

Town of Washington  
Inland Wetlands Commission

**APPLICANTS' GUIDE  
TO  
COMPLETING AND PROCESSING  
APPLICATIONS  
FOR  
INLAND WETLANDS PERMITS**

Revised April 8, 2009

These guidelines, designed as questions and answers, were developed to assist applicants through the application and permitting process of the Washington Inland Wetlands Commission. Your understanding and compliance with application procedures can streamline the process and help you avoid unnecessary delays. Following these guidelines does not guarantee the approval of an application or the granting of a permit. The final resolution of any questions or conflicting statements will be the *Inland Wetlands and Watercourses Regulations: Town of Washington* and the *Inland Wetlands and Watercourses Act of 1974* (Section 22a-36 to 22a-45 of the Connecticut General Statutes, 1972, P.A. 155, as amended.)

If you have any questions regarding these procedures, please call the Land Use Department at 868-868-0423.

In this guide the word, "Commission," refers to the Washington Inland Wetlands Commission. The acronym, "WEO," refers to the Wetlands Enforcement Officer. "CSS" refers to certified soil scientist.

**When am I required to make an application for an Inland Wetlands permit?**

- A. When the proposed activity is in or within 100 feet of a wetland or watercourse or
- B. When the proposed activity is outside the 100 foot area, but has the potential to adversely affect or impact wetlands or watercourses down slope.

**What defines a wetland or watercourse?**

- A. "Wetlands" mean land, including submerged land, which consists of any soil types designated as poorly drained, very poorly drained, alluvial, or floodplain by the National Cooperative Soils Survey of the Natural Resources Conservation Service, US Dept. of Agriculture. The key is soil type, not whether water is visible on the ground surface.
- B. "Watercourses" means rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through, or border the Town of Washington.

**How do I determine whether I have regulated wetlands or watercourses on my property?**

- A. First consult the map, "*Official Inland Wetlands and Watercourses Map, Washington, Connecticut*," dated March 1, 1974. This map delineates the general location and boundaries of inland wetlands and watercourses in Washington and is available for inspection in the Land Use Office. The map is only a guide and is not accurate in all instances.
- B. The most accurate method to determine the extent of wetlands and watercourses on a property is to have a certified soil scientist (CSS) conduct a field inspection and/or take soil samples and enter his findings clearly on the property map. These findings should be submitted to the Commission on the scientist's official letterhead and include his name and address, signature, and seal. Since this information is required for most applications, it would be helpful to bring it to the Commission's attention as part of any pre application discussion.
- C. The property owner may request the WEO make a site inspection to ascertain any site conditions, which could relate to wetlands or watercourses on or off the property. The WEO will report his findings to the owner and to the Inland Wetlands Commission.

**What is required if I do not have wetlands or watercourses on my property or if the activity I propose is of no consequence to the wetlands?**

- A. When it has been determined by the Commission or by the WEO that there are no wetlands or watercourses on the property or that the proposed activity will have no impact on existing wetlands and/or watercourses, the Commission or the WEO acting as its agent may make a determination that no application is required. In some circumstances the property owner may be asked to provide the Commission written confirmation from a CSS that no wetlands or watercourses exist on the property or near the proposed activity. Such confirmation should include the name and address of the property owner, date of testing, name and address of the CSS, and his signature and seal.

**What if I have a wetland or watercourse on my property and need to ascertain whether the Commission has jurisdiction over my proposed activity?**

- A. Call 868-0423 to make an appointment to consult with the WEO. The WEO can advise the property owner as to whether the activity is regulated and

requires a permit, or in some cases, make a declaratory ruling that a permit is not required.

B. In some cases the WEO may recommend that the property owner or his agent attend a Commission meeting for pre application advice. When attending a meeting for pre application advice, bring a map of the property indicating the location of the wetlands and/or watercourse and the distance between it and the proposed activity and a written description of the work proposed. There is no charge for pre application advice and it often helps to prevent delays in the application process.

### **Where can I get a copy of the Inland Wetlands Regulations?**

A. A copy of the, “*Inland Wetlands and Watercourses Regulations of the Town of Washington, Connecticut,*” is available for examination in the Land Use Office and is posted on the Town website. Copies may be ordered for \$15 by calling the Land Use Office at 860-868-0423.

### **How do I apply for an Inland Wetlands permit?**

A. Obtain and complete the following application forms from the Land Use Office located on the lower level of the Town Hall:

1. ***Town of Washington Inland Wetlands Permit Application:*** 4 pages, white form. Complete sections I through VII and include all requested attachments. The property owner of record MUST sign the application form in ink regardless of whether someone else is acting as his agent. An original signature is required.

2. ***Statewide DEP Inland Wetlands Activity Reporting Form:*** 1 page, yellow form. Complete section II. If assistance is needed, contact the Land Use Office prior to the scheduled meeting.

3. ***Mandatory Conservation Easement Form:*** 1 page, yellow form. This form also requires the owner’s signature.

B. The Commission will not consider incomplete applications.

C. Submit the completed application forms and all attachments to the Land Use Office. Also attach:

1. A check payable to the Town of Washington that includes the basic \$60 application fee, \$30 state tax, and any additional fees as indicated on the fee schedule in section 20 of the Regulations.

2. Written agent authorization. A written letter of authorization signed by the property owner is required for anyone acting as agent.

### **How is my application processed?**

A. When the completed application form and all supporting documents have been submitted to the Land Use Office:

1. The date of receipt is recorded. This is the date of the next regularly scheduled Commission meeting. If it is determined that the application is complete, it is added to the agenda of the next regularly scheduled meeting. State statutes require the Commission to wait 14 days after the date of receipt to act on an application and to act within 65 days of the date of receipt unless an extension of time is requested by the applicant and granted by the Commission.

2. The application and supporting documents are given a number and the fees are processed.

3. The application is reviewed for completeness and any omissions are noted.

4. The WEO conducts a site inspection to confirm the information provided on the application is accurate, discusses the proposed activity with the owner and/or agent, and determines whether additional information is needed.

5. The WEO summarizes his findings and recommendations in his written report to the Commission.

B. The property owner and/or his designated agent should appear before the Commission on the date the application is to be received. He should be ready to answer any questions that might arise regarding the application. If additional information or data is required, the Commission will inform the applicant and request that it be submitted before the next regularly scheduled meeting. This gives staff the opportunity to review it prior to the next meeting.

C. If the Commission determines that a public hearing is required to consider the application, the applicant will be informed and a hearing date will be scheduled.

D. The Commission may conduct a site inspection to inspect the property and wetlands and/or watercourses involved. The property owner or his agent is encouraged to attend the site inspection to answer any questions that may arise. Site inspections are noticed and are open to the public under the state Freedom of Information Act. Site inspection minutes will be written, formally accepted at the next meeting, and will become part of the file.

E. When all questions have been satisfactorily addressed and the required maps and data submitted, the Commission will discuss the application at its

next regularly scheduled meeting. Following the discussion, a motion will be made to approve or to deny the application. The motion may include conditions of approval. A vote is taken and may be carried by a simple majority of the members seated.

F. The owner or his agent is notified at the meeting and formally by certified mail of the action taken.

**Now what do I do?**

A. If your application is approved, a “Start Card” and a “Finish Card” will be included with the notification letter. The property owner or agent must submit the “Start Card” to the Land Use Office 48 hours prior to actually starting the work. This gives the WEO time to inspect the site to ensure that the erosion control measures have been properly installed, the limits of disturbance have been marked as required, etc. The “Start Card” should include the date the work will begin, and the name and telephone number of the person in charge of the activity. During the course of the permit, the WEO will inspect the site routinely to determine if the work is progressing per the plan approved by the Commission and that the erosion controls are adequate.

**It is the responsibility of the applicant to ensure that the work is carried out in accordance with the permit as approved by the Commission and that erosion controls are maintained throughout the duration of the activity.**

B. When the activity is completed, the “Finish Card” must be submitted to the Land Use Office. The WEO will then make a final inspection to confirm that the activity has been satisfactorily completed, the area is stabilized, and that the soil erosion and sedimentation controls may be safely removed.

C. The “Finish Card” is signed by the WEO and is placed in the file along with any notes he may have regarding the work done. At this point the permit is closed.

If you have any questions regarding these procedures, please call the Land Use Office at 860-868-0423.

Thank you for your cooperation.

For more information on land use in Washington see the *Town of Washington Land Use Brochure* available in the Land Use Office or online at [www.washingtonct.org](http://www.washingtonct.org).

**Check List of Attachments Required for an Inland Wetlands Permit Application**

Section I, #5:

Written authorization for agent with live ink signature of property owner

Section IV, #1-#4

Narrative description of the proposed activity and site characteristics

Section VI, #1-#4

1. 8.5” X 11” copy of the pertinent section of the USGS topographic quadrangle with the property outlined

2. Scale drawings of the project and property that show the project in detail. They should include the following:

- a. Title block with project name, owner, date, total acres, address, and map drafter
- b. North arrow
- c. Scale
- d. Legend
- e. Property lines
- f. Wetland boundaries
- g. Watercourses with direction of flow, water depth, and bottom characteristics (if applicable)
- h. Limit of regulated area
- i. topographic contour lines
- j. Dimensions and exact locations of proposed activities, including spoils, soil stock piles, and erosion and sedimentation control measures
- k. Existing and proposed vegetation, including limit of disturbance

3. If a certified soil scientist is involved, his name, signed written report on his letterhead, and field sketch.

This list may not be all inclusive. Note that the Commission will require all relevant information needed to make an informed decision. Any missing items will delay the processing of the application.

**Washington Inland Wetlands Commission**

**Bryan Memorial Town Hall**

**P.O. Box 383**

**Washington Depot, Ct. 06794**

**860-868-0423**

