IWWC APPLICATION CHECK LIST

MUST BE SUBMITTED WITH APPLICATION PACKAGE

MEETING DATE: _____ **APPLICANT NAME:** _____

SUBMISSION DEADLINE: _____ **PROJECT LOCATION:** _____

REQ'D if checked	Check if PROVIDED	Please provide one (1) digital copy along with the following:
1.☐	☐	Twelve (12) copies of **FULLY COMPLETED** Sections I and II of the Application.
2.☐	☐	Eight (8) copies of a five hundred foot (500') radius contour map showing all contiguous upstream and downstream properties (1"=100' scale). Available on the Town website Trumbull-ct.gov: Go to the Town Hall tab, Click on the Trumbull GIS Mapping tab, follow the prompts to the elevation contour map.
3.☐	☐	One (1) copy of a Field Card: Obtained from Tax Assessor's Office or through the Town website via Trumbull GIS Mapping.
4.☐	☐	A completed CT DEEP Activity Reporting Form – attached.
5.☐	☐	List of names and addresses of all adjacent property owners within **75** feet of all property boundary lines.
6.☐	☐	Eight (8) **FULL SIZE** copies of Site Plans (at a scale no greater than 1"= 40' scale) showing:
☐	☐	Existing conditions and proposed site improvements.
☐	☐	Two foot (2') contours depicting existing and proposed grading.
☐	☐	Distance in feet to the closest point of disturbance to the wetlands and / or watercourse.
☐	☐	All activity within 100' (the regulated area) of the wetlands and / or watercourse.
☐	☐	Limits of disturbance.
☐	☐	Location of existing trees, woodland limits, shrubs and other significant vegetation.
☐	☐	Construction phasing and staging plan.
☐	☐	Site cross sections (as needed for clarity).
7.☐	☐	Eight (8) copies of proposed erosion and sedimentation control plan.
8.☐	☐	Compliance with Administrative Policy for Stormwater management and Drainage Design Standards (available on the Town of Trumbull website under Engineering Department).
9.☐	☐	Additional information:
☐	☐	Existing conditions Survey to A-2 Standards
☐	☐	Demolition Plan
☐	☐	Planting Plan
☐	☐	Tree Removal & Tree Protection Plan
☐	☐	Wetlands Flagging
☐	☐	Soil Report
☐	☐	Elevation Certificate
☐	☐	Site & Aerial photographs
☐	☐	Other_____
10.☐	☐	Proposed design & specifications of on-site sewage disposal or any proposed connection(s) certified by an engineer.
11.☐	☐	Feasible and prudent alternatives.

PLEASE NOTE: APPLICATIONS MISSING INFORMATION OR DEEMED INCOMPLETE MAY BE DENIED BY THE COMMISSION

INLAND WETLANDS AND
WATERCOURSES
COMMISSION

TOWN OF TRUMBULL
CONNECTICUT

Town Hall
5866 Main Street
Trumbull, Connecticut 06611
Phone: 203.452.5046
Fax: 203.452.5061

GENERAL INSTRUCTIONS AND APPLICATION REQUIREMENTS

The Inland Wetlands and Watercourses (IWWC) Commission is responsible for the preservation and protection of the inland wetland and watercourse resources in the Town of Trumbull as authorized by the State of Connecticut Inland Wetlands Act. The Commission is responsible for and enforces the Inland Wetlands and Watercourses Regulations of the Town.

The Trumbull IWWC conducts regular meetings per schedule posted on the Town's website (http://www.trumbull-ct.gov/). Special meetings and Public hearings are scheduled as needed. To be heard at a meeting, applicant must attend a pre-app meeting and submit complete application package per IWWC guidelines.

Pre-application review meetings with the IWWC Agent are available by appointment and must be confirmed in advance by calling 203-452-5046. A complete application package consists of the appropriate filing Fee (see Fee Schedule), Application Check List and all of the information requested by the Agent during the pre-application meeting (Section 7.5 and 7.6A of Trumbull IWWC Regulations, as applicable). The Commission or Agent may require additional information at any time during the review process, if deemed necessary to render a decision.

NOTE: A DIGITAL PRESENTATION IS STRONGLY RECOMMENDED.

IF A PUBLIC HEARING IS SCHEDULED BY THE COMMISSION: 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 notice is not required at this time, do not mail adjoining property owners' letters until notified in writing by the Commission.**

PLEASE BE AWARE scammers are attempting spear phishing attacks targeted towards applicants by impersonating official town personnel and asking for a wire transfer/payment. The IWWC Department will never ask for electronic payments. If you have any questions, please call our office at 203-452-5046.

CONTACT INFORMATION

APPLICANTS NAME:_____

APPLICANTS ADDRESS:_____

TELEPHONE:_____

EMAIL:_____

PROPERTY OWNER NAME:_____

PROPERTY OWNER ADDRESS:_____

TELEPHONE:_____

EMAIL:_____

INLAND WETLANDS AND WATERCOURSES
COMMISSION
TOWN OF TRUMBULL

Application No.

APPLICATION FOR PERMIT

SECTION I

1. Location/address of property where activity is proposed:_____

   Parcel Size_____Zone:_____Map ID:_____Current Use:_____

2. Applicant's Name:_____

   Applicant's Address:_____

   Applicant's interest in property (Lessee, Licensee, Owner, etc.):_____

3. Name of Property Owner of Record:_____

   If the owner is a corporation, or other non-individual entity, include the primary contact information

   Address of Owner of Record:_____

   If Applicant is the Owner, go to #5

4. The undersigned hereby authorizes _____ to act as Agent on my behalf as related to this application.

   _____

   (Owner of Record)

   _____

5. 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.
Permission is granted to the Town of Trumbull, Inland Wetlands & Watercourses Commission, and its agent (s) to inspect the subject land, at reasonable times, during the pendency of an application and for the life of the permit under Section 7.5 of the IWWC Regulations.

Applicant's Signature:_____ Date:_____
(If not the Owner)

Owner's Signature: _____ Date:_____

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SECTION II

SITE PLAN REQUIREMENTS

1. Total property area:_____Zone:_____Number of Lots: _____
2. Map ID, from assessors card:_____
3. Total area existing of wetlands on property:_____
4. Total area of Regulated area on property:_____
5. Wetlands area to be disturbed:_____
6. Upland Review area to be disturbed:_____
7. Proposed % of wetlands on the property to be disturbed:_____
8. Total area of proposed land disturbance:_____
9. Is the proposed activity located within 500 feet of the boundary of Easton, Monroe, Shelton, Stratford, Bridgeport or Fairfield: Yes _____ No_____ (If yes, see Section 8.2 of the Trumbull IWWC Regulations.)
10. Is any portion of the site located within a water company watershed: Yes _____ No _____ (If yes, see Section 8.3 of Trumbull Inland Wetlands & Watercourses Regulations.)
11. Existing property coverage type data:

	Percent of Regulated Area:	**Dominant Species**:
Trees:	_____	_____
Shrubs:	_____	_____
Grasses, weeds, etc:	_____	_____
Impervious area:	_____	_____

12. Existing watercourse data and open water characteristics: (if applicable)
    a. Size of pond(s) or lake(s): _____
    b. Stream characteristics: intermittent or permanent: _____
    c.100 year flood evaluation: _____
13. Probable effect of proposal (if any) on vegetation and wildlife: _____
    _____
14. Existing or proposed source(s) of water supply for the property: _____
15. Existing or proposed method of sewage disposal for the property: _____
16. Creation of proposed water bodies (if yes, detailed information will be required): Yes: _____ No: _____
17. List proposed measures to protect regulated and inland wetland areas from:
    a. Erosion and sedimentation: _____
18. Proposed percent of Regulated area to be covered with impermeable surface: _____
19. Material to be (check all that applies): deposited ☐ excavated ☐ (if yes, complete the following):
    a. Area: _____ Volume: _____
    b. Physical & Chemical composition of material to be deposited: _____
    _____

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,

INLAND WETLANDS AND
WATERCOURSES COMMISSION

366 CHURCH HILL ROAD
TRUMBULL CT 06611
PHONE: 203-452-5046

SCHEDULE OF IWWC ZOOM MEETINGS JANUARY 2026-JANUARY 2027

DATE OF MEETING	DEADLINE
January 6, 2026	December 23, 2025
February 3, 2026	January 20, 2026
March 3, 2026	February 17, 2026
April 7, 2026	March 17, 2026
May 5, 2026	April 21, 2026
June 2, 2026	May 19, 2026
July 7, 2026	June 16, 2026
NO AUGUST MEETING	
September 1, 2026	August 18, 2026
October 6, 2026	September 22, 2026
November 5, 2026(Thursday)	October 20, 2026
December 1, 2026	November 17, 2026
January 5, 2027	December 22, 2026

MEETINGS ARE HELD VIA ZOOM

ALL APPLICATIONS/UPDATED MATERIALS MUST BE SUBMITTED BY 3:OO PM ON DEADLINE DATE