

**Information needed to fill out**  
**Town of Montville Inland Wetlands Application Form**

**ALL APPLICATIONS ARE DUE IN THE OFFICE FIVE (5) BUSINESS DAYS BEFORE THE REGULARLY SCHEDULED MONTHLY MEETING. MEETINGS ARE HELD THE THIRD (3<sup>RD</sup>) THURSDAY OF EVERY MONTH AT 7:00 P.M. IN THE TOWN HALL COUNCIL CHAMBERS.**

**FAILURE TO SUBMIT AN APPLICATION IN THIS TIME FRAME WILL RESULT IN THE APPLICATION BEING DELAYED UNTIL THE NEXT MONTH'S MEETING.**

**SECTION I**

1. Name, Address, Phone Numbers.
2. If not the property owner then check appropriate box.

**SECTION II**

1. Name of Property Owner, Address, Phone Number. If same as applicant leave blank
2. If not property owner, then consent form from property owner indicating that are applying for the application on their behalf is necessary.

**SECTION III**

1. Name of Engineering Firm and Contact Person.
2. If an engineer is not involved with the project, then leave the space blank.

**SECTION IV**

1. Name of Law Firm and Contact Person.
2. If an attorney is not involved with the project, then leave the space blank.

**SECTION V**

1. Address of the property where the activity will be taking place.
2. Contact the Assessor's office to get the following information:
  - a. Map and Lot number.
  - b. Acreage.
  - c. Volume and Page of the deed for the property.
  - d. Adjacent Property Owners.

**SECTION VI**

1. Wetlands and Watercourse area to be disturbed is the total area of disturbance in square feet. (L X W). **THIS IS VERY IMPORTANT AND NEEDS TO BE FILLED IN OR THE APPLICATION WILL BE DEEMED INCOMPLETE.**

Upland Review area is the area fifty (50) feet away from any wetland or watercourse. The area to be disturbed is the total area of disturbance in square feet. (L X W) **THIS IS VERY IMPORTANT AND NEEDS TO BE FILLED IN OR THE APPLICATION WILL BE DEEMED INCOMPLETE.**

2. Indicate when and if the area has been flagged for wetlands and by whom.
3. If there is any disturbance within a watercourse, indicate the linear feet of disturbance.
4. If any new wetlands are to be created indicate the area in square feet.

## SECTION VII

1. Indicate the type of project being proposed.
2. Indicate the type of activity proposed. If depositing or removing material indicate the amount in cubic yards.
  - Describe the activity that you are asking permission to do and write it in paragraph form. Please include the following in your report:
    - Where is the activity location and approximately how far is it from a regulated area.
    - How will the activity be completed?
      - a. What is the activity?
      - b. What type of machinery will be used or if work will be done by hand.
      - c. What material was used?
      - d. How big of an area.
      - e. If material was brought in, how much.
      - f. If material removed, how much and where taken. Will it be stockpiled and removed, or used to regrade area.
      - g. Why are you asking for the activity?
      - h. Any unique conditions on the property that would not allow you to conduct activity outside of the regulated area.
      - i. Approximate time line from start to completion.
      - j. Be as detailed as possible, this makes it easier for the Commission to understand the activity and also shortens the permit process.
3. Fill in the title and date of the site plan.
4. Provide on a separate piece of paper the description of the project.
5. A list of all supplemental data is to be provided.

## SECTION VIII

1. Indicate by filling in the appropriate box the answers to questions 1-10.
2. If you answered *Yes* to any of the questions then additional data as indicated must be provided to the Commission.

**Sign and Date the application.**

**Town of Montville Inland / Wetlands Application**

# \_\_\_\_\_

**APPLICANT INSTRUCTIONS:** All applicants must complete this application form. The Commission will notify the applicant of any additional information that may be required and will schedule a Public Hearing if necessary. In addition to the information required, the applicant may submit other supporting facts or documents which may assist the Commission in its evaluation of this proposal. **PLEASE SUBMIT THREE COPIES OF THE APPLICATION AND THREE COPIES OF ANY OTHER DOCUMENTS AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE MEETING.**

**I. Applicant Information**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

Interest in Property     Owner     Option Holder     Developer     Harvester     Other

**Attach a Written Consent to the proposed activity from the owner if applicant is not the owner**         Required         Not Required

**II. Owner Information**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Cell \_\_\_\_\_

**III. Engineer Information**

Contact \_\_\_\_\_

Firm \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Cell \_\_\_\_\_

**IV. Attorney Information**

Contact \_\_\_\_\_

Firm \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**V. Property Information**

Address of Proposed Activity \_\_\_\_\_

Assessor's Map and Lot Number \_\_\_\_\_

Land Records/Deed Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Acreage of Property \_\_\_\_\_ Zoning \_\_\_\_\_

**Provide a List of the Names and Mailing Addresses of Adjacent Property Owners (Attach Sheet)**

**VI. Wetlands and Watercourse Information**

Total Acreage of Wetlands on the site \_\_\_\_\_ acres

Wetland Disturbance Area \_\_\_\_\_ sq ft

Upland Review Disturbance Area \_\_\_\_\_ sq ft

Have the Wetlands Been Flagged  Yes  No Year \_\_\_\_\_

Name of Soil Scientist \_\_\_\_\_

Linear Feet of Watercourse Disturbance \_\_\_\_\_ ft

Creation of New Wetlands \_\_\_\_\_ sq ft

**VII. Project Description**

Subdivision  Review No Regulated Activity  Permit Modification

Regulated Activity  Permitted Use as of Right  Permit Renewal

**Activity will involve (Check all that apply)**

Alteration  Construction  Pollution  Stormwater Discharge

Deposition of Material \_\_\_\_\_ cubic yards

Removal of Material \_\_\_\_\_ cubic yards

**See attached checklist of items that are to be included on Plan and supplemental data.**

A) Attach a Detailed Plan of the Proposal and indicate Plan Title and Date.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B) Provide Brief Description of the Proposed Project on separate piece of paper. Instructions attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) List Titles and dates of all documentation which will be included and submitted with this application and attach to application. Documents should include, but are not limited to; Project Proposal, Soil Scientist Reports, and Drainage Calculations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. Other Information**

1. Does the application involve an activity in a regulated area that is within 500 ft of another municipality?  
Yes No

- If YES, then a copy of the application and all material is to be submitted to said Town and a copy of the transmittal form is to be provided to the Commission.

2. Is the property located within a Flood Hazard Area?  
Yes No

-If YES, then please provide additional material showing the location of the area.

3. Is the regulated activity within a Public Water Supply Aquifer or Watershed?  
Yes No

- If YES, then a copy of the application and all material is to be submitted to the State Department of Health as well as the appropriate Water Company. See attached instructions for the Notification Process for the State Health Department. A copy of the transmittal forms shall be provided to the Commission.

4. Does the application require approval from Uncas Health District? Yes No

- If YES, then a copy of the approval is to be provided to the Commission.

5. Does the application require approval from the Public Works Dept? Yes No

- If YES, then a copy of the approval is to be provided to the Commission.

6. Does the application require approval from the Town of Montville WPCA? Yes No

- If YES, then a copy of the approval is to be provided to the Commission.

7. Does the application require permits from the following agencies?

|  |                              |                             | <u>Submission Info</u> |
|--|------------------------------|-----------------------------|------------------------|
| Army Corps of Engineers                | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date _____             |
| Department of Environmental Protection | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date _____             |
| Department of Transportation           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date _____             |

- If YES, then a copy of the application and all material is to be submitted to said Agency and a copy of the transmittal form is to be provided to the Commission.

8. Does this permit require a State Water Diversion Permit? Yes No

9. Does this permit require a State Dam Permit? Yes No

10. Is this property subject to a Conservation Restriction and/or a Preservation Restriction?

- If YES, attach a copy of certified notice.

Yes  No

11. If the application is a renewal or modification of an existing permit, is a copy of the original approval included in the documentation package?

Yes  No

The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by agents of the Montville Inland Wetlands Commission at reasonable times, both before and after the permit in question has been granted by the Commission.

Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner

IF other than applicant \_\_\_\_\_ Date \_\_\_\_\_