

ESSEX INLAND WETLANDS & WATERCOURSES COMMISSION

PERMIT APPLICATION INSTRUCTIONS

Updated 3/9/22

Most projects will require an approved Inland Wetlands permit from either the Inland Wetlands Enforcement Officer or the Inland Wetlands and Watercourses Commission (IWWC) if your property lies

- Within wetlands or a natural or artificial watercourse (pond, river, cove etc...) or
- Within the 100' upland review area to an inland wetland or a watercourse.

The Application Form is available in the Zoning/Land Use Office or on-line (www.essexct.gov -- under Departments/Zoning/Permits & Forms).

Meeting Schedule: The IWWC meet the second Tuesday of the month at 7:00 pm in the Essex Town Hall (generally in Room A on the third floor). The schedule can be confirmed online.

The Application Deadline is a minimum of 14 days prior to the meeting by 4:00 pm, however it preferred to receive information 25 days in advance of the meeting. Applicants are encouraged to meet with the Land Use Official prior to submitting to discuss applications and submittal requirements. Also requests for the Commission to conduct a site visit can be made at any time including the meeting. A written request is preferred (simple letter format c/o the Wetlands Enforcement Officer – Zoning/Land Use Office).

Application Fees must be submitted at the time of application (see attached sheet).

Thirteen copies of the application must be submitted along with the accompanying site plan and DEEP State Reporting Form. Additional copies may be required depending upon the complexity of the project. If the project involves multiple site plan sheets (such as for subdivisions and/or commercial applications), check with the Inland Wetlands Enforcement Officer—11 full sets may not be necessary.

Site Plans must be of sufficient detail to show:

- The proposed activity with distances to the wetland, water body, or watercourse
- The location of the wetland, water body, or water course
- The location of the 100 foot upland review area(s)
- Location of erosion and sedimentation control measures
- Location of soil stockpiles, if necessary
- Location of buildings and driveways both existing and proposed

Often a hand drawn plan (as long as it accurately depicts the area) or a copy of a site survey may be used. Consult with the Wetlands Enforcement Officer for advice. However, professionally prepared plans (by a Licensed Land Surveyor/Professional Engineer, and/or Soil Scientist) may be required depending upon the complexity of the project. New buildings will require professionally prepared plans. Septic system repairs and/or a new system will require prior approval from the Health Department.

Process: The review process may take one-three months depending upon the complexity of the project. The Commission generally schedules a site visit if the members are not familiar with the property. Although a copy of the application is distributed to the members prior to the meeting, members can only discuss the application at the meeting. Please do not attempt to discuss the application with individual members outside the meeting.

You and/or your representative must be present at the meeting to discuss the application. Pictures of the area may also be helpful.

If the application is approved, a decision notice is posted with the Town Clerk and a local paper (generally the *Valley Courier* or *Hartford Courant*). An abutter may appeal the Commission's decision within 15 days of publication. If there is no appeal, an approved permit is mailed to the applicant. Other permits may be obtained at this time. *Activities (such as docks and retaining walls) within the CJL of the Connecticut River, its coves, or portions of the Falls River will require CT Department of Energy and Environmental Protection approval.*

Questions? Call Carey Duques, Land Use Official at (860) 767-4340 Ext 115 or email at cduques@essexct.gov.

Town of Essex
Inland Wetlands and Watercourses Commission
Revised 3/9/2022

Application # _____ Date received by Office _____ Fee _____

Owner of Record _____

Home Address _____

Mailing Address: _____

Phone: Home/Cell _____ Work: _____

Applicant's Name: _____

Home Address _____

Mailing Address: _____

Phone: Home/Cell _____ Work: _____

Applicant's interest in the land if the applicant is not the property owner _____

Location of Property by Street & Village Address: _____

Map _____ Lot _____ Lot Size _____ District _____

Check applicable activities occurring in or within 100 feet of wetlands and/or watercourses:

Construction of a structure(s)	_____	Discharge	_____
Other site development work	_____	Pond creation/dredging	_____
Deposition or removal of material	_____	Tree removal	_____
Stream altering/channelization	_____	Dam maintenance	_____
Subdivision/Resubdivision	_____	Other	_____

Nature of Request: Explain in detail the extent of any activity checked above, the type of material, and the equipment to be used to complete project. (Use additional sheets if necessary.)

Estimated length of time for project : _____

Note:

1) TO BE ACCEPTED BY THE LAND USE OFFICE. THIS APPLICATION MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH THE REQUIRED FEE(S) AND MAP(S) PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS.

2) THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION OR ITS STAFF TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.

3) I HERBY AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY THE LAND USE OFFICE AS DESCRIBED IN PART THREE OF THIS APPLICATION.

Explain what alternatives have been considered in connection with this application to avoid altering inland wetlands and/or watercourses?

ACTIVITY LOCATION (Map with sufficient detail must be submitted as a part of the application)

Approximate number of acres of wetlands (or portion thereof) on the property: _____

Approximate area of inland wetlands to be altered: _____

Approximate length of watercourse(s) on the property: _____

Approximate length of watercourse(s) to be altered: _____

Approximate number of acres of upland review area on the property: _____

Approximate area of upland review area to be altered: _____

If known, are vernal pools or tidal wetlands located on the property? _____

If yes, where and how many acres (or portion thereof) on the property? _____

Is property located within a Special Flood Hazard Area? _____

If yes, where and how many acres (or portion thereof) on the property? _____

Has the property been flagged by a licensed soil scientist _____

If yes, by who, and when? _____

Will there be water discharge into wetlands? _____

Discharge – Specify Type _____

Please complete the attached State Reporting Form

ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING UPON THE COMPLEXITY OF THE PROJECT.

State the names of all property owners adjacent to the subject property:

Name of Adjacent Property Owner	Street Address (include Mailing Address if Different)

For large properties, please attach another sheet if necessary.

CERTIFICATION:

The applicant understands that this application is to be considered complete only when all information and documents required by the Commission have been submitted. The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief. Permission is granted to the Town of Essex Inland Wetlands and Watercourses Commission and its agent(s) to walk the land, at reasonable times, and perform those tests necessary to properly review the application, both before and after a final decision has been issued.

Applicant's Signature _____ Date _____

Owner's
Signature _____ Date _____

Commission Action	_____	_____	_____
	Approved	Denied	Date

Agent Action	_____	_____	_____
	Approved	Denied	Date

FEE SCHEDULE

Updated September 2021

All checks for fees are payable to the Town of Essex

ACTIVITY CATEGORY	FEE
All activities except declaratory rulings have a separate surcharge to CT DEEP\$60.00 – <i>*The Town has no control over the CT DEP fee – <u>Make check payable to the "Town of Essex"</u></i>	\$ 60*
Declaratory ruling/"uses as of right" or Preliminary reviews: No charge	0
Single family residential construction in regulated upland review area: Includes Wetlands Enforcement Officer Permit involving excavation or re-grading (only in the regulated upland area)	\$ 70
Single family residential construction within inland wetlands or stream crossing, maintenance or replacement of culvert	\$ 70
Subdivision/zoning review: No activities in regulated upland area or wetlands	\$110
Subdivision activities: Minor (landscaping or limited grading within regulated upland area)	\$260
Subdivision activities: Drainage and/or road in either regulated upland area or wetlands Plus \$250 per lot with activities in a regulated area and Technical Review Fee	\$260+
Commercial/Industrial/Institutional applications: Minor grading within upland area only with limited or no Town Engineer review	\$210
Commercial/Industrial/Institutional applications: Involving site and/or stormwater review by Town Engineer plus Technical Review Fee	\$410+
Other: Pond dredging, forestry review (other than "as-of-right")	\$85
Public Hearing Charge	\$310
Technical Review Fee: 150% of the cost of engineering or other professional review as determined by the Town Engineer and/or professional. This includes the cost of inspections. The applicant will receive a refund on any fee in excess of the Town's cost. <i>Note: This is also allowed per Section 3.3 of the Town's Fee Ordinance.</i>	
Amendments to Wetlands Map or Regulations proposed by applicant other than Commission	\$310



STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only the completed** reporting form to:

DEEP Land & Water Resources Division
Inland Wetlands Management Program
79 Elm Street, 3rd Floor
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.

INSTRUCTIONS FOR COMPLETING

THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Use a separate form to report EACH action taken by the Agency. Complete this electronic fill-in form as described below. If completing by hand please print and use the [pdf version](#). Do NOT submit a reporting form for withdrawn actions.

PART I: Must Be Completed By The Inland Wetlands Agency

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example, if the same project or activity had both a permit issued and enforcement action, submit two forms for the two separate actions).
 - A = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
 - B = Any Permit Denied by the Inland Wetlands Agency
 - C = A Permit Renewed or Amended by the Inland Wetlands Agency
 - D = A Map Amendment to the Official Town Wetlands Map - or -
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
 - E = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
 - F = A Jurisdictional Ruling by the Inland Wetlands Agency (activities "permitted as of right" or activities considered non-regulated)
 - G = An Agent Approval pursuant to CGS 22a-42a(c)(2)
 - H = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.

6. Enter the USGS Quad Map name or number (1 through 115) as found on the CT Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. USGS Quad Map information is available at: <https://portal.ct.gov/-/media/deep/gis/resources/IndexNamedQuadTownpdf.pdf>

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn CLEAR's website: http://clear.uconn.edu/data/map_set/index.htm (no roads depicted) or at CTECO: http://www.cteco.uconn.edu/map_catalog.asp (depicts roads, choose town and a natural drainage basin map).

7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (for example, don't state "forestry," provide details such as "20 acre forest harvest, permit required for stream crossing.")

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N."

A = Residential Improvement by Homeowner	I = Storm Water / Flood Control
B = New Residential Development for Single Family Units	J = Erosion / Sedimentation Control
C = New Residential Development for Multi-Family / Condos	K = Recreation / Boating / Navigation
D = Commercial / Industrial Uses	L = Routine Maintenance
E = Municipal Project	M = Map Amendment
F = Utility Company Project	N = State Agency Project
G = Agriculture, Forestry or Conservation	P = Other (this code includes the approval of concept, subdivision or similar plans with no-on-the-ground work)
H = Wetland Restoration, Enhancement, Creation	

10. Enter between one and four code numbers to best characterize the action/project/activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

1 = Filling	8 = Underground Utilities Only (no other activities)
2 = Excavation	9 = Roadway / Driveway Construction (including related culverts)
3 = Land Clearing / Grubbing (no other activity)	10 = Drainage Improvements
4 = Stream Channelization	11 = Pond, Lake Dredging / Dam Construction
5 = Stream Stabilization (includes lakeshore stabilization)	12 = Activity in an Established Upland Review Area
6 = Stream Clearance (removal of debris only)	14 = Activity in Upland
7 = Culverting (not for roadways)	

Examples: Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body." For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream." Remember, these figures represent only the acreage altered, not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses. For created - question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the municipal inland wetlands agency.

**Statewide Inland Wetlands & Watercourses Activity Reporting Form**

Please complete this form in accordance with the instructions on pages 2 and 3 and mail to:

DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3rd Floor, Hartford, CT 06106

Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.

PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: _____ month: _____

2. ACTION TAKEN (see instructions - one code only): _____

3. WAS A PUBLIC HEARING HELD (check one)? yes ☐ no ☐

4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:

(print name) _____ (signature) _____

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTIVITY IS OCCURRING (print name): _____

does this project cross municipal boundaries (check one)? yes ☐ no ☐

if yes, list the other town(s) in which the activity is occurring (print name(s)): _____

6. LOCATION (see instructions for information): USGS quad name: _____ or number: _____

subregional drainage basin number: _____

7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): _____

8. NAME & ADDRESS OF ACTIVITY / PROJECT SITE (print information): _____

briefly describe the action/project/activity (check and print information): temporary ☐ permanent ☐ description: _____

9. ACTIVITY PURPOSE CODE (see instructions - one code only): _____

10. ACTIVITY TYPE CODE(S) (see instructions for codes): _____, _____, _____, _____

11. WETLAND / WATERCOURSE AREA ALTERED (see instructions for explanation, must provide acres or linear feet):

wetlands: _____ acres open water body: _____ acres stream: _____ linear feet

12. UPLAND AREA ALTERED (must provide acres): _____ acres

13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): _____ acres

DATE RECEIVED:

PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO