks payable to "Town of Ridgefield"

*New Legal Notice fees were updated in 2019*
Memorandum
Planning and Zoning Office

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

From: Richard Baldelli, Director of Planning and Zoning

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 Wetlands Board, their consultants, and any other town agency. Consent for access 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”.
NOTICE TO APPLICANTS:

Connecticut General Statutes
Section 8-3i
(Notice to water company concerning projects within watershed of water company)

“When an applicant files with the zoning commission, planning and zoning commission or zoning board of appeals of any municipality an application, petition, request or plan concerning any project on any site which is within the watershed of a water company, as defined in section 25-32a, the applicant shall provide written notice of the application, petition, request or plan 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, petition, request or plan is made and with the zoning commission, planning and zoning commission or zoning board of appeals 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. Such water company may, through a representative, appear and be heard at any hearing on any such application, petition, request or plan.”

Section 22a-42f
(Notice of application to water company concerning 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 had 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.”
NOTICE TO APPLICANTS:

Your project is within the water supply watershed area checked below. According to State Law Section 8-3i and Section 22a-42f of the Connecticut General Statutes, you are responsible for notifying the corresponding water company that you have applied to the Planning & Zoning Commission and/or the Inland Wetlands Board for a permit or permits.

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.

Area 1

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

Areas 2 & 4

Aquarion Water Company of Connecticut
Mr. Joseph Welsh
Aquarion Water Company of Connecticut
714 Black Rock Road
Easton, CT 06612-1146
Phone: (203) 452-3500

Area 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

Area 5 *

New York City Department of Environmental Protection
Bureau of Water Supply
Attn: Wetlands Program
e/o Maria Tupper-Geobel, PWS- Wetland Scientist
NYC Department of Environmental Protection
71 Smith Avenue
Kingston, NY 12401
Phone: (845) 340-7849

* If in Area #5, entire application must be sent with notification form.
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 “Public Drinking Water Source Protection Area Map” on file in the office of the Ridgefield Town Clerk. If your project falls within this area, please follow the notification process detailed below:

1. Go to the CTDPh web form submission page at:

2. Complete the form on this page.
3. Submit the form by clicking on the “submit” button.
4. Print out your confirmation form and submit a copy with your complete 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.
RIDGFIELD WATER SUPPLY WATERSHED AREAS