



## 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.



**IWWC APPLICATION CHECK LIST**  
MUST BE SUBMITTED WITH APPLICATION PACKAGE

MEETING DATE: \_\_\_\_\_ PROPOSED ACTIVITY: \_\_\_\_\_

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.   Ten (10) 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.   Ten (10) **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.   Ten (10) 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.
12.   Fee \_\_\_\_\_

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



INLAND WETLANDS AND WATERCOURSES  
COMMISSION  
TOWN OF TRUMBULL

APPLICATION FOR PERMIT

SECTION I

Application No. \_\_\_\_\_

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

Parcel Size \_\_\_\_\_ Zone: \_\_\_\_\_ Map ID: \_\_\_\_\_ Current Use: \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

*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: \_\_\_\_\_

**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:

	<u>Percent of Regulated Area:</u>	<u>Dominant Species:</u>
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: \_\_\_\_\_  
\_\_\_\_\_

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



EFFECTIVE AUGUST 1, 2017

**A. REGULATED ACTIVITIES**

<b>FILING FEE:</b> Includes: preliminary review of plans, site evaluation inspection, and final compliance inspection	<b>FEE</b>
<b>SINGLE FAMILY RESIDENCE:</b> (Plus Schedule A)	\$500.00
> Additional site inspections that require corrective measures by the applicant	\$125.00/visit
<b>OTHER RESIDENTIAL DEVELOPMENTS &amp; COMMERCIAL:</b> (Plus Schedule A)	\$575.00
> for sites less than 3,000 sq. ft. of regulated area	\$55.00 per 1000 sq. ft.
> for sites of 3,000-50,000 sq. ft. of regulated area	\$52.50 per 1000 sq. ft.
> for sites more than 50,000 sq. ft. of regulated area	\$50.00 per 1000 sq. ft.
> Additional site inspections that require corrective measures by the applicant	\$120.00/visit
> Modification, extension, or renewal of permit	\$275.00

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

> Including but not limited to: Swimming pools, tennis courts, decks, building additions, accessory buildings and land alteration	\$175.00
> Pond cleaning or dredging with no change in size of pond (per acre or part thereof)	\$325.00
> Construction of new pond or enlargement of existing pond	\$525.00
> Stream channel/embankment work	\$325.00
> Permanent wetland disturbance - additional	\$525.00
> Modification, extension, or renewal of permit	\$275.00

**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. (\*2/3/2016 This corrects an incorrect reference.) Varies

<b>Public Hearing fee</b> – single family residence and other uses	\$275.00
<b>Continuance of Public Hearing</b> – single family residence and other uses	\$275.00
<b>Public Hearing fee</b> – other residential developments and commercial	\$600.00
<b>Continuance of Public Hearing</b> – other residential developments and commercial	\$600.00

**Approval by Duly Authorized Agent** (Plus Schedule A) \$125.00

**Appeal of Duly Authorized Agent Decision** (Plus Schedule A) \$225.00  
 (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) \$525.00  
 Plus administrative costs and notification fees (Does not include Notices to or Regulation Advisories from DEP)

**D. MAP AMENDMENT PETITIONS** (Plus Schedule A) \$525.00

**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)

**G. Violation - See Chapter 14-3 of the Trumbull Municipal Code.** \$1,000 max

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



SCHEDULE OF INLAND WETLANDS and WATERCOURSES COMMISSION  
MEETING DATES  
JANUARY 2020 – JANUARY 2021

<u>APPLICATION DEADLINE</u>	<u>DATE OF MEETING</u>
DECEMBER 24, 2019.....	JANUARY 7, 2020
JANUARY 21, 2020.....	FEBRUARY 4, 2020
FEBRUARY 18, 2020 .....	MARCH 3, 2020
MARCH 24, 2020.....	APRIL 7, 2020
APRIL 21, 2020.....	MAY 5, 2020
MAY 19, 2020 .....	JUNE 2, 2020
JUNE 23, 2020.....	JULY 7, 2020

NO MEETING IN AUGUST

AUGUST 18, 2020.....	SEPTEMBER 1, 2020
SEPTEMBER 22, 2020.....	OCTOBER 6, 2020
OCTOBER 20, 2020.....	NOVEMBER 5, 2020 (1 <sup>st</sup> Thursday) Long Hill Conf Room
NOVEMBER 17, 2020.....	DECEMBER 1, 2020
DECEMBER 22, 2020.....	JANUARY 5, 2021

ALL MEETINGS ARE HELD IN THE TOWN HALL COUNCIL CHAMBERS AT 7:00 P.M.  
UNLESS NOTED ABOVE