

MAYOR
ANDREW ESPOSITO, III
DEPUTY MAYOR
JOANNE S. WENTWORTH

TOWN MANAGER
KARL F. KILDUFF



COUNCIL MEMBERS

MARY E. BIGELOW
ANDREW M. BOZZUTO
VINCENT J. CANDELORA
MICHAEL J. DOODY
DONALD J. FUCCI, II
ARTHUR M. HAUSMAN, JR.
ASHLEY CLOW JOINER

TOWN OF NORTH BRANFORD

TOWN HALL P.O. BOX 287 NORTH BRANFORD, CONNECTICUT 06471-0287
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

Dear Applicant:

This application packet has been prepared to help you comply with the Town's Inland Wetlands and Watercourses Regulations and obtain a prompt decision on your proposal. These local regulations incorporate the provisions of the state statutes governing wetlands and watercourses.

Included in this application packet are:

- Preapplication Review Request;
- IWWA Permit Application; and
- IWWA meeting schedule.

You can purchase the Inland Wetland and Watercourses Regulations for the Town of North Branford at the Planning & Zoning Office.

The Review Process

As a result of recent statutory changes, the local Inland Wetlands and Watercourses Agency (IWWA) must evaluate and make their decision on your permit application within a fixed time frame. These statutory changes allow you to submit permit applications to IWWA up to three business days before a regularly scheduled meeting.

Upon initial review of an application, IWWA must determine if a proposal involves a significant activity. If IWWA finds that a proposal does not involve a significant activity, then they must render a decision on the permit application within 65 days. If IWWA determines that a proposal does involve a significant activity or if public interest demands a hearing, then they must schedule that hearing within 65 days. IWWA must complete that hearing within 45 days and render a decision within 35 days after the close of the hearing. IWWA can vote to approve, approve with conditions, or deny a permit application. These time frames cannot be extended.



1971

Given the time frame for considering a permit application and the increasing complexity of these applications, IWWA staff offers you a two stage review process. The two stages are the preapplication review stage and the permit application stage.

A. Preapplication Review Request:

Using the Preapplication Review Request, you can submit your project to the staff for review. Within about two weeks, staff will meet with you and your agents to discuss your project. In this informal review, you will have an opportunity to discuss various aspects of your project including alternative development scenarios, potential adverse impacts to the regulated area, and possible mitigation measures. Based on this review, you should develop the complete application data and theme which you think are needed to obtain a favorable IWWA decision. Although the preapplication review stage is optional, you are strongly encouraged to participate in this process

B. IWWA Permit Application:

After the optional preapplication review process or as the first stage of your permit application, you will submit your IWWA permit application. The application, once submitted, is the proposal that will be considered by staff and IWWA. The staff will prepare written comments, evaluating the advantages and disadvantages of your proposal, and will make a recommendation for the Agency's consideration. You will receive a copy of this staff report. You will not, however, receive a request for any additional information from the staff or IWWA. Thus, if a permit application has substantive omissions, staff may recommend that IWWA deny your application.

IWWA Decision

IWWA will render a decision on your application within the statutorily mandated time frame. After IWWA makes its decision, anyone can appeal this decision within 15 days of the publication of the Legal Notice of Decision.

If IWWA approves your application, then when all conditions of approval are met, you will receive your wetlands permit. You cannot begin work until you receive this permit. After issuance of this permit, designated Town staff will periodically inspect your project to ensure compliance with the approved plans. IWWA will release your performance bond only upon the satisfactory completion of all required activities.

This explanation should help you better understand the Town of North Branford's IWWA permitting process. If you have any questions, you can contact the Wetlands Enforcement Officer or the Town Engineer

LR (2/89)

TOWN OF NORTH BRANFORD, CT

INLAND WETLANDS AND WATERCOURSES AGENCY
PREAPPLICATION REVIEW REQUEST

1. Project Title: _____
Location: _____
Assessor's Map: _____ Lot: _____
Land Records Volume: _____ Page: _____

2. Applicant's Name: _____ Agent: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

3. Owner's Name: _____
Address: _____
Phone: _____
**Signature: _____

***authorizing Town staff to enter property*

4. Existing Site Conditions: _____

5. Description of Proposed Project & Regulated Activities: _____

OFFICE USE ONLY

IWWA - PAR #
Date of Receipt:
Received by:
Review Meeting(s):

6. Attach three (3) copies of:
 - signed & sealed A-2 survey map
 - copy of Soils Scientist's soil map & report
 - preliminary site plan including existing/proposed contours, structures, wetland & upland soil types within regulated areas mapped by soils scientist, watercourses
 - all other plans and supporting reports & data
7. Submit complete site plan data/sediment erosion plan checklist signed by applicant's agent.
8. List of names & addresses of all abutting property owners, correlated by Assessor's Map & Lot number.
9. As required in State and local IWWA regulations, each of the following environmental concerns shall be addressed:
 - a. sediment & erosion control program to be maintained during & after construction; specify activities, structures, & phases;
 - b. on-site detention of increased storm water runoff due to site development;
 - c. maintain the site's natural capacity for groundwater infiltration and exfiltration;
 - d. maintain plant and animal habitat.
10. As required in State and local IWWA regulations, the Agency is obliged to consider the following factors as they relate to your proposal:
 - a. alternatives to the proposed activity;
 - b. environmental impact of the proposed activity;
 - c. suitability of the proposed activity to the area;
 - d. measures to mitigate the impacts of the proposed activity;
 - e. irreversible, irretrievable commitment of resources;
 - f. relationship between the proposed short-term use of the environment to the long-term productivity of the environment to the Town.

Applicant's Signature: _____
Date: _____

TOWN OF NORTH BRANFORD, CT

INLAND WETLANDS AND WATERCOURSES AGENCY
PERMIT APPLICATION

**** NOTICE ****

As the applicant, you are responsible for submitting the data which are necessary for the local Inland Wetlands & Watercourses Agency (IWWA) to review your application and make a fair evaluation of the issues. Your failure to provide data may delay processing of this application and may result in denial. To minimize problems, you are advised to read the local Inland Wetland & Watercourses Regulations and to request a preapplication review prior to submitting your permit application.

1. Project Title: _____
Location: _____
Assessor's Map: _____ Lot: _____
Land Records Volume: _____ Page: _____

Preapplication Review: PAR # _____ Date(s) of Review: _____

2. Applicant's Name: _____ Agent: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

Applicant's interest in property (eg owner, option, etc.): _____

3. Owner's Name: _____
Address: _____
Phone: _____
** Signature: _____

** authorizing IWWA members and staff to enter property
and consent to submit this application

Page 1 of 3

OFFICE USE ONLY

IWWA - #
Date of Receipt
Received by:

4. Description of Proposed Project & Regulated Activities:

Total Property Area (acres): _____ Zoning District: _____

Does the property contain wetlands?

No _____

Yes _____

Area: _____

Soil Types: _____

Are there any watercourses within, flowing through, or bordering this property? No _____

Yes _____

_____ brook/stream/river

_____ lake/pond (_____ acres)

_____ marsh/bog (_____ acres)

_____ other (describe): _____

Proposed Regulated Activities:

Activity	Purpose	Regulated Area to be affected	Soil Type

The undersigned applicant hereby consents to necessary and proper access to this property by IWWA agents, at reasonable times, both before and after any permit has been granted or denied. This access is granted solely for the purpose of evaluating the application, monitoring implementation, or curtailing or correcting any violation of the local regulations or permit that may result through the actions of inactions of the applicant, permittee, or agents.

The undersigned warrants, to the best of his knowledge and belief, that all statements and supporting documents contained within this permit application are true.

The undersigned understands and agrees that no additional data will be offered by the applicant and his agents nor will be requested by IWWA during review. IWWA will base its decision upon this application and the supporting statements and documents accompanying it.

Applicant/Agent's Name: _____

Signature: _____ Date: _____

TOWN OF NORTH BRANFORD, CT

IWWA -- PERMIT APPLICATION
SITE PLAN & EROSION CONTROL PLAN DATA CHECKLIST

The following information shall be made part of all permit applications made pursuant to Section 7 of the Inland Wetlands & Watercourses Regulations of the Town of North Branford.

All information requirements listed below are to be submitted on or with the plans accompanying your application. The applicant shall attach explanations for any information not submitted, including a request for waivers. However, your plans cannot be considered complete until IWWA waives the submission requirement.

IWWA may require additional information pursuant to Section 7.4.a.11 which they believe is needed to facilitate their understanding of your proposal and to determine conformance with the Regulations. To minimize problems, you are advised to request a preapplication review with IWWA staff prior to submitting a permit application.

Applicant Use

Office Use

- | | | |
|-------|---|-------|
| ----- | 1. Title block including name of project, address, Assessor's map & lot, owner of record, & applicant/ developer | ----- |
| ----- | 2. Location map at 1" = 800' scale | ----- |
| ----- | 3. Drawing at 1" = 40' scale | ----- |
| ----- | 4. Plan sheet size at 12" x 18", 18" x 24" or 24"x36" | ----- |
| ----- | 5. Scale (ratio & bar) | ----- |
| ----- | 6. True north point | ----- |
| ----- | 7. Original date of plans and revision dates with note on the purpose & location of revision | ----- |
| ----- | 8. Names of abutting property owners, including those across the street, correlated with Assessor's map & lot numbers | ----- |
| ----- | 9. Property lines with accurate bearings & distances additional lines delineating the area to be used under the proposed regulated activity, including construction limit lines | ----- |
| ----- | 10. Existing & proposed contours within 75 ft. of the proposed regulated activity at 2 ft. intervals | ----- |
| ----- | 11. Proposed lot dimensions and area | ----- |
| ----- | 12. Existing & proposed structures & buildings within 75 ft. of the proposed regulated activity, including those on other lots | ----- |
| ----- | 13. Recognized landmarks & wooded areas as well as all buildings, structures, streets, stone walls, fences, parking areas, loading areas, and rights-of-way contained on the property | ----- |

IWWA - Site Plan/Sediment Erosion Control Plan Checklist

Page 2

- 14. Location of existing & proposed utility services, sanitary services, water main, well, telephone, & electric. -----
- 15. FEMA (HUD) flood line for the 100 year storm -----
- 16. Existing or proposed septic system within 100 ft of a regulated area including capacity, location, depth to groundwater, mottling or ledge, percolation rates, & test dates for all test holes -----
- 17. Regulated Areas:
 - a. Location & type of all watercourses contained within, flowing through, or bordering the property; if the activity involves construction or alteration of a standing water body (eg lake/pond), its surface area, average depth, & existing and proposed bottom profile shall be provided -----
 - b. Boundaries & location of all borings & soil sample data documented by a soils scientist. Wetlands shall be identified & flagged in field with documentation of the soils scientist survey plan (original or copy) incorporated into soils report. Wetland boundaries & flag numbers on map -----
 - c. Significant vegetation which has one or more of the following functions shall be noted: erosion control, terrestrial & aquatic wildlife habitat, &/or historical, recreational, or educational significance -----
- 18. All regulated activities shall be listed & located by identification numbers on title sheet -----
- 19. Foundation envelope to accomodate construction access -----
- 20. Location & calculations for cut & fill specific to each regulated area & activity (includes stump disposal & roads) -----
- 21. Storm water control & on-site detention of increase in runoff:
 - a. Show all drainage including plan & profile views of all swales, ditches, trench, footing & storm drains, and appurtenant structures with accompanying hydrologic & hydraulic calculations for any proposed storm water detention -----
 - b. State on plans: "Functional completion of storm detention systems & structures shall precede site development of areas, roads, or lots contributing to these systems" -----

- 22. Soil erosion & sediment control plan & narrative:
 - a. Plan shall be submitted which shall specify in narrative and graphic detail the activities needed to furnish, install, inspect, maintain, replace, and remove the necessary structures and vegetative measures required to stabilize soil and waterflows during & after construction. Specifications shall be included with the related plans.
 - b. "Typical" plan & section views of erosion control structures and activities eg. sediment retention basin, seeding, fertilizer, & liming rates shall be indicated with narrative explanations
 - c. Plan shall specify in narrative & graphic detail the number of construction phases, lots included in each phase with their area & activities; shall include all work from initial placement of construction perimeter silt fence, grubbing, grading, temporary seeding & erosion controls, & removal of erosion control devices
- 23. Specify open space development, if any, & terms of offer/maintenance & ownership
- 24. Easements & terms shall be fully dimensioned by map & reference to narrative section
- 25. Conservation easements, if any, to be coincident with regulated area
- 26. Architect/Engineer/Surveyor's inked signature & seal, survey notes (eg class) on appropriate sheet
- 27. Significant activity reports:
 - a. Engineer and soils report & analysis, water quality analysis, & additional drawings to fully describe the proposed project
 - b. Mapping of soil types consistent with SCS standards
 - c. Biological evaluation
 - d. Discussion of alternatives & impacts on ecological communities
 - e. Chemical/physical analysis of fill
 - f. Proposed mitigation program

I certify that the above data are in accompanying reports or are included in the proposed plan to be submitted to IWWA.

Applicant/Agent's Signature: _____
Date: _____