

TO: Inland Wetlands Agency/Conservation Commission Applicants and Affiliates  
FROM: Jeffrey H. Folger, Environmental Planner/Conservation Officer  
RE: IWA/CC Application Package – Revised 8-22-06

Pursuant to Connecticut General Statutes Sections 22a-36 through 22a-45, the South Windsor Inland Wetlands Agency/Conservation Commission has established regulations and procedures for controlling activities, which may have an effect on wetlands and/or watercourses in the Town of South Windsor. It is important to note that the “regulated area” in the Town of South Windsor includes all wetlands and watercourses, as defined in the regulations, and all areas within 80 feet of the boundary of such wetlands or 80 feet of the boundary of such watercourses.

As the Environmental Planner/Conservation Officer, I am responsible for reviewing applications and plans for completeness, ensuring that proper administrative procedures are followed, and acting as a liaison between applicants and the Agency.

The following is an index to the application package. Please review your submittal carefully and ensure that you provide all the information requested. If you have questions, feel free to call me at 644-2511, ext. 229.

### **INDEX TO APPLICATION PACKAGE**

1. Town of South Windsor meeting data and application requirements.
2. Sample letter to abutting property owners.
3. Cover letter and checklist entitled IWA/CC Application Review.
4. Cover letter and Statewide Inland Wetland and Watercourse Activity Report Form.
5. Town of South Windsor Inland Wetlands, Watercourses and Conservation Application.

**TO THE APPLICANT:**

The following is a sample letter to abutting property owners. You are required to notify abutting property owners as stated in Section 7.3b of the Inland Wetlands Agency/Conservation Commission Regulations. This must be done within seven (7) calendar days of the time an application is submitted. Names of current abutters must be submitted per records from Town Clerk's office. (This letter is offered as a sample, feel free to modify the letter and provide abutters with more specific information on your project if you so desire.)

Date

(Abutter's Name)

(Address)

CERTIFIED MAIL

Dear Property Owner:

Re: (Project Name and location) (owner)

In accordance with Section 7.3b of the "Town of South Windsor Inland Wetlands, Watercourses, and Conservation Regulations", we are required to notify you that an application has been filed on the property abutting yours and is subject to a hearing by the Inland Wetlands Agency/Conservation Commission. The application and plans are on file with the South Windsor Planning Department.

As an abutting property owner you are invited to the hearing to ask questions and/or give comments, however, you are not required to attend. You may also submit written comments regarding the application prior to the hearing if you so desire. For further information regarding the specific date this will be hear please contact Jeff Folger, Environmental Planner/Conservation Officer, Planning Department, 644-2511, ext. 253.

Sincerely,

(Owner/Agency Signature)

(Address/telephone #)

**TO THE APPLICANT:**

The attached one-sided IWA/CC APPLICATION REVIEW is being provided to you, as an applicant, to help assure that your submitted application and plans are complete. It may also serve as a guide for your engineer in processing your project.

The checklist has been compiled from Section VIII of the Inland Wetlands Regulations and if followed in detail will help us to expedite your application to the Commission for consideration.

You, as the applicant, are still responsible for the overall familiarization with the Inland Wetlands, Watercourses, and Conservation Regulations.

Presentation should be limited to wetlands and conservation concerns:

Jeffrey H. Folger  
Environmental Planner/Conservation Officer

**IWA/CC APPLICATION REVIEW:**

Name \_\_\_\_\_ Application # \_\_\_\_\_

I.

**Fifteen copies of application**

Plans filed in duplicate.

Application fee(s) paid in full.

II.

The applicant's name, home and business address, telephone and fax numbers.

The owner's name (if applicant is not the owner of the property), home and business addresses, telephone and fax numbers, and written consent to the proposed activity set forth in the application.

If applicant is not the owner, state interest in the land.

The geographical location of the property which is to be affected by the proposed activity, including a description of the land in sufficient detail to allow identification of the property on the Inland Wetlands and Water Courses Map included the Map # and Parcel # as shown on the Tax Assessor's Map.

Names of current adjacent property owners from records in the Town Clerk's office.

Proof that all abutting property owners have been notified by certified mail that an application is pending before the Agency.

Purpose and description of all proposed regulated activity and the time element involved.

Amount and kind of material proposed to be removed, or deposited and/or type of use.

Acreage of regulated area to be altered (wetlands, watercourses, or regulated buffer)

Acreage of wetlands and watercourses to be created.

Lineal feet of proposed stream alteration.

Total land area of project and percentage, which are wetlands.

Alternatives considered by the applicant and why the proposal to alter the wetlands set forth in the application was chosen.

III.

Class A-2 map of the area to be developed, 1" = 40', showing the following:

Designate regulated activities;

Existing structures and property lines;

Locations of existing watercourses and wetlands, as defined in section 2.1bb and 2.1cc and boundaries of regulated areas defined in section 2.1t. Identify the reference for watercourses and/or wetlands boundaries as shown on the map. The identifying numbers or other reference systems used in field delineation shall verify the limits as shown on the plans and shall submit a written report describing the findings. If the property does not contain any watercourses or wetlands this shall be noted on the plans.

Location of 100 year flood lines;

Elevations by 2 ft contours;

Natural landscape features, woodland and vegetation;

Utilities existing and proposed;  
Layout of existing and proposed drainage systems;  
Layout of existing and proposed sanitary sewers or septic systems;  
Proposed open spaces;  
Proposed areas of change where material is intended to be deposited or removed;  
Proposed grading or any earth movement anticipated;  
Percentage of impervious coverage;  
Disposition of stumps;  
Test pits on site;  
Buildable area as defined in section 2.1c; (see waiver provision in section 8.4);  
Proposed detention basin, if required, sized for 100 year storm;  
Proposed soil erosion prevention, sediment control and other soil conservation treatments to be taken showing any proposed sediment basin, diversion dikes, indicating the timing of stripping of topsoil, when topsoil shall be stripped, where topsoil shall be stored and for how long, and what method stabilization shall be used, and be in complete compliance with the guidelines expressly set forth in Public Act 83-388, as amended, "An Act Concerning Soil Erosion and Sediment Control" which amends sections 8-2, 8-13d, and 8-25 of the General Statutes of Connecticut.  
Projected changes in velocity, volume or course of water flow or in the water table and their effects.

#### IV.

Additional Comments:

**TO THE APPLICANT:**

Section 22a-39-14 of the Regulations of Connecticut State Agencies requires standardized reporting of local wetland agency decisions to the Commission of the Department of Environmental Protection. In keeping with this requirement the Inland Wetlands Agency/Conservation Commission must submit the form to the State after a decision is made.

Therefore, at the time the application is submitted the application form must be filled out excluding items 9, 10, 11, and 12. You are also responsible for the photocopy of the USGA Quad map location (scale 1" to 2000') as per the instructions (item #2) on the back of the form. The USGA (Manchester Quad) map is available at the Planning Department and photocopies can be made in the Town Clerk's office.

If you have further questions, feel free to contact Jeffrey H. Folger, Environmental Planner/Conservation Officer, Planning Department, 644-2511, ext. 253.

TOWN OF SOUTH WINDSOR

INLAND WETLANDS, WATERCOURSES AND CONSERVATION APPLICATION

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

INSTRUCTIONS

1. **Fifteen applications (15) with map and plans (2 copies)** shall be submitted together with the fee set forth in the Inland Wetlands, Watercourses and Conservation Regulations, Town of South Windsor. (See Regulations, Section VII – X)
2. The South Windsor Inland Wetlands, Watercourses and Conservation Regulations should be reviewed with respect to the standards and criteria for application Evaluation. (See Regulations, Sections VII – X)
3. The applicant understands that this application is to be considered complete only when all information and documents required by the Agency have been submitted. The applicant shall also complete the state filing form.

A. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_

B. Legal owner's name: \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_

(List additional owners, addresses, and phone numbers on back of application)

C. If the applicant is not the owner of the subject property; a letter by the owner(s) authorizing the proposed regulated activity set forth in the application must accompany this form and will be part of the application.

D. Project Name and Location \_\_\_\_\_

1. Contact Person (if further information is needed)

\_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_

E. The geographical location of the property which is to be affected by the proposed regulated activities including a description of the land in sufficient detail to allow identification of the property on the Inland Wetland and Watercourse Map.

Assessor's map # \_\_\_\_\_ Parcel # \_\_\_\_\_ Zone \_\_\_\_\_

F. Names of all abutting property owners from records in Town Clerk's office. (use separate sheet if necessary)

G. Have you notified all abutting property owners (from records in Town Clerk's office) by certified letter that an application is pending before the Agency?

\*\* (you are required to supply a copy of the letter with the list of the names of the abutters).\*\*

H. Purpose and description of all proposed regulated activity(s) including amount of disturbance in square feet and types of fill and the time element involved:

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I. A class A-2 map of the property drawn to 1" = 40', showing the area to be developed, extent of the wetlands and watercourses affected, topography, existing and proposed activities and names and locations of adjacent property owners must be submitted.

J. Amount of regulated area disturbance and types of fill (including wetlands and 80 foot Upland Review Area).

K. Acreage of wetlands and watercourses in regulated areas to be altered: \_\_\_\_\_

L. Acreage of wetlands and watercourses to be created: \_\_\_\_\_

M. Lineal feet of proposed stream alteration: \_\_\_\_\_

N. Total land area of project and percentage, which is wetlands: \_\_\_\_\_

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O. Identify all other permits or approvals that have been issued, applied for, or required with respect to the proposed activity set forth in this application. (These may include but not be limited to, local Planning & Zoning, Zoning Board of Appeals, D.E.P., F.E.M.A., D.O.T., The Army Corps of Engineers, and any other State, Local or Federal Permits.) \_\_\_\_\_

P. The applicant (or designated representative) hereby attests that a sign will be posted at the following location(s) \_\_\_\_\_

By \_\_\_\_\_ Name \_\_\_\_\_

on or before the following date \_\_\_\_\_

Signature: \_\_\_\_\_

These signs must be displayed continuously for at **least ten (10) days prior to scheduled meeting** (see Regulations, Section 7.3a)

The undersigned hereby applies for the regulated activities listed in paragraph H above, for an Inland Wetlands, Watercourses and Conservation permit for the property described herein and confirms that:

1. She/he is familiar with the currently effective Inland Wetlands, Watercourses and Conservation Regulations of the Town of South Windsor.
2. She/he understands that at any time during the review period, the Agency may require the applicant to provide more information about the wetlands and/or watercourses in question and/or any proposed activity.
3. All information submitted in the application for review shall be considered factual, or in the case of anticipated activity, binding. A knowing failure of the applicant or any of her/his agents to provide correct information, or performance exceeding the levels of activity anticipated, shall be sufficient grounds for revocation of any permit under these regulations.
4. By making this application, the applicant gives permission to the Inland Wetlands, Watercourses and Conservation Commission members and/or its representative to enter the portions of the premises which are subject of the application for the purpose of inspection and investigation and otherwise evaluating the merits of the application both before and after a final decision has been issued.

\_\_\_\_\_  
Signature of Owner of Property

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_\_\_