

*Inland Wetlands Agency*

TOWN HALL \* PO BOX 150 \* 1019 MAIN ST. \* BRANFORD, CT 06405  
203-315-0675 \* FAX 203-889-3172 \* [inlandwetlands@branford-ct.gov](mailto:inlandwetlands@branford-ct.gov)

**APPLICATION**

\_\_\_\_\_  
(ADDRESS OF PARCEL)

\_\_\_\_\_  
(MAP/BLOCK/LOT)

Description of Project: \_\_\_\_\_

**APPLICATION FOR (check ALL that apply):**

- Permit to conduct Regulated Activity
  - Site Plan Referral (Per §8-3 CGS)
  - Subdivision Referral (Per §8-26 CGS)
  - Special Permits/Exceptions/Exemptions (Per §8-3c CGS)
- Permitted as of Right (Must comply with Regulations §4.1 & §4.4)
- Non Regulated Use (Must comply with Regulations §4.2 & §4.4)
- Amend Regulations - section #(s) \_\_\_\_\_
- Amend wetland boundary
- Request for renewal/extension

**TITLE OF PLAN:** \_\_\_\_\_ Latest Revision: \_\_\_\_\_

Plan Signed & Sealed by: \_\_\_\_\_ Certifications: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**WETLAND REPORT:** Date: \_\_\_\_\_ Soil Scientist: \_\_\_\_\_

Subsequent Date(s): \_\_\_\_\_ 2<sup>nd</sup> Soil Scientist: \_\_\_\_\_

**APPLICANT**

**OWNER**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2<sup>nd</sup> phone number: \_\_\_\_\_ 2<sup>nd</sup> phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT PERSON:** (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**By signing this application, applicant/owner confirms that he/she has read and understands this document, the Town of Branford Inland Wetlands and Watercourses regulations with appendices, and obligations specified in both.** This application gives the Commission and its agent authority to inspect the property at reasonable times, both before and after a final decision has been issued. The applicant warrants the truth of all statements and supporting documents to the best of his/her knowledge and belief.

**Required:** Planning/Zoning (check all that apply):  Town of Branford  Pine Orchard  Short Beach

**Required:** Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required:** Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Required:** Proof of certified mailing to any owners of Conservation or Preservation Easements,  
**OR** signed letters of authorization from all property owners and easement holders.  YES  NO  NA

**For Department Use Only**

**Receipt Date:** \_\_\_\_\_

**File Number:** \_\_\_\_\_

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

**Action Date:** \_\_\_\_\_

**TOWN OF BRANFORD - INLAND WETLAND APPLICATION**

**GENERAL INFORMATION:**

**Total area of site:** \_\_\_\_\_  acres  sq.ft. **Total area of disturbance:** \_\_\_\_\_  acres  sq.ft.

**Identify total square feet of area upon which activity is proposed within the following:**

100' Upland Review Area: \_\_\_\_\_ Wetland: \_\_\_\_\_ Watercourse: \_\_\_\_\_

**Regulated Activity(ies):**

- Clearing     Grading     Filling     Excavation     Construction     Drainage

Other: \_\_\_\_\_

**ADDITIONAL INFORMATION:** All of the following may require notification or application for permit to other municipal, state, and/or federal agencies.

**Check those that apply:**

- Lie within 500' of, or traffic, sewer, water runoff and/ or water drainage will impact an adjoining town  
 Lie within Regional Water Authority Watershed  
 Lie within the floodplain or floodway  
 Contains tidal wetlands regulated by the CT DEEP

(All of the above must be shown on the certified application plan.)

- Contains a wetland or watercourse regulated by the Army Corps of Engineers  
 Requires State of Connecticut General Permit – Type(s) of GP required \_\_\_\_\_

**APPLICATION DEADLINE**

Applications must be submitted by the end of the day before a regularly scheduled meeting in order for it to be received at that meeting.

**FIELD INSPECTIONS**

If required by the Commission, an onsite field inspection meeting will be scheduled.

**APPLICANT'S NOTIFICATION RESPONSIBILITY**

**Per Inland Wetlands and Watercourses Regulations of the Town of Branford**

**Notice to Regional Water Authority and Commissioner of Public Health**

Sec. 8.4 Branford IWW Regulations – When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in Section 16-1(a)(6) of the CGS, as amended, the applicant shall provide written notice of the application to the water company and the Commissioner of Public Health in a format prescribed by said commissioner, provided such water company or said commissioner has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the Inland Wetlands Agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed not later than seven days after the date of the application. The water company and the Commissioner of Public Health, through a representative, may appear and be heard at any hearing on the application. Documentation of such notice shall be provided to the Agency.

**Public Hearing Notice to abutting land owners**

Sec. 9.3 Branford IWW Regulations – Notice of the public hearing shall be mailed by the applicant to the owner(s) of record of abutting land no less than ten (10) days prior to the day of the hearing. Evidence of such mailing, in the form of United States Post Office certificates of mailing, shall be submitted to the Agency prior to the hearing date.

**Public Hearing Notice – sign on property**

Sec. 9.4 Branford IWW Regulations – A sign shall be posted on the subject land which states the date, time, and place of the public hearing. Such sign will be provided by the applicant and shall be visible and legible to passersby on the principle street on which the property is located with minimum dimension of 3 feet by 4 feet and minimum letter size of 6 inches high. Such sign shall indicate the general nature of the proposed activity for which a permit is being sought. The sign shall be posted no less than ten (10) days prior to the public hearing. The sign shall be removed within 2 days of closing of the public hearing.

**TOWN OF BRANFORD - INLAND WETLAND APPLICATION  
FEE CALCULATIONS**

(Reference §19.5 of the Regulations)

**Applications that involve regulated activities:**

Total area of disturbance (Sq. Ft.)	Residential Lot: Single family/Duplex	Commercial & other residential not included to the left
Up to 200	\$75	\$200
201-500	\$125	\$200
501 – 1,000	\$250	\$400
1,001 – 5,000	\$400	\$600
5,001 – 10,000	\$600	\$800
10,001 – 20,000	\$750	\$1,200
20,001 – 30,000	\$875	\$1,600
30,001 – 40,000	\$1,000	\$2,000
Over 40,000	\$1,000 +\$100/5,000 Sq.Ft over	\$2,000 +\$250/10,000 Sq.Ft. over

= \_\_\_\_\_

**Schedule A:** Fee assessed by area of wetlands/watercourses upon which activity is proposed

Area (Sq.Ft.)	Fee
Up to 50	\$500
51-250	\$1,500
251-500	\$2,000
501-1,000	\$2,500
Over 1,000	\$2,500 +\$1/Sq.Ft. over 1,000

= \_\_\_\_\_

**Remediation and/or enhancement:** see Regulation §19.5 b. 3.) c.) - assessed by area of wetlands and/or watercourses upon which activity is proposed but not required per §7.9 or as a result of a violation

Area (Sq.Ft.)	Fee
Up to 50	\$125
51-250	\$375
251-1,000	\$500
Over 1,000	\$500 +\$1/10 Sq.Ft. over 1,000

= \_\_\_\_\_

**Applications that do not involve regulated activities:**

Subdivision/Re-subdivision Referral without regulated activity (\$50) = \_\_\_\_\_

Jurisdictional Ruling (as determined by the Agency per Regulation §4.1 & §4.2):

Permitted Uses as of Right (§4.1) & Non-regulated Uses (§4.2) (\$0) = \_\_\_\_\_

Map Amendment Petitions (Regulations §15.3) (\$200) = \_\_\_\_\_

***Plus:*** For total length of wetlands and watercourses boundary subject to the proposed boundary change:

Linear Ft Regulated Area	Fee per 100 Linear Ft of wetland boundary
500 or less	\$15
501 to 1,000	\$10
1,001 or more	\$5

= \_\_\_\_\_

**Subtotal of all Applicable Fees Above** = \_\_\_\_\_

**“Application per Cease and Correct” Fee:**

If applicable, Subtotal x2 = \_\_\_\_\_

**Required DEEP Reporting Fee:**

= **\$60.00**

**Public Hearing Fee:**

If applicable, \$300 = \_\_\_\_\_

**Subtotal of all Applicable Fees Above** = \_\_\_\_\_

**Waivers, reductions, or delayed payment of fees:** see Regulations §19.7

= -

Date waiver granted: \_\_\_\_\_

**TOTAL** = \_\_\_\_\_

**Exemption:** Boards, commissions, and departments of the Town of Branford

**No Charge**

**For Department Use Only**

Amount submitted with application: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date paid: \_\_\_\_\_

Final payment: \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date paid: \_\_\_\_\_

Extra Assessments: Per §19.5 \_\_\_\_\_ Cash / Check # \_\_\_\_\_ Date paid: \_\_\_\_\_

**TOWN OF BRANFORD - INLAND WETLAND APPLICATION**  
**APPLICATION SUBMISSION CHECKLIST**

All applications submitted must conform with Sections 7 & 8 of the *Inland Wetlands and Watercourses Regulations of the Town of Branford* (the Regulations), adopted: June 14, 1990, Revised May, 2016.

- 1. Original & eleven (11) copies of completed Town of Branford Inland Wetlands Agency **Application** form.
- 2. Three (3) **existing and proposed full size plan sets** which include at minimum the following (Recommended Scale 1" = 40'). See Section 7 of the Regulations for complete requirements:
  - a.) Location Map - Maximum 1" = 400'. Include boundaries of other municipalities within 500'.
  - b.) Address and Assessor's Map/Block/Lot Number.
  - c.) Existing & proposed topographic contour lines at 2' intervals or less.
  - d.) All existing surface and underground structures.
  - e.) All wetlands, watercourses and their respective upland review areas.
  - f.) Identify public water supply watersheds.
  - g.) North Arrow.
  - h.) Reference soil scientist's report and licensed land surveyor who located wetland flags. All wetland flags are to be numbered in the field and to be located on the site plan.
  - i.) Include all proposed conditions, including but not limited to final grading and buildings, all impervious surfaces, landscaping plan etc.
  - j.) Tag regulated activities and identify scope of work. Include location of access route for machinery.
  - k.) Proposed soil erosion and sedimentation control, and other management practices & mitigation measures. A separate erosion control plan may be submitted.
  - l.) Proposed drainage systems & regulated areas that will receive storm water and/or describe in narrative.
  - m.) Percolation and test pit locations.
  - n.) Location of 100 year flood zone.
  - o.) Other pertinent information as required by §7 & §8 of the Regulations.
  - p.) Signed and sealed as required.
- 3. Eleven (11) **reduced copies of each of the above site plans** 11x17 or smaller, may substitute with full size.
- 4. Eleven (11) **drainage summaries** if applicable.
- 5. Twelve (12) copies of the following:
  - a.) **Project Narrative** describing:
    1. Purpose & description of project and proposed activities
    2. Alternatives considered and why they were rejected in favor of the proposed plan.
    3. Best management practices & mitigation measures which have been considered and are proposed.
  - b.) Original signed **soil scientists report** and sketch.
  - c.) **Test pit and percolation reports** if applicable.
- 6. Two (2) copies each of the following:
  - a.) **Tax map** showing adjacent property owners.
  - b.) **Names and addresses** of adjacent property owners.
  - c.) **Full Drainage calculations/report** if required.
- 7. Original completed **Connecticut DEEP Statewide IWW Activity Reporting Form**
- 8. **Application Fee** - See §19 of the Regulations.

- In order for any emailed documents or communications to become part of the application filing, they must also be submitted to the Agency on paper.
- Any required copies not submitted can be made by the Inland Wetlands Agency at a rate of \$0.50 per page for anything sized 11x17 or smaller. Copies of full size plan sets are \$5.00 per page.

At the discretion of the Agency or its Duly Authorized Agent, or if the proposed activity may have a Significant Impact, additional information per §7.8 of the Regulations must be submitted.