

# **INLAND WETLANDS APPLICATION**

**TOWN OF WINCHESTER/CITY OF WINSTED  
INLAND WETLANDS COMMISSION  
338 Main Street  
Winsted CT 06098  
860-738-6980**

***Original and twelve (12) copies needed.***

***Public Hearings may require additional copies at applicant's expense.***

IWWC #

APPLICANT'S NAME: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

PROPOSAL: \_\_\_\_\_

\_\_\_\_\_

-----  
***For Commission Use Only***

Date application submitted \_\_\_\_\_

Fee paid \_\_\_\_\_ Check/Cash

Date application accepted: \_\_\_\_\_

Date of next IWWC meeting: \_\_\_\_\_

Public Hearing required: \_\_\_\_ Yes \_\_\_\_ No

If "Yes":

Public Hearing date: \_\_\_\_\_

Dates of publication: \_\_\_\_\_

Legal Notice dates: \_\_\_\_\_

Date Public Hearing opened: \_\_\_\_\_

Date Public Hearing closed: \_\_\_\_\_

Last available IWWC meeting date before decision due: \_\_\_\_\_

Bond required: \_\_\_\_ Yes \_\_\_\_ No Amount: \_\_\_\_\_

Decision date: \_\_\_\_\_

Permit Approved: \_\_\_\_\_ Permit Denied: \_\_\_\_\_ Permit Withdrawn: \_\_\_\_\_

NOTES:

**TOWN OF WINCHESTER/CITY OF WINSTED  
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Address of Site: \_\_\_\_\_

Appl. #  

**WITH THE FOLLOWING STANDARD CONDITIONS:**

1. ***The permittee shall notify the Director of Planning and Community Development Steven Sadlowski @ 860-738-6593 immediately upon the commencement of work and upon its completion or Notice of Violation will be issued.***
2. If the authorized activity is not completed within five years from the issuance date of the permit, said activity shall cease and, if not previously revoked or specifically renewed or extended, this permit shall be null and void. Any request to renew or extend the expiration date of a permit should be filed in accordance with the Inland Wetlands Regulations of the Town of Winchester. Expired permits may not be renewed and the Inland Wetlands Commission may require a new application for regulated activities.
3. All work and all regulated activities conducted pursuant to this authorization shall be consistent with the terms and conditions of this permit. Any structures, excavation, fill, obstructions, encroachments, or regulated activities not specifically identified and authorized herein shall constitute a violation of this permit and may result in its modification, suspension or revocation.
4. This authorization is not transferable without the written consent of the Inland Wetlands Commission.
5. In evaluating this application, the Inland Wetlands Commission has relied on information provided by the applicant. If such information is subsequently proved to be false, incomplete, or misleading, this permit may be modified, suspended, or revoked and the permittee may be subject to any other remedies or penalties provided by law.
6. The permittee shall employ the best management practices, consistent with the terms and conditions of this permit, to control storm water discharges and to prevent erosion and sedimentation and to otherwise prevent pollution of wetlands or watercourses. For information and technical assistance, contact the Wetlands Enforcement Officer. The permittee shall immediately inform the Commission of any problems involving the wetlands or watercourses that have developed in the course of, or that are caused by, the authorized work.
7. No equipment or material including without limitation, fill construction materials, or debris, shall be deposited, placed or stored in any wetland or watercourse on or off site unless specifically authorized by this permit.

8. This permit is subject to and does not derogate any rights or powers of the Town of Winchester, conveys no property rights or exclusive privileges, and is subject to all public and private rights to all applicable federal, state and local laws. In conducting and maintaining any activities authorized herein, the permittee may not cause pollution, impairment, or destruction of the inland wetlands and watercourses of Winchester.
9. If the activity authorized by the inland wetlands permit involves activity that requires zoning, subdivision approval, special permit, variance, building permits, driveway permits or special exception, no work pursuant to the wetlands permit may begin until such approval/notice is obtained.
10. The permittee shall maintain sediment and erosion controls at the site in such operable conditions as to prevent the pollution of wetlands and watercourses. Said controls are to be inspected by the permittee for deficiencies at least once per week and immediately after rains. The permittee shall correct any such deficiencies within 24 hours of said deficiency being found. The permittee shall maintain such control measures until all areas of disturbed soils at the site are stabilized.
11. The permittee, contractor and/or owner shall conduct all operations at the site in full compliance with this permit, to the extent provided by law, may be held liable for any violations of the terms and conditions of this permit and are responsible for any violation they may have created.
12. Wetland flagging to stay in place during the construction process. Missing flags to be replaced upon the request of the Director of Planning and Community Development if required for inspection or enforcement.
13. Cash Erosion and Sedimentation control bond of \$\_\_\_\_\_ be submitted to the Inland Wetland Office before construction begins.

  
**INLAND WETLANDS COMMISSION**  
**338 Main Street**  
**Winsted CT 06098**  
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Appl. #

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**Inland Wetlands Application**

Recognizing that inland wetlands and watercourses are an indispensable, irreplaceable and fragile natural resource, the Inland Wetlands and Watercourses Act regulates activities in wetlands to provide for their preservation and protection.

This application is required pursuant to Statutes 22a-36 and 22a-45 of the Connecticut General Statutes. Applications received pursuant to the above statute do not relieve the applicant of his/her responsibility for making applications to other local, State or Federal agencies. This includes any approval required by the Connecticut Department of Environmental Protection and the U.S. Army Corps of Engineers. Obtaining such assents, permits, or licenses is the sole responsibility of the applicant.

**GENERAL INFORMATION FOR INLAND WETLANDS APPLICATIONS**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

ASSESSOR'S MAP #: \_\_\_\_\_ BLOCK #: \_\_\_\_\_ LOT(S) #: \_\_\_\_\_ ZONE: \_\_\_\_\_

PROPERTY OWNER(S) OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

CONTRACTOR'S NAME (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

As the applicant, I signify that I understand the application materials and procedure and that I have completed the application to the best of my ability. I also understand that an incomplete application may be denied by the Commission and that a permit obtained through inaccurate or misleading information, or through any deception, will be revoked.

I also authorize the members of the Commission and its designated agent(s) to inspect the property involved at reasonable times, with or without notice, both before and after a permit has been issued, and throughout the duration of the project.

\_\_\_\_\_  
Applicant's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner's signature

Date: \_\_\_\_\_



**INLAND WETLANDS COMMISSION**

**338 Main Street**

Winsted CT 06098 860-738-6980

**Required Information for Inland Wetland Permits**

- \_\_\_ 1. ***Complete the following*** (do not fill in shaded areas):
- a) Top portion of page 1
  - b) All of page 2
  - c) Enter *Address of Site* on page 3
- \_\_\_ 2. **ORIGINAL APPLICATION** with original signatures, **AND TWELVE (12) COPIES** of pages 1, 2 and 3. Public Hearing may require additional copies at applicant's expense.
- \_\_\_ 3. **ORIGINAL AND TWELVE (12) COPIES** of site plan for the project including the following information (Public Hearing may require additional copies at applicant's expense):
- \_\_\_ a. Vicinity Map (**mandatory**) showing directions to the site.
  - \_\_\_ b. A map showing the proposed project's location on the property.  
This map must include:
    - Address of the site with location of property lines relative to neighboring properties.
    - Existing structures, driveways, streams, rivers, culverts, or other bodies of water, and any other significant property features.
  - \_\_\_ c. A detailed drawing of the proposed project (which may be combined with map, if appropriate) showing:
    - Dimensions and elevations from above and from the side.
    - Location of erosion control measures (i.e., silt fence, hay bales, etc.).
  - \_\_\_ d. A brief narrative describing the proposed project including:
    - Estimated duration of project including time when project will begin and end.
    - Quantity of material to be removed and/or deposited and to where it will be removed or stored on the property.
    - Description of erosion control measure and other relevant information.
  - \_\_\_ e. Copy of Assessor's card for project property.
  - \_\_\_ f. Registration/Authorization Form for Docks, Buoys, Swim Floats, Walkways & Boat Lifts if required.
- \_\_\_ 4. **ORIGINAL** (yellow sheet only) **State of CT DEP Activity Reporting Form** (provided with an instruction sheet and maps – no copies needed; only the original yellow sheet is to be returned!). **Part II must be completed by applicant!**
- \_\_\_ 5. Submit **Registration and Authorization Form** if application is for **Docks, Buoys, Swim Floats, Walkways and Boat Lifts**

*The original application must contain all original pages and remain intact. **TWELVE (12) copies** of pages 1, and 2 and site plan materials are required and must be collated (sorted) and clipped together. **All large drawings MUST be folded to 8 ½ x 11 sizes. Rolled drawings will not be accepted.***  
*Application forms must be complete!*

NOTE: The Inland Wetlands Commission can deny an application for being incomplete. Also, additional copies of the application and site plan materials may be requested for referrals to outside consultants.

Revised and adopted 1/17/96

Effective 1/24/96

Revised 7/3/02, 3/13/03, 10/27/04, 4/19/07.

## STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15<sup>th</sup> day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only** the **completed** reporting form to:

DEEP Land & Water Resources Division  
Inland Wetlands Management Program  
79 Elm Street, 3<sup>rd</sup> Floor  
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.

# **INSTRUCTIONS FOR COMPLETING**

## **THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.  
Do NOT submit a reporting form for withdrawn actions.*

### **PART I: Must Be Completed By The Inland Wetlands Agency**

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
  - A** = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
  - B** = Any Permit Denied by the Inland Wetlands Agency
  - C** = A Permit Renewed or Amended by the Inland Wetlands Agency
  - D** = A Map Amendment to the Official Town Wetlands Map - or -  
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
  - E** = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
  - F** = A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
  - G** = An Agent Approval pursuant to CGS 22a-42a(c)(2)
  - H** = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

**PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant** - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. Click on the following website for USGS Quad Map information:  
[http://ct.gov/deep/lib/deep/gis/resources/Index\\_NamedQuadTown.pdf](http://ct.gov/deep/lib/deep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn – CLEAR's website: [http://clear.uconn.edu/data/map\\_set/index.htm](http://clear.uconn.edu/data/map_set/index.htm)
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (i.e., don't just state "forestry", provide details such as "20 acre forestry harvest, permit required for stream crossing".)

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

<b>A</b> = Residential Improvement by Homeowner	<b>I</b> = Storm Water / Flood Control
<b>B</b> = New Residential Development for Single Family Units	<b>J</b> = Erosion / Sedimentation Control
<b>C</b> = New Residential Development for Multi-Family / Condos	<b>K</b> = Recreation / Boating / Navigation
<b>D</b> = Commercial / Industrial Uses	<b>L</b> = Routine Maintenance
<b>E</b> = Municipal Project	<b>M</b> = Map Amendment
<b>F</b> = Utility Company Project	<b>N</b> = State Agency Project
<b>G</b> = Agriculture, Forestry or Conservation	<b>P</b> = Other (this code includes the approval of
<b>H</b> = Wetland Restoration, Enhancement, Creation	concept plans with no-on-the-ground work)

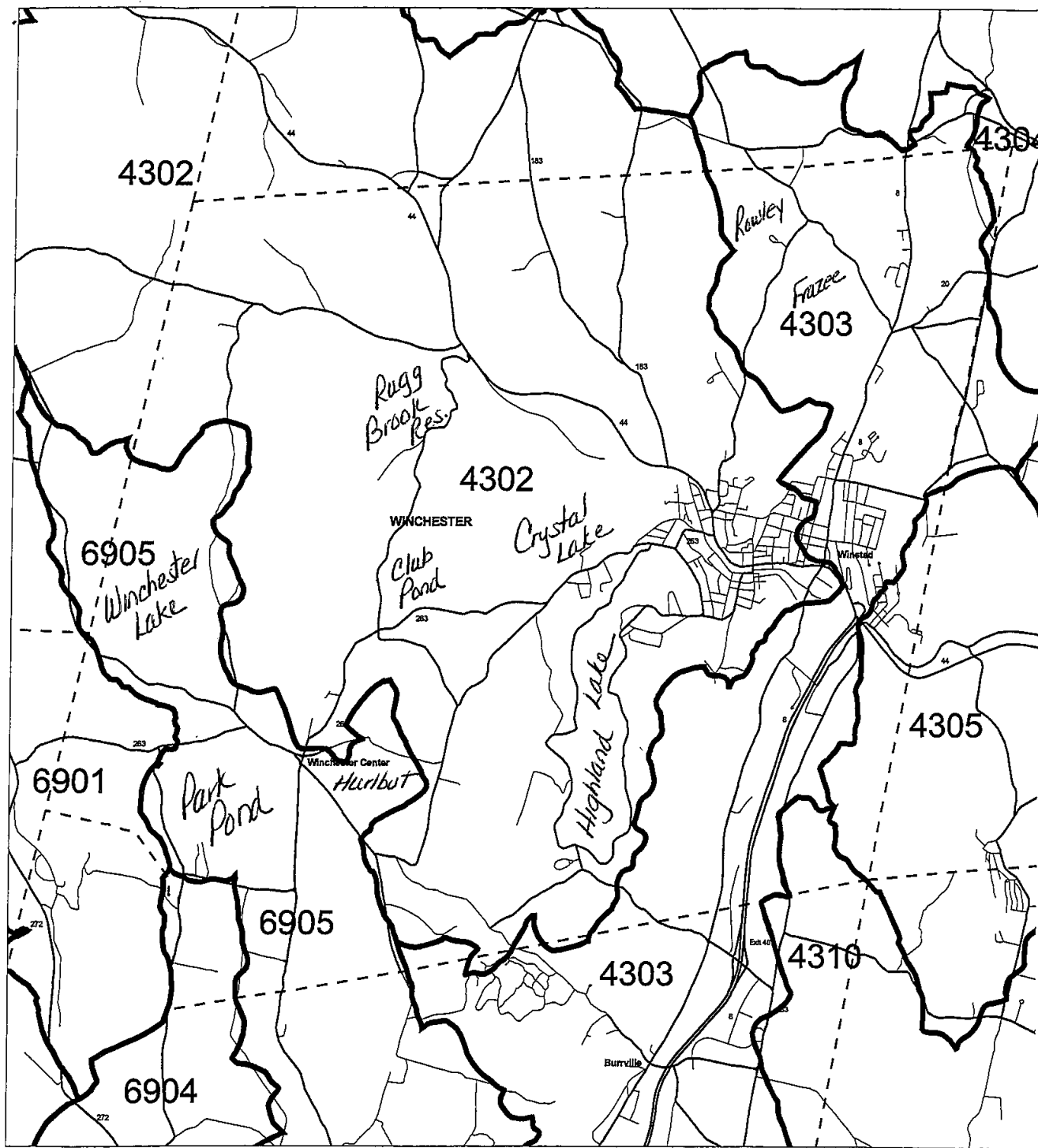
10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

<b>1</b> = Filling	<b>8</b> = Underground Utilities Only (no other activities)
<b>2</b> = Excavation	<b>9</b> = Roadway / Driveway Construction
<b>3</b> = Land Clearing / Grubbing (no other activity)	<b>10</b> = Drainage Improvements
<b>4</b> = Stream Channelization	<b>11</b> = Pond, Lake Dredging / Dam Construction
<b>5</b> = Stream Stabilization (includes lakeshore stabilization)	<b>12</b> = Activity in an Established Upland Review Area
<b>6</b> = Stream Clearance (removal of debris only)	<b>14</b> = Activity in Upland
<b>7</b> = Culverting (not for roadways)	

**Examples:** Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.




11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

**PART III: To Be Completed By The DEEP** - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



**SUBREGIONAL DRAINAGE BASINS**  
**Statewide Inland Wetlands & Watercourses Activity Reporting Program**

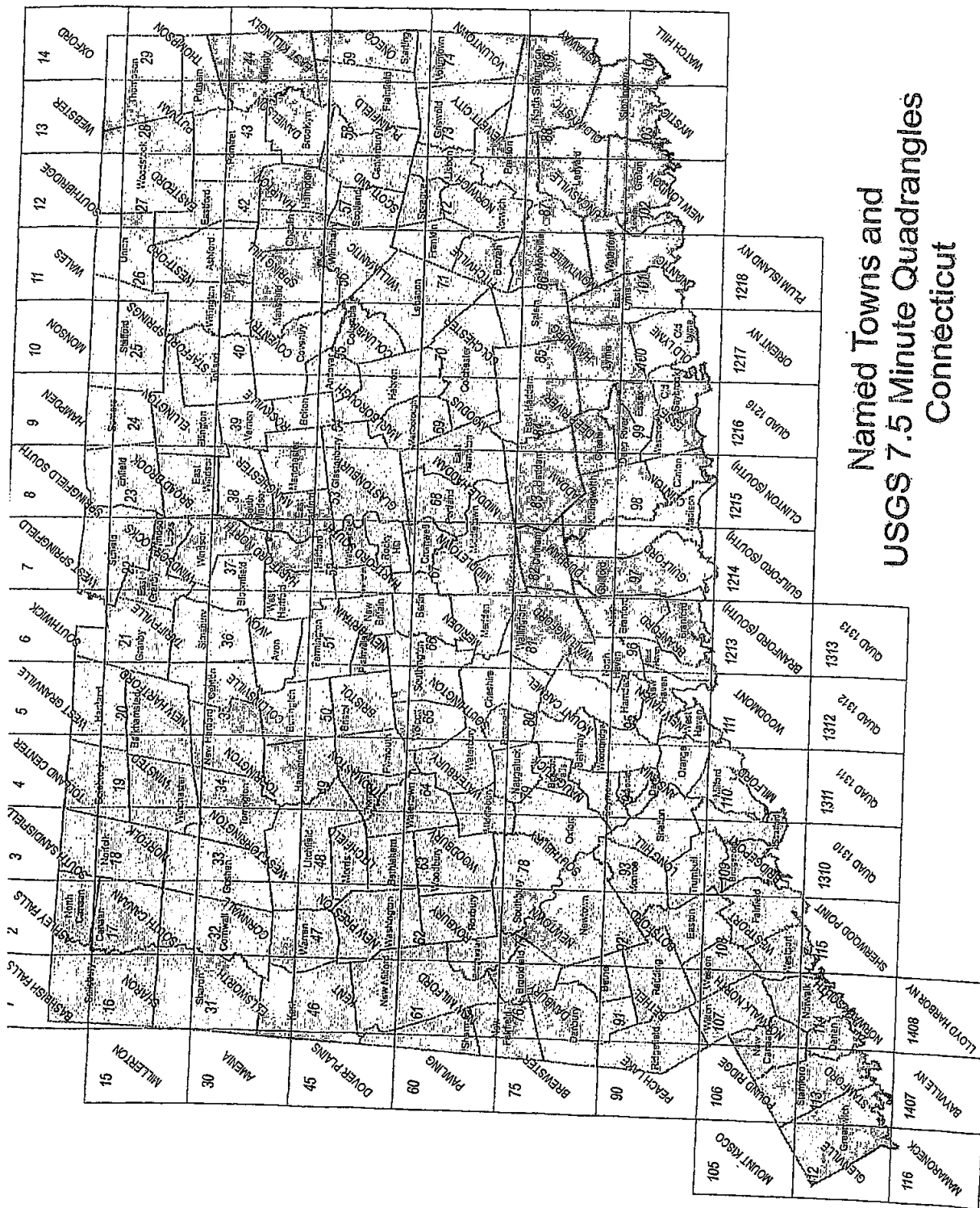
**Winchester,  
 Connecticut**

 Subregional Basin  
 Main Road  
 Local Road  
 Town

0 0.5 1 Miles

July, 2000  
 DEP Inland Water Resources Division  
 Wetlands Management Section





Named Towns and  
USGS 7.5 Minute Quadrangles  
Connecticut

## Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Please complete and mail this form in accordance with the instructions on pages 2 and 3 to:*

*DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3<sup>rd</sup> Floor, Hartford, CT 06106*

*Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.*

### PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: \_\_\_\_\_ month: \_\_\_\_\_
2. ACTION TAKEN (see instructions, only use one code): \_\_\_\_\_
3. WAS A PUBLIC HEARING HELD (check one)? yes ☐ no ☐
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
(print name) \_\_\_\_\_ (signature) \_\_\_\_\_

### PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING (print name): \_\_\_\_\_  
does this project cross municipal boundaries (check one)? yes ☐ no ☐  
if yes, list the other town(s) in which the action is occurring (print name(s)): \_\_\_\_\_, \_\_\_\_\_
6. LOCATION (see instructions for information): USGS quad name: \_\_\_\_\_ or number: \_\_\_\_\_  
subregional drainage basin number: \_\_\_\_\_
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): \_\_\_\_\_
8. NAME & ADDRESS / LOCATION OF PROJECT SITE (print information): \_\_\_\_\_  
briefly describe the action/project/activity (check and print information): temporary ☐ permanent ☐ description: \_\_\_\_\_  
\_\_\_\_\_
9. ACTIVITY *PURPOSE* CODE (see instructions, only use one code): \_\_\_\_\_
10. ACTIVITY *TYPE* CODE(S) (see instructions for codes): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. WETLAND / WATERCOURSE AREA ALTERED (must provide acres or linear feet):  
wetlands: \_\_\_\_\_ acres open water body: \_\_\_\_\_ acres stream: \_\_\_\_\_ linear feet
12. UPLAND AREA ALTERED (must provide acres): \_\_\_\_\_ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): \_\_\_\_\_ acres

DATE RECEIVED:

### PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO