



### APPLICATION FOR PERMIT GENERAL INSTRUCTIONS AND REQUIREMENTS

The applicant shall submit with the application the following information (Section 7.5 and 7.6A of Trumbull IWWC Regulations, as applicable):

1. **Twelve (12) copies** (NOT STAPLED) of Sections I and II of the Application.
2. **Twelve (12) copies** of a five hundred foot (500') radius contour map showing all contiguous upstream and downstream properties (1"=100' scale).
3. **Twelve (12) copies** of a Site Plan (at a scale no greater than 1"= 40' scale) for the proposed activity and the land which will be affected showing existing and proposed conditions, wetland and watercourse boundaries, regulated area, land contours, boundaries of land ownership, proposed alterations and uses of wetlands and watercourses, boundaries, symbol of soil mapping unit(s), and mapping of soil types consistent with categories; and other pertinent features of the land and the proposed activity, prepared by a professional engineer, land surveyor, soil scientist, architect or landscape architect licensed by the State of Connecticut, or by such other qualified person unless excepted by Inland Wetlands and Watercourses Commissioner or its Agent.
4. a. A copy of a Field Card obtained from Trumbull Tax Assessor's Office.  
b. The Applicant shall provide a list of names and addresses, from the records of the Tax Assessor's Office, of all adjacent property owners within 75 feet of all property boundary lines. (See Trumbull IWWC Regulations, Section 7.12).
5. If available, necessary or required engineering reports, analyses and additional drawings to fully describe the proposed activity including any filling, excavation, drainage or hydraulic modifications to watercourses.
6. Proposed erosion and sedimentation control plan.
7. Existing and proposed buildings or other structures including: location; floor elevation; depth of proposed foundations and types, such as: location, size and composition of sidewalks, off street parking and loading, including driveway entrances and exits, parking and loading spaces, and traffic islands and barriers.
8. Location of tree stands, shrubs and other significant vegetation, both existing and planned.
9. Proposed design and specifications of on-site sewage disposal certified by an engineer, and or any proposed sewer connection(s).
10. Existing storm drainage.
11. Proposed storm water management plan (provide detail(s) as necessary).
12. Proposed grading by not less than two foot (2') contours of any materials to be moved.
13. Location of all percolation pits, test pits, boring and observation holes with annotation of findings.



INLAND WETLANDS AND WATERCOURSES  
COMMISSION  
TOWN OF TRUMBULL

APPLICATION FOR PERMIT

Application No.

General information to be supplied by all applicants for a permit – **twelve (12) sets not stapled of completed application** need to be submitted with maps):

**SECTION I**

1. Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
Telephone: Day: ( ) \_\_\_\_\_ Evening: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name of Property Owner of Record: \_\_\_\_\_  
Address of Owner of Record: \_\_\_\_\_

3. Telephone: Day: ( ) \_\_\_\_\_ Evening: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

4. The undersigned hereby authorizes \_\_\_\_\_ (Applicant) to act as Agent on my behalf as related to this application.

\_\_\_\_\_  
(Owner of Record)  
Indicate If Other Than Property Owner

5. Applicant's interest in property (Lessee, Licensee, Owner, etc.): \_\_\_\_\_

6. Location/address of property where activity is proposed as identified in the Trumbull Land Records on file in the Town Clerk's office.

7. **IF A PUBLIC HEARING IS SCHEDULED:** The applicant must notify said adjacent property owners by mail, certificate of mailing, post marked no later than **fifteen (15) days** prior to the Public Hearing (sample letter attached). **Please note: if this is the initial application a public hearing is not required, do not mail adjoining property owners' letters unless notified in writing by the Commission.**

8. Description of proposed activity and location of property. Include listing of all proposed regulated activities (use separate sheet if necessary):

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

*The applicant understands that this application is to be considered complete only when all information and documents required by the Agency have been submitted.*

*The undersigned warrants the truth of all statements contained herein and in all supporting documents under penalty of false statement according to the best of his/her knowledge and belief.*

*The applicant hereby grants permission under 7.5k of the Inland Wetland and Watercourses Regulations of the Town of Trumbull authorizing site inspects on the subject property.*

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(Signature of Applicant)

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(Applicant's Name – Please Type or Print)

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Signature of Authorized Agent

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(Authorized Agent's Name – Please Type or Print)



15. Existing or proposed source(s) of water supply for the property: \_\_\_\_\_
16. Existing or proposed method of sewage disposal for the property: \_\_\_\_\_
17. Creation of proposed water bodies (if yes, detailed information will be required): Yes: \_\_\_\_\_ No: \_\_\_\_\_
18. List proposed measures to protect regulated and inland wetland areas from:
- a. Erosion and sedimentation: \_\_\_\_\_
  - b. Leaching of pollutants: \_\_\_\_\_
  - c. Direct discharge of pollutants: \_\_\_\_\_
  - d. Increased flooding and surface runoff hazards: \_\_\_\_\_
19. Proposed percent of regulated area to be covered with impermeable surface: \_\_\_\_\_
20. Material to be deposited and/or excavated: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (if yes, complete the following)
- a. Area: \_\_\_\_\_ Volume: \_\_\_\_\_
  - b. Physical composition (texture, components) of material to be deposited: \_\_\_\_\_  
\_\_\_\_\_
  - c. Chemical composition of all toxic materials, whether such materials are enclosed in containers or deposited openly: \_\_\_\_\_  
\_\_\_\_\_
  - d. Potential chemical reactions of deposited materials yielding toxic products or concentrations of products hazardous to the ecosystem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - e. Final height of filled area above seasonal high water table: \_\_\_\_\_
  - f. Texture and composition of soil left after excavation: \_\_\_\_\_  
\_\_\_\_\_
  - g. Slope of excavation: \_\_\_\_\_
  - h. Depth of water table or water level in inundated after excavation: \_\_\_\_\_  
\_\_\_\_\_
21. Other information the Applicant deems necessary to meet the objectives of these regulations, Sections 22a-36 to 22a-45 inclusive of the Connecticut General Statutes and P.A. 73-571.



**Inland Wetlands and Watercourses Application**  
**PERMIT FEE SCHEDULE**

Application fees shall be based on the following schedule:

**A. REGULATED ACTIVITIES**

**FILING FEE:** Includes: preliminary review of plans, site evaluation inspection, and final compliance inspection

<b>SINGLE FAMILY RESIDENCE: (Plus Schedule A)</b>	<b>\$300.00</b>
➤ Additional site inspections that require corrective measures by the applicant	\$100.00/visit
<b>OTHER RESIDENTIAL DEVELOPMENTS &amp; COMMERCIAL: (Plus Schedule A)</b>	<b>\$500.00</b>
➤ + 50.00/1000 sq. ft. for sites less than 3,000 sq. ft. of regulated area	
➤ + 45.00/1000 sq. ft. for sites of 3,000-50,000 sq. ft. of regulated area	
➤ + 40.00/1000 sq. ft. for sites more than 50,000 sq. ft. of regulated area	
➤ Additional site inspections that require corrective measures by the applicant	\$100.00/visit
➤ Modification, extension, or renewal of permit	\$250.00

**ALL OTHER ACTIVITIES: (Plus Schedule A)**

➤ Including but not limited to: Swimming pools, tennis courts, decks, building additions, accessory buildings and land alteration	\$150.00
➤ Pond cleaning or dredging with no change in size of pond (per acre or part thereof)	\$300.00
➤ Construction of new pond or enlargement of existing pond	\$500.00
➤ Stream channel/embankment work	\$300.00
➤ Permanent wetland disturbance - additional	\$500.00
➤ Modification, extension, or renewal of permit	\$250.00

**Expert Analysis Fee** (Section 10.6 of these Regulations\*) – Payment in full prior to commencement of public hearing. Commission will not proceed with public hearing if expert fees are outstanding. Varies (\*2/3/2016 This corrects an incorrect reference.)

<b>Public Hearing fee</b> – single family residence and other uses	\$250.00
<b>Continuance of Public Hearing</b> – single family residence and other uses	\$250.00
<b>Public Hearing fee</b> – other residential developments and commercial	\$500.00
<b>Continuance of Public Hearing</b> – other residential developments and commercial	\$500.00

**Approval by Duly Authorized Agent (Plus Schedule A)** \$100.00

**Appeal of Duly Authorized Agent Decision (Plus Schedule A)** \$200.00

(The fee for an appeal of an authorized agent decision shall be reimbursed upon reversal of such agent approval decision by the Commission. Said reimbursement shall not include the State DEP surcharge fee.)

**B. PERMITTED AND NONREGULATED USES**

➤ Permitted Uses as of Right	n/a
➤ Nonregulated Uses	n/a

**C. REGULATION AMENDMENT PETITIONS (Plus Schedule A)** \$500.00

Plus administrative costs and notification fees (Does not include Notices to or Regulation Advisories from DEP)

**D. MAP AMENDMENT PETITIONS (Plus Schedule A)** \$500.00

**E. AFTER-THE-FACT SURCHARGE OF 200% OF FEES PAID UNDER THIS SECTION.**

The total amount paid will be three times the amount that would have been due had the application not been after-the-fact. This surcharge is in addition to any other fines or penalties that may be assessed.

**F. WETLAND SIGNOFFS for all building permits** \$ 25.00

**SCHEDULE A**

**DEP – State DEP reporting fee** \$ 60.00

(State Environment Fee - established by the State Department of Environmental Protection)

\* (rounded to the nearest 0.1 acre; \$5,000.00 Maximum Fee)

\*Make checks payable to Town of Trumbull      \*Fee waiver request to be made in writing at time of submission of Application

**SAMPLE FORM LETTER TO ADJACENT PROPERTY OWNERS**  
**75 FEET OF ALL PROPERTY LINES**

In the event that the application is accepted by the Inland Wetlands and Watercourses Commission and will be heard at the Public Hearing, letters should be mailed out by the applicant to the all adjacent property owners, certified mail, no later than fifteen (15) days prior to the Public Hearing.

Please submit a copy of the letter, with all certificates of mailing for each property owner, to the Engineering Department prior to the Public Hearing.

DATE:

NAME:

ADDRESS:

RE: **(APPLICANT / PROPERTY OWNER(S) NAME)**

**Property Address, Subject of the Application**

DEAR \_\_\_\_\_ :

As a property owner within seventy five (75) feet of my property line, I would like to inform you that an application is submitted before the **Inland Wetlands and Watercourses Commission of the Town of Trumbull** for a (type of application), for my property. My application is to allow: \_\_\_\_\_

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

If you, or your representative, have any interest in my application, you are invited to attend the Inland Wetlands and Watercourses Commission Public Hearing to be held in the Trumbull Town Hall at 7:00 p.m. on (date of public hearing).

Copies of the plans with supporting documentation related to my application are on file in Engineering Department at Town Hall during regular business hours.

If you have any questions, please feel free to call either myself, (your name), at (your phone number) or the Trumbull Engineering Department at (203) 452-5046.

Very truly yours,



SCHEDULE OF INLAND WETLANDS and WATERCOURSES COMMISSION  
MEETING DATES  
JANUARY 2016 - JANUARY 2017

<u>APPLICATION DEADLINE</u>	<u>DATE OF MEETING</u>
DECEMBER 22, 2015 .....	JANUARY 5, 2016
JANUARY 19, 2016.....	FEBRUARY 2, 2016
FEBRUARY 16, 2016 .....	MARCH 1, 2016*
MARCH 22, 2016.....	APRIL 5, 2016
APRIL 19, 2016.....	MAY 3, 2016
MAY 24, 2016 .....	JUNE 7, 2016
JUNE 21, 2016.....	JULY 5, 2016

NO MEETING IN AUGUST

AUGUST 23, 2016.....	SEPTEMBER 6, 2016
SEPTEMBER 20, 2016.....	OCTOBER 4, 2016
OCTOBER 18, 2016.....	NOVEMBER 1, 2016
NOVEMBER 22, 2016.....	DECEMBER 6, 2016
DECEMBER 20, 2016.....	JANUARY 3, 2017

ALL MEETINGS ARE HELD IN THE TOWN HALL COURT ROOM AT 7:00 P.M.  
\*MARCH MEETING WILL BE HELD IN LONG HILL CONFERENCE ROOM.