



TOWN OF BERLIN
Inland Wetlands
and
Water Courses Commission
240 Kensington Road • Berlin, CT 06037
Office (860) 828-7022 • Fax (860) 828-7180

MEMORANDUM

To All Applicants:

Please be advised that during the Wetlands meeting of April 5, 2005, the Town of Berlin Inland Wetlands and Water Courses Commission established the following submission deadline:

All applications must be submitted no later than 15 (fifteen) calendar days prior to each regularly scheduled meeting.

The submitted application must include (at minimum) the following information:

1. The completed application form with the appropriate fee (one copy).
2. Final design prints (24" x 36" size plans) (14 copies).
3. Soil Scientist Report (14 copies).
4. Drainage and/or Environmental Reports (14 copies).
5. Additional submissions, as outlined in the Inland Wetlands and Water Courses Regulations, as required.

Failure to comply with a complete submission package will deem the application incomplete and negate discussion by the Commission at its next regularly scheduled meeting.

James P. Horbal
Agent for the Inland Wetlands Commission

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Name of Applicant _____

Date Filed _____

Application No. _____ (to be filled in by the Department)

4. Attach a written, witnessed consent to the proposed activity by the owner, if applicant is not the property owner.

5. Geographical Location of the Property.

a. This property may be reached from _____
by proceeding (north) (south) (east) (west) on Rte. No. _____ or
_____ and following specific directions

b. Lot number (or other designations) as shown on the Tax Assessor's Map (Zoning Map, Subdivision Map, etc.)

Specify map source _____

6. Purpose and Description of Activity for which authorization is requested.

a. Proposed activity will involve the following with Inland Wetlands or Water Course area (check appropriate box or boxes)

alteration construction deposition of material

pollution removal of material _____

b. Attach a detailed written description of the proposal and identification of each regulated activity for which a permit is sought. Include nature and volume of material to be placed, removed and transferred.

c. Please submit a detailed narrative of the proposal.

d. Purpose of proposed activity (i.e., addition to existing dwelling, new business, industrial park, etc.)

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Name of Applicant _____

Date Filed _____

Application No. _____ (to be filled in by Department)

7. Type of Ruling Requested:

- | | | |
|---------------------------------------|----------|-----------------------|
| a. Summary & Declaratory Ruling | \$210.00 | |
| b. Summary Ruling with Public Hearing | \$310.00 | |
| c. Change in Wetlands Boundary | \$310.00 | plus \$10.00 per acre |
- *Fees include a State Land Use Fee of \$60.00

(effective 10/01/2009)

8. Names and Addresses of Adjacent Property Owners
(to be submitted on separate sheet)

9. The property to be effected by the proposed activity contains a

- swamp marsh bog
- lake or pond stream or river flood plain
- other regulated area, describe _____
- _____

The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by the Inland Wetland and Water Course Commission or its agent, at reasonable times, both before and after the permit in question has been granted by the Commission.

The undersigned swears that the information supplied in the completed application is accurate, to the best of his/her knowledge and belief.

Signature of Applicant

Printed Name

Date Application Filed



Statewide Inland Wetlands & Watercourses Activity Reporting Form

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, Municipal Inland Wetlands Agencies (here after called the Agency) **must** complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package as well.

Please remember, the Agency is responsible for ensuring that the information provided is accurate and that it reflects the **final** action of the Agency. Incomplete or incomprehensible forms will be mailed back to the Agency. Instructions for completing the form are located on the following page.

The Agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Environmental Protection (DEP).

Do not mail this cover page or the instruction page. **Please print and mail only the completed yellow reporting form to:**

WETLANDS MANAGEMENT SECTION
INLAND WATER RESOURCES DIVISION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET 3RD FLOOR
HARTFORD, CT 06106

Questions may be directed to the DEP's Wetlands Management Section at (860) 424-3019.

Instructions For Completing

THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

PART I: To Be Completed By Agency Only

Please note: a) Incomplete or incomprehensible forms will be mailed back to the Agency; b) Use a separate form to report each action taken by the Agency; c) Utilize the instructions below and fill in the fields on page 4; d) Print, **sign**, and send to CT-DEP, Wetlands Management Section.

1. Enter the year and month the Agency took the action being reported.
2. Enter **ONE** code letter to describe the final action or decision taken by the Agency. Do not submit a reporting form for withdrawn applications. Do not enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
 - A = A Permit Granted by the Agency (*not including map amendments, see code D below*)
 - B = Any Permit Denied by the Agency
 - C = A Permit Renewed or Amended by the 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 Notice of Violation, Order, Court Injunction, or Court Fines
 - F = A Jurisdictional Ruling by the Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
 - G = An Agent Approval pursuant to CGS section 22a-42a(c)(2)
 - H = An Appeal of Agent Approval pursuant to CGS section 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 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 Agency Or The Applicant - If Part II is completed by the applicant, the **applicant must return the form** to the Agency. The 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 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 and 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. See reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map or at: (www.ct.gov/dep/lib/dep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is 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. A town subregional drainage basin map has been mailed to each Agency. Further, sub-regional drainage basin maps can be found at UCONN-CLEAR (www.clear.uconn.edu/data/map_set/index.htm) for each town in an easy to understand format.
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 site. Also provide a brief description of the action/project/activity. Select if the action/project/activity impacts are **TEMPORARY** or **PERMANENT** in nature.

9. **CAREFULLY REVIEW** the list below and enter **ONE** code letter which best characterizes the action/project/activity. All state agency projects must code "N".

- | | |
|---|---|
| A = Residential Improvement by Homeowner | I = Storm Water / Flood Control |
| B = New Residential Development for Single Family Units | J = Erosion / Sedimentation Control |
| C = New Residential Development for Multi-Family / Condos | K = Recreation / Boating / Navigation |
| D = Commercial / Industrial Uses | L = Routine Maintenance |
| E = Municipal Project | M = Map Amendment |
| F = Utility Company Project | N = State Agency Project |
| G = Agriculture, Forestry or Conservation | P = Other (this code includes the approval of |
| H = Wetland Restoration, Enhancement, Creation | concept plans with no-on-the-ground work) |

10. Enter between one and four codes to best characterize the project or 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 (buffer, setback). You must provide code 14 if the activity is located **BEYOND** the established upland review area (buffer, setback) or **NO** established upland review area (buffer, setback) exists.

- | | |
|---|--|
| 1 = Filling | 8 = Underground Utilities (no other activities) |
| 2 = Excavation | 9 = Roadway / Driveway Construction |
| 3 = Land Clearing / Grubbing (no other activity) | 10 = Drainage Improvements |
| 4 = Stream Channelization | 11 = Pond, Lake Dredging / Dam Construction |
| 5 = Stream Stabilization (includes lakeshore stabilization) | 12 = Activity in an Established Upland Review Area |
| 6 = Stream Clearance (removal of debris only) | 14 = Activity in Upland |
| 7 = 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. Permitted dredging of a pond must use code 11, other possible codes are 12 and 5.

11. Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). 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, 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 that 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. 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 Agency, or as a result of an **AGENT APPROVAL** pursuant to 22a-42a(c)(2). Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). Include areas that are permanently altered, or proposed to be permanently altered, for all agency permits, denials, amendments, and enforcement actions. Inland wetlands agencies may have established an upland review area (also known as a buffer or setback) in which activities are regulated. Agencies may also regulate activities beyond these established areas. You **MUST** provide all information in **ACRES** including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration. Remember that these figures represent only the upland acreage altered as a result of an activity regulated by the Agency, or as a result of an agent approval.

13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, 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 (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. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEP - Please leave this area blank.



GIS CODE #: _____
 For DEP Use Only

Statewide Inland Wetlands & Watercourses Activity Reporting Form

Complete, print, sign, and mail this form in accordance with the instructions on pages 2 and 3.

PART I: To Be Completed By The Municipal Inland Wetlands Agency Only

1. DATE ACTION WAS TAKEN (use drop-down box): Year Month
2. ACTION TAKEN (use drop-down box):
3. WAS A PUBLIC HEARING HELD? (select one only) Yes No
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
 (print): _____ (signature) _____

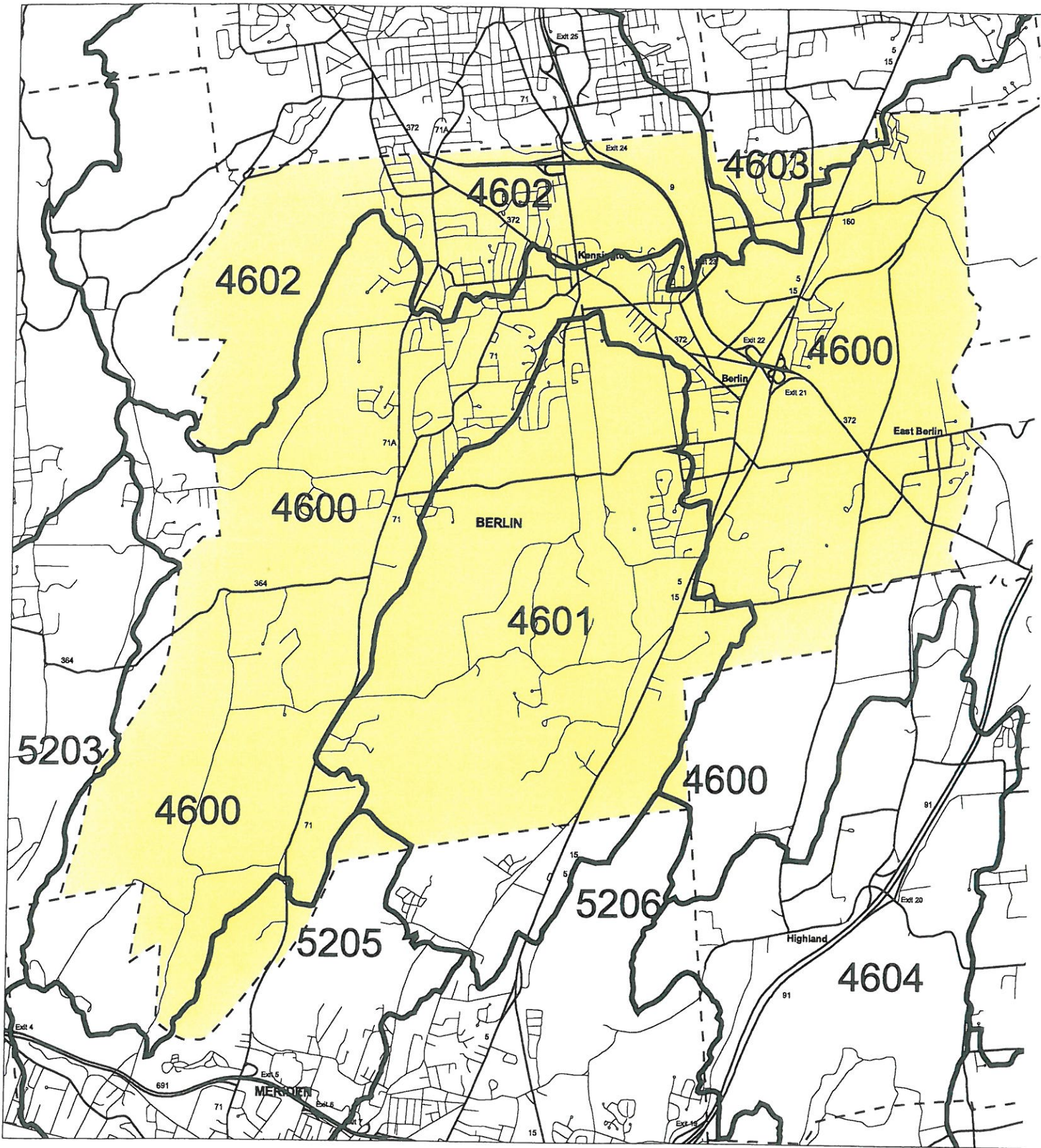
PART II: To Be Completed By The Municipal Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING:
 Does this project cross municipal boundaries? (select one only) Yes No
 If Yes, list the other town(s) in which the action is occurring: _____
6. LOCATION: [USGS Quad Map Name](#) (see hyperlink):
[Quad Number](#) (see hyperlink):
 Subregional Drainage [Basin Number](#) (see hyperlink):
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER:
8. NAME & ADDRESS/LOCATION OF PROJECT SITE:

 Briefly describe the action/project/activity: Temporary Permanent
9. ACTIVITY PURPOSE CODE (Use drop-down box):
10. ACTIVITY TYPE CODE(S) (Use drop-down box):
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:
 Wetlands: acres Open Water Body: acres Stream: linear feet
12. UPLAND REVIEW AREA ALTERED [must be provided in acres]: acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: acres
 [must be provided in acres]





PART III: To Be Completed By The DEP

DATE RECEIVED: _____ DATE RETURNED TO DEP: _____
 FORM COMPLETED: YES NO FORM CORRECTED / COMPLETED: YES NO



SUBREGIONAL DRAINAGE BASINS
 Statewide Inland Wetlands & Watercourses Activity Reporting Program

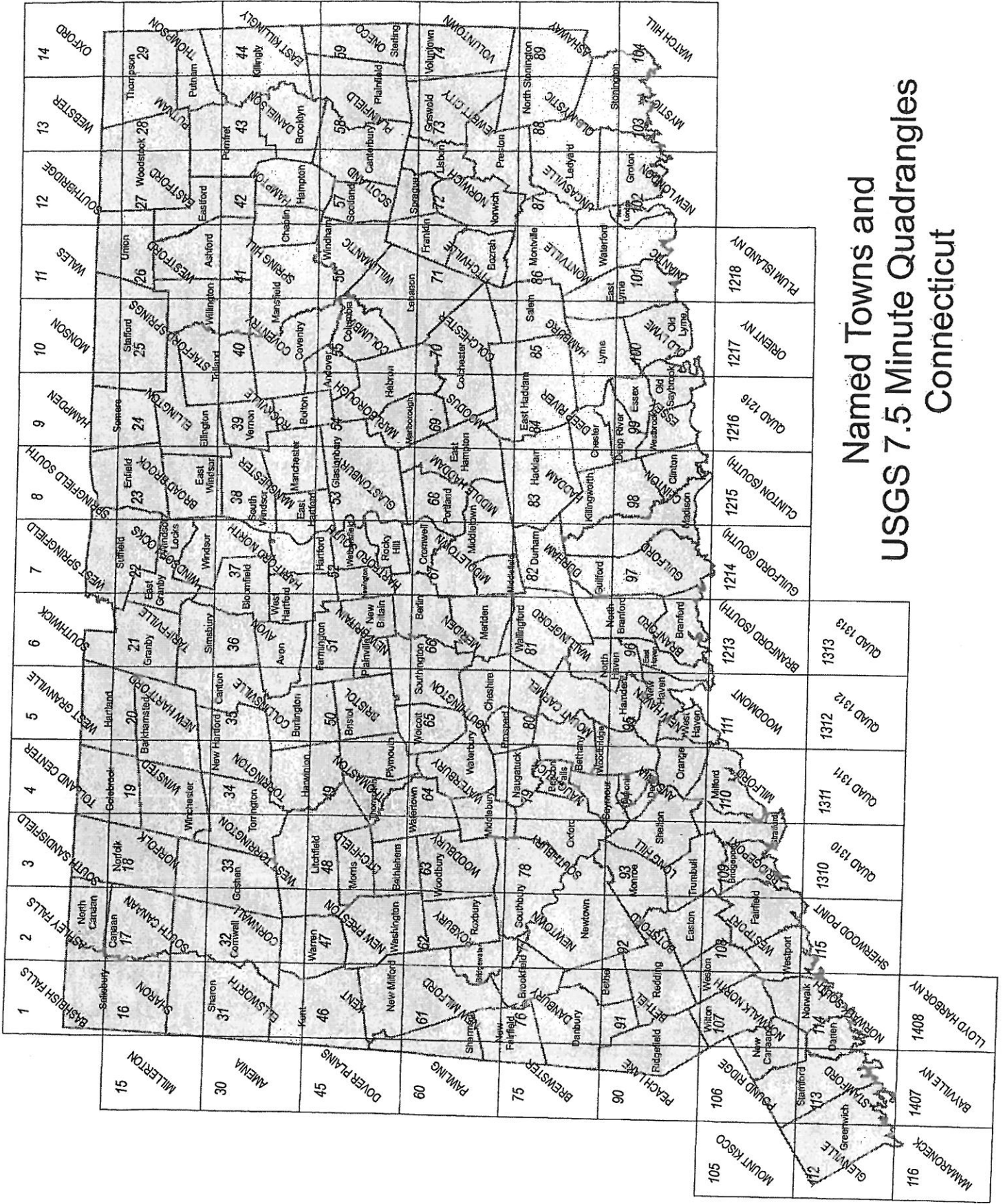
**Berlin,
 Connecticut**

-  Subregional Basin
-  Main Road
-  Local Road
-  Town

0 0.5 1 Miles

July, 2000
 DEP Inland Water Resources Division
 Wetlands Management Section





Named Towns and USGS 7.5 Minute Quadrangles Connecticut