



Town of Watertown Connecticut  
Conservation Commission/ Inland Wetland Agency  
Watertown Municipal Center  
61 Echo Lake Road  
Watertown, CT 06795  
(860) 945-5266  
www.watertownct.org

**Conservation Commission / Inland Wetland Agency  
Town of Watertown, Connecticut**

**Application for Permit**

Permit Application Number: \_\_\_\_\_

Property location: \_\_\_\_\_

**INSTRUCTIONS**

All applicants must complete Section 1 of this application form for preliminary review. If the Agency determines that the activity described constitutes a significant activity in accordance with the definition provided in Section 2.1 of the Regulations, then a public hearing shall be scheduled, and additional information requested. In addition to the information supplied in Section 1, the applicant may submit any other supporting documents or facts which may assist the commission in its evaluation of the proposal. Incomplete applications will be rejected by the commission.

**1. Name of Applicant:** \_\_\_\_\_  
Business or Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_ Mobile#: \_\_\_\_\_  
Email: \_\_\_\_\_

**2. Applicant's Interest in Land:**  
 Owner     Lessee     Contract Purchases     Other – Please Describe  
\_\_\_\_\_  
\_\_\_\_\_

**3. Name of Property Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_ Mobile \_\_\_\_\_  
Email: \_\_\_\_\_



**B.** Provide a narrative describing the alternatives to the proposal which have been considered, and state why these alternatives were rejected in favor of the requested activity. Attach drawings or diagrams which show the alternatives considered.

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**C.** Steps taken to avoid or minimize impacts to wetlands and upland review area.

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**D.** List any mitigation or enhancement measures if avoidance is not possible.

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**E.** Provide a report from a qualified soil scientist.

**F.** Describe the proposed erosion and sediment control plan.

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**PLEASE ANSWER THE FOLLOWING STATEMENTS**

**8. The applicant shall certify the following information by circling the appropriate word(s).**

- A.** Traffic attributable to the completed project on the site (will/will not) use streets within an adjoining municipality to enter the site. **YES OR NO**
  
- B.** Sewer or water drainage from the project site (will/will not) flow through and impact the sewage or drainage system of another municipality. **YES OR NO**
  
- C.** Water run-off from the improved site (will/ will not) impact streets or other municipal or private property within another municipality. **YES OR NO**

**9. Complete the following section if the purpose of this application is to transfer, amend/ modify a previously issued permit:**

- A.** Name of current permittee: \_\_\_\_\_
  
- B.** Agency number of existing permit: \_\_\_\_\_
  
- C.** Initiation date of existing permit: \_\_\_\_\_
  
- D.** Expiration date of existing permit: \_\_\_\_\_

**10. Complete the attached D.E.E.P. reporting form.**

**11. The undersigned hereby consents to necessary and proper inspections of above referenced property by members or agents of the Inland Wetlands Agency at reasonable times, both before and after the permit in question has been acted upon by the Agency.**

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Signature of Property Owner

Date:

**12. The undersigned attest that the information supplied in the completed application is accurate, to the best of his or her knowledge and belief and is aware of the penalties for obtaining a permit through deception, inaccurate or misleading information.**

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Signature of Applicant

Date:

**AFFIDAVIT**

I, \_\_\_\_\_ of, \_\_\_\_\_ -'hereby depose and

say:

1. That I am over the age of 18 and believe in the obligation of an oath;
2. That I am the \_\_\_\_\_ of \_\_\_\_\_ 
3. That I have an application pending before the Conservation Commission/ Inland Wetlands Agency which is subject to Section 9.4.a. to 9.4.i. of the Watertown Inland Wetlands and Watercourses Regulations concerning the posting of public hearing notices;
4. That I have fully complied with the regulation concerning posting of public hearing notices.

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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Commissioner of the Superior Court  
Notary Public  
My Commission Expires:

# Town of Watertown Connecticut

Planning and Zoning, Zoning Board of Appeals,  
Conservation Commission/Inland Wetland Agency

## Watertown Municipal Center

61 Echo Lake Road  
Watertown, CT 06795  
Telephone: (860) 945-5266

Website: [www.watertownct.org](http://www.watertownct.org)



## SITE WALK/FIELD INSPECTION REQUIREMENTS

Dear Applicant/ Applicant Representative:

Please be advised that pursuant to Section 7 Article VII of the By-laws of Conservation Commission/ Inland Wetland Agency of Town of Watertown (the Agency) when the Agency determines that a field inspection/ site walk is appropriate, the Agency will set a time and place at the convenience of its members to gain on site knowledge of the proposed activities. The applicant or his agent/ representative, the design engineer and the Soil Scientist who delineated and flagged the wetlands/watercourses shall be present and the following shall be provided:

1. Adequate and safe access to the property
2. All wetlands and watercourses (permanent and intermittent) on the site shall be delineated and flagged by a certified Soil Scientist. Soil Scientist report shall be submitted with the application.
3. All building locations, access ways, onsite septic system locations and other regulated activities shall be marked on the site.
4. A copy of the proposed Site Plan shall be available on the site during the site walk/field inspection.

No testimony may be taken on the site walk/field inspection by the Commission.

**Signature of Applicant:** ..... **Date:** .. ,.....

**Signature of Property Owner:** .....;.....**Date:**.....

## Inland Wetland Fee Schedule

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

Commercial and industrial 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, commercial or other industrial uses.

Permitted uses as of right	\$0.00
No regulated uses	\$35.00

### Regulated Uses

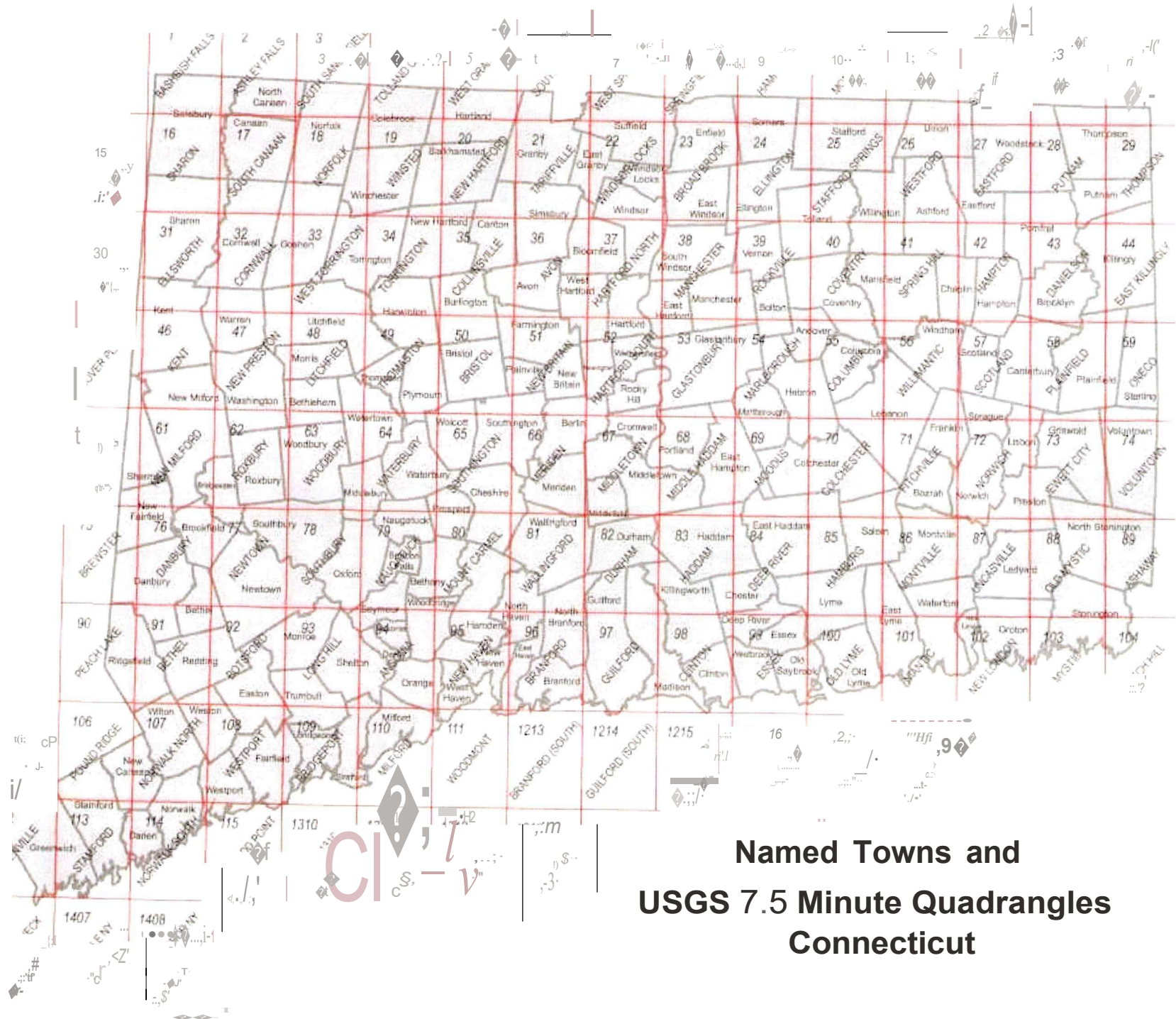
#### Residential Uses

Single lot	\$125.00
Proposed Subdivisions	\$250.00
Plus \$50.00 per each proposed lot	

#### Commercial and Industrial Uses

Regulated area	\$250.00
Plus \$25.00 per acre of regulated area	
All other uses	\$150.00
Significant Activity Fee/ Public Hearing Fee	\$350.00
Map Amendment Petitions	\$200.00 plus \$25.00/ acre
Modification of Previous Approval	\$100.00 (Permit Approval)
Transfer of an Existing Permit	\$50.00

No application shall be granted or approved by the Conservation Commission/ Inland Wetland Agency unless the correct application fee is paid in full or unless a waiver has been granted by the Conservation Commission/ Inland Wetland Agency pursuant to subsection 4.14 of the Town Fee Ordinance #09-20-93-134.



**Named Towns and  
USGS 7.5 Minute Quadrangles  
Connecticut**

# **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 the same project or activity had both a permit issued and enforcement action, submit two forms for the two separate actions).
  - 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 (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. USGS Quad Map information is available at: <https://portal.ct.gov/-/media/deep/gis/resources/IndexNamedQuadTownpdf.pdf>  
ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If 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: [https://media.clear.uconn.edu/data/watershed\\_maps/index.htm](https://media.clear.uconn.edu/data/watershed_maps/index.htm) (no roads depicted) or at CTECO: [http://www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp) (depicts roads, choose town and a natural drainage basin map).
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 (for example, -don't state "forestry," provide details such as "20 acre forest 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".

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|---|---|
| <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 concept, subdivision or similar plans with no oil-the-ground work) |
| <b>H</b> = Wetland Restoration, Enhancement, Creation           |   |

10. Enter between one and four code numbers to best characterize the action/project/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 Constructio11 (including related culverts) |
| <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, 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. For created - 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 111: To Be Completed By The DEEP** - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

# Statewide Inland Wetlands & Watercourses Activity Reporting Form

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

DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3rd 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

- DATE ACTION WAS TAKEN: year: \_\_\_\_\_ month: \_\_\_\_\_
- ACTION TAKEN (see instructions- one code only): \_\_\_\_\_
- WAS A PUBLIC HEARING HELD (check one)? yes  no
- 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

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