

**APPLICATION PACKET
SCOTLAND INLAND WETLANDS AGENCY
9 DEVOTION ROAD, SCOTLAND,, CT 06264
TELEPHONE : 860-423-9634**

Please use this checklist as an aid in making sure that you have completed the forms completely and correctly. The Agency requires that each item in the application form be filled out. Failure to do so may result in application denial and the need for you to resubmit your application and pay an additional fee.

- _____ Consultation with Wetlands Agent
- _____ Amount of fee paid _____
- _____ Dated map/site plan
- _____ Project description
- _____ Names and addresses of abutters
- _____ Mitigation measures
- _____ Owners signatures
- _____ Certified postal receipts to adjoining town
(if less than 500' from town line)
- _____ Statewide reporting form

Your application goes to Agency members 3 days before a meeting as part of a large packet of information. It is suggested that you submit your application at least 10 days prior to the meeting to allow for a preliminary review by staff. You are required by State Statute to submit your application three (3) business days prior to the meeting. PLEASE SEE ATTACHED LIST OF MEETINGS AND APPLICATION SUBMISSION DATES.

Date Submitted _____

Fee Paid _____
Application # _____

**TOWN OF SCOTLAND
INLAND WETLANDS COMMISSION
Application for Permit**

****YOU ARE REQUIRED BY STATE STATUTE TO SUBMIT YOUR APPLICATION TO THE BUILDING DEPARTMENT OR TOWN CLERK THREE (3) BUSINESS DAYS PRIOR TO THE NEXT MEETING.**

1.

Name and Address of Applicant (Mailing Address)

Home Phone

Cell

Business Address of Applicant

Business Phone/Fax

Cell

2.

Name, Address & Title of Authorized Agent (if different from applicant)

Phone

Cell

3.

Applicant's interest in the Property (please circle):

Owner Developer Builder Option holder Other

If Applicant is NOT the owner, please provide:

Name and Address of Owner

Home Phone

Business phone

Cell

4. **Has Application been filed with the Planning and Zoning Commission?_____**

Is this land part of a previously Approved Subdivision? _____
If so, attach copies of all permits.

5. **Identify any other State or Town Permits pending for work on this property or required for work on this property.**

6. **Location of Property where proposed activity is to take place:**

Street address

Nearest telephone pole # and distance to intersection

Subdivision & Lot #

Tax Assessor's Reference

7. **Names and Addresses of adjacent property owners:**

8. **List Titles of Site Plans, Drawings, Cross-Sections with latest revision dates which accompany this application. (12 copies of application and planes are required)**

9. **Project description (attach extra pages if necessary)**

1) Describe in detail the proposed activity here or on an attached page.
(see guidelines at end of application)

Please include a description of all activities or construction or disturbance:

Type and volume of material to be filled or excavated:

a) in the wetland/watercourse

b) in the area **adjacent** to (within 75 feet from the edge of) the wetland/watercourse, even if the wetland/watercourse is off your property.

2) Describe the amount and area of disturbance (in percentage of acre and/or cubic yards of material to be deposited)

a) in the wetland/watercourse

b) in the area **adjacent** to (within 75 feet from the edge of) the wetland/watercourse, even if the wetland/watercourse is off your property.

10. **Proposed erosion and sedimentation controls and other management practices and mitigation measures which may be considered as a condition of issuing a permit for the proposed regulated activity including, but not limited to, measures to (1) prevent or minimize pollution or other environmental damage, (2) maintain or enhance existing environmental quality, or (3) in the following order of priority; restore, enhance and create productive wetland or watercourse resources; alternatives considered and subsequently rejected by the applicant and why the alternative as set forth in the application was chosen; all such alternatives shall be diagrammed on a site plan or drawing.**

11. **Map/Site Plan (all applications)**

- 1) Attach to the application a map or site plan showing **existing conditions** and the **proposed project** in relation to

wetland/watercourses. Scale of map or site plan should be 1"= 20', 1" = 30, or 1" = 40'; if this is not possible, please indicate the scale that you are using. A sketch map may be sufficient for small, minor projects. (See guidelines at end of application)

2) Applicants map date and date of last revision

3) Zone Classification _____

4) Is your property in a flood zone? ____ yes ____ no ____ don't know

12. Owner's consenting signature:

The undersigned, as owner of the property, hereby consents to the applicant seeking a permit for the proposed activity. The owner also consents to the necessary and proper inspections of the above referenced property, by the Scotland Inland Wetlands Commission and its Agent, both before and after a final decision has been made by the Commission.

Signature of Owner Date

13. Signature of Applicant:

The undersigned is familiar with all the information provided in this application and is aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation.

Signature of Applicant Date

14. Additional information – if deemed a significant activity by the commission additional information is required – see section 7.5 of the commission's regulations.

15. Filing fee – Consult regulations and Wetlands Agent for appropriate fees.

Project Description Guidelines for #9

1. Explain exactly what work you propose to do and how close it will be to a wetland or watercourse.

2. Describe area of disturbance and volume and type of material to be filled or excavated. How much wetlands will be disturbed? Non-wetland areas nearby?
3. Does the area of activity drain toward the wetland?
4. Are there alternatives that you considered but eliminated for specific reasons?
5. Describe briefly the construction methods. What kind of heavy equipment will be used? When will the work be done?
6. How are you protecting the wetlands and watercourses against disturbance that will result from construction?
7. Do you have any knowledge of a previous wetlands application for this property? If yes, please explain.

Sketch Map or Site Plan Guidelines for #11

The following 10 details are required for every application:

1. Applicant's name
2. Date and revision date, if applicable.
3. North arrow and scale of map.
4. Abutting road with road name shown on it.
5. Property lines --if a large property, at least those lines within 200' of the proposed work.
6. Wetland and watercourse locations (including those off your property) within 75' of your proposal--draw a line showing the part of @the project that is the closest distance to wetlands and indicate distance in feet.
7. Existing buildings, driveways, well, septic and physical features.
8. Proposed work in detail, including all areas of construction, grading/regrading, excavation, filling. Include stockpiling and staging area locations if applicable. The exact location must be shown of all areas that will be disturbed.
9. Show roof and footing drains by drawing locations.
10. Show location of Erosion & Sedimentation controls (silt fence or hay bale protections) together with any other measures that will protect the wetland/watercourse areas.

Include any available information that may assist the Agency in understanding your proposal.

YOUR PERMIT, WHEN GRANTED, IS VALID FOR 5 YEARS; ONCE STARTED, WORK MUST BE FINISHED WITHIN THE SPECIFIC TIME PERIOD AS SPECIFIED IN THE APPROVAL MOTION UNLESS OTHERWISE APPROVED. SPECIFIC WRITTEN REQUESTS MUST BE MADE FOR EXTENSIONS OR RENEWALS (See Section 7.8) OF THE COMMISSION'S REGULATIONS REVISED 1992

19.0 APPLICATION FEES

19.1 Method of Payment - All fees required by these regulations shall be submitted to the Commission by check or money order payable to the Town of Scotland.

19.2 Application Fee Estimate and Payment - An estimate of application fees will be provided to the applicant within 10 days of receipt of the application in the Land Use Department. Fees are due at the time an application is formally received by the Commission (refer to Section 6). No application shall be approved or permit granted by the Commission unless the correct application fee is paid in full or unless a waiver has been granted by the Commission pursuant to subsection 19.10 of these regulations.

- a. All applications will incur a State Fee. At the date of this revision, the State Fee is \$60.00. The applicant is responsible for any increases to this fee that may occur after adoption of these regulations. This fee is not refundable.
- b. All application wills incur a Basic Filing Fee (refer to subsection 19.3). This fee is not refundable.
- c. Additional fees may be assessed to cover costs associated with complex applications and/or monitoring and inspection of an application (refer to subsections 19.4 and 19.5). Payment of any such additional fees is due within 10 days of notice to the applicant.
- d. Additional fees will be assessed for regulated activities started without a permit (subsection 19.3b) and activities requiring inspection due to non-compliance (subsection 19.5c).
- e. The applicant is responsible for the cost of publishing the legal notice of the Commission's decision. The approximate amount of publishing this notice will be assessed at the time of filing.

19.3 Basic Filing Fees – Basic filing fees cover the cost of processing the application, preliminary review of application and plans, initial inspection(s) of the site, and meeting with the applicant or the applicant's agent.

- a. Basic filing fee definitions as used in this section are as follows:
 - (1) "Residential Uses" means activities carried out on property developed for permanent housing, or being developed to be occupied by permanent housing.
 - (2) "Commercial Uses" means activities carried out on property developed for industry, commerce, trade, recreation, or business or being developed to be occupied for such purposes, for profit or nonprofit.
 - (3) "Other Uses" means activities other than residential uses or commercial uses.

- b. The standard basic filing fees are as follows:
 - (1) Basic Residential Filing Fee \$200.00;
 - (2) Basic Residential Subdivision Filing Fee \$150.00 + \$150.00 per parcel or lot that contains a "Regulated Activity";
 - (3) Basic Commercial Filing Fee \$300.00;
 - (4) Basic Other Uses Filing Fee \$100.00;
 - (5) Basic Fee for Agent Approval or \$65.00 Extension of Activity Pursuant to Section 12; and
 - (6) Residential uses with minimal impact \$100.00.
- c. Regulated Activity Started without a Permit. The filing fee for a regulated activity that was started with an approved permit shall be double the standard basic filing fee.

19.4 Complex Application Fee. The Commission may charge an additional fee sufficient to cover the cost of reviewing and acting on complex applications. Such fee may include, but not be limited to, the cost of retaining experts to analyze, review, and report on issues requiring such experts.

- a. The Commission or the duly authorized agent shall be paid pursuant to Section 19.1 of these regulations within 10 days of the applicant's receipt or notice of such estimate.
- b. Any portion of the complex application fee in excess of the actual cost shall be refunded to the applicant no later than 30 days after publication of the Commission's decision.

19.5 Monitoring and Inspection Fees.

- a. The approximate number and type of inspections will be determined at the time of filing, and/or assessed per inspection required to monitor the site after the permit is issued.
- b. The cost of monitoring and inspections will be charged to the applicant based upon the following fee schedule:
 - (1) Wetlands Agent \$35.00 per inspection or billed per hour @ \$35.00 per ½ hour or part thereof;
 - (2) Engineer \$85.00 per inspection or billed per hour @ \$150.00 per hour or part thereof;
 - (3) Environmental Consultant \$85.00 per inspection or billed per hour @ \$150.00 per hour or part thereof; and
- c. Inspections for Non-Compliance will be charged a \$50.00 per site inspection or \$50 per ½ hour or part thereof.

19.6 Significant Activity and Impact Fees:

- a. **Significant Activity Fee** (refer to Subsection 7.6). If it is determined that the application will result in a significant activity a fee of \$250.00 will be assessed.
- b. **Area of Wetland and Watercourse Impacted Fee.** A fee for the area of wetlands to be affected and/or length of watercourse disturbed, by the proposed regulated activity, including, but not limited to, any excavation, filling, alteration, or pollution of such wetland or watercourse, will be assessed as follows:
 - (1) **Wetland Impacts:** \$100.00 per 1,000 square-feet of affected wetlands.
 - (2) **Watercourse Impacts:** \$2.00 per linear foot of watercourse disturbed.
- c. **Road Construction Impact Fee.** Any road construction (private or public) involving wetland or watercourses will be assessed a \$1,000.00 fee for the first 1,000 feet and \$1.00 per foot thereafter.

19.7 Map Amendment Petitions. Such petitions will incur a \$250.00 fee plus an additional \$20.00 per 1000 linear feet (or portion thereof) of total length of wetlands and watercourses boundary subject to the proposed boundary change. (Refer to Section 15.5 of these regulations for additional information regarding map amendment petitions.)

19.8 Request for Modification of a Previously Approved Permit. A \$70.00 fee will be assessed for requests to modify a previously approved permit. Such requests include, but are not limited to, requests for extension(s) of time in which to initiate and/or complete the permitted activity.

19.9 Exemptions. Boards, commissions, councils and departments of the Town of are exempt from all fee requirements. **19.10 Waivers.** The applicant may petition the Commission to waive, reduce or allow delayed payment of the fee.

- a. Such petitions shall be in writing and shall state fully the facts and circumstances the Commission should consider in its determination under this subsection.
- b. The Commission may waive all or part of the application fee if the Commission determines that:
 - (1) The activity applied for would clearly result in a substantial public benefit to the environment or to the public health and safety and the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of the amount of the application fee, or
 - (2) The application fee is clearly excessive in relation to the cost to the Town for reviewing and processing the application.
- c. The Commission shall state upon its record the basis for all actions under this subsection.