

ESSEX INLAND WETLANDS & WATERCOURSES COMMISSION

PERMIT APPLICATION INSTRUCTIONS

Updated 3/14/23

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 3/14/2023

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: _____

Email: _____

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.

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)

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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 March 2023

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
Corrective Action Fee- Work completed without a permit: 2X application fee (not including DEEP fee) + \$100 monitoring fee, if necessary	As described