

# TOWN OF SCOTLAND

## INLAND WETLANDS AND WATERCOURSE COMMISSION

Scotland Town Hall 9 Devotion Road, P.O. Box 122 Scotland, CT 06264  
Town Clerk: (860) 423-9634



### APPLICATION PROCEDURES

The Scotland Inland Wetlands and Watercourse Commission (IWWC) meets at Scotland Town Hall on the first Wednesday of each month at 7:00 PM, unless otherwise posted. Connecticut General Statutes require that applications for permits for regulated activities be submitted at least one (1) business day prior to the next meeting of the IWWC in order to be received by the Commission. Business days exclude holidays, weekends, the day of submittal, and the day of the meeting. This means that your application, plan and fee must typically be submitted to the Town Clerk or Building Department at the Town Hall no later than the Monday prior to the next Wednesday meeting. John Valente, Wetlands Agent for the Town of Scotland, will assist you with any questions that you might have regarding the application process. A copy of your application and plan must be made available to the Agent so that he may comment on the proposed regulated activity to both the applicant and the Commission. Mr. Valente may be reached at 455-9930. Applications are available at Scotland Town Hall, located at 9 Devotion Road (423-9634).

At the first meeting of the IWWC after submittal of your application, the Commission will receive your application. Commission members will review plans, ask clarifying questions, and possibly schedule a site walk. The Commission may not, however, act on your application at this first meeting. Connecticut General Statutes require a 14-day waiting period after receipt of the application to allow for due process, which gives the public the opportunity to call a public hearing by delivering 25 signatures. During this time period, Commission members will review the application and, if deemed necessary, conduct a site walk. The Commission will typically act on an application at its next regularly scheduled meeting.

The application for permit is designed to address sections 7 and 8 of IWWC regulations by providing the minimum of information necessary for the Commission to make an informed decision. The Commission or its Agent may determine that additional information regarding the proposed regulated activity is necessary in order to act on the application.

## **TOWN OF SCOTLAND INLAND & WETLAND COMMISSION APPLICATION FEES**

### **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 at the time the application is filed with the Commission. Fees are set to cover the reasonable cost of reviewing and acting on applications, petitions, and monitoring, compliance with any permit or Commission order. An additional application fee may be required at the discretion of the Commission when it finds that the nature of the application requires an unusual degree of monitoring and inspections. Upon the discovery of permit violations, the Commission may also require an additional application fee to cover monitoring inspections.

According to Connecticut General Statutes Sect. 22a-42a (e), "The inland wetlands agency may require a filing fee to be deposited with the agency. The amount of such fee shall be sufficient to cover the reasonable cost of reviewing and acting on applications and petitions, including, but not limited to, the costs of certified mailings, publications of notices and decisions and monitoring compliance with permit conditions or agency orders.

All fees include the required \$10.00 state fee, certified mailing(s), and publication of the decision in the newspaper.

No application shall be granted or approved by the Commission unless the correct application fee is paid in full or unless a waiver has been granted by the Commission pursuant to relevant subsection of these regulations.

The application fee is not refundable.

### **Definitions as used in this section:**

"Residential Uses" means activities carried out on property developed for permanent housing, or being developed to be occupied by permanent housing.

"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.

"Other uses" means activities other than residential uses or commercial uses.

**Application fees shall be based on the following schedule:**

**a. Regulated Uses**

Residential Uses-----	\$150.00 + Fee from Schedule A
New Residential Uses	
For activities with minimal impact-----	\$100.00 + Fee from Schedule A
Agent issued permit-----	\$ 50.00
Commercial Uses -----	\$300.00 + Fee from Schedule A
Subdivision Fee-----	\$150.00 + Fee from Schedule A
Each additional lot-----	\$150.00
Road Fees-----	\$1,000.00 plus \$1.00/LF in excess if 1,000'
All Other Uses-----	\$ 100.00 + Fee from Schedule A
Significant Activity Leading to a Public Hearing-----	\$500.00
Public Hearing not involving a Significant Activity---	\$250.00
Application fee for regulated activity started without a permit-----	Double Regular Fee + Fee from Schedule A
Inspection for Non-compliance -----	\$50.00/site inspection / ½ hr.

**Additional Monitoring and Inspection Fees**

Wetlands Agent-----\$35.00 per inspection or  
per ½ hr

Engineer-----\$85.00 per inspection or  
per ½ hr

Environmental Consultant-----\$85.00 per inspection or  
Per ½ hr

These fees along with approximate number and type of inspection will be  
determined at the time of filings or receipt of application.

**b. Permitted and Non-regulated Uses**

Permitted Uses as of Right

Non-regulated Uses -----No charge

**c. Modification of Previous Approval -----**\$ 75.00

**d. Map Amendment Petitions-----**\$100.00

**e. Renewal of Application-----**\$75.00

(There shall be no fee for correction typographical or other errors.)



SCHEDULE A. For the purpose of calculating the permit application fee, the regulated area in schedule A is the total area of wetlands and watercourses upon which a regulated activity is proposed.

<b>SQ. FT. REGULATED AREA</b>	<b>FEE/1000 SQ.FT. REEGULATED AREA</b>
a. Less than 1000'	-----\$150.00
b. Each additional 1,000'	-----\$150.00
c. Per linear foot of stream or alteration	-----\$ 5.00

**All fees include the state fee.**

#### **Exemption**

Boards, commissions, councils and department of the Town of Scotland are exempt from all fee requirements.

#### **WAIVER**

The applicant may petition the Commission to waive, reduce or allow delayed payment of the fee. Such petitions shall be in writing and shall state fully the facts and circumstances the Commission should consider in its determination under this subsection. The Commission may waive all or part of the application fee if the Commission determines that:

- a. 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
- b. The amount of the application fee is clearly excessive in relation to the cost to the Town for reviewing and processing the application.

The Commission shall state upon its record the basis for all actions under this subsection.

Rev.: 02/05/2003

**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.

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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.

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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 diagramed 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