

**TOWN OF  
HAMPTON, CONNECTICUT**

**INLAND WETLANDS  
AND  
WATERCOURSES REGULATIONS**

**As Amended: March, 2006**

**INLAND WETLANDS AND WATERCOURSES REGULATIONS  
FOR THE  
TOWN OF HAMPTON, CONNECTICUT**

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**PREAMBLE**

**WETLAND PROTECTION IN CONNECTICUT**

Connecticut's Inland Wetland and Watercourses Act of 1989 recognized that wetlands and watercourses are an interrelated web of nature essential to an adequate supply of surface and underground water, hydrological stability and control of flooding and erosion, and the recharge and purification of ground water, as well as to the existence of many forms of animal, aquatic and plant life. In the act, the Legislature declared that "The preservation and protection of wetlands and water courses from random, unnecessary, undesirable and unregulated uses, disturbances or destruction is in the public interest and is essential to the health, welfare and safety of the citizens of the state."

Approximately 20-25% of Connecticut's acreage is classified as "wetland". Increased public awareness of the vital role these wetlands perform in protecting our welfare led to the passage of the Inland Wetlands and Watercourses Act by the Connecticut General Assembly in 1989. Wetland protection is important for two fundamental reasons:

Wetlands perform many valuable functions for society when left in their natural state;  
and  
Wetlands present certain hazards to those who misuse this valuable resource.

Thanks to forward-sighted citizens and our State Legislature, Connecticut is in the forefront of wetland protection in this country.

Wetlands are lands where saturation with water is the dominant factor determining the nature of soil development and the types of plant and animal communities living in the soil and on its surface. Marshes, swamps, and bogs have been well known features on the landscape for centuries, but only relatively recently have attempts been made to group these landscape units under the single term "wetlands".

Historically, wetlands have been considered to be wastelands of little value to society and have been subject to dumping, filling and draining with little thought given to the consequences. Only relatively recently has the role of the wetlands in maintaining and improving environmental quality become more fully understood. The benefits that wetlands provide will become more significant as development intensifies in Connecticut. With increased development, the demand for clean water supplies, flood protection, wildlife and recreation also increases.

**TITLE AND AUTHORITY**

- 2.1 The inland wetlands and watercourses of the State of Connecticut are an indispensable and irreplaceable but fragile natural resource with which the citizens of the State have been endowed. The wetlands and watercourses are an interrelated web of nature essential to an adequate supply of surface and underground water; to hydrological stability and control of flooding and erosion; to the recharging and purification of groundwater; and to the existence of many forms of animal, aquatic and plant life. Many inland wetlands and watercourses have been destroyed or are in danger of destruction because of unregulated use by reason of deposition, filling, removal of material, the diversion or obstruction of water flow, the erection of structures and other uses, all of which have despoiled, polluted and eliminated wetlands and watercourses. Such unregulated activity has had, and will continue to have, a significant, adverse impact on the environment and ecology of the State of Connecticut and has, and will continue to imperil, the quality of the environment thus adversely affecting the ecological, scenic, historic and recreational values and benefits of the State for its citizens now and forever more. The preservation and protection of the wetlands and watercourses from random, unnecessary, undesirable and unregulated uses, disturbance or destruction is in the public interest and is essential to the health, welfare and safety of the citizens of the State. It is, therefore, the purpose of these regulations to protect the citizens of the State by making provisions for the protection, preservation, maintenance and use of the inland wetlands and watercourses by minimizing their disturbance and pollution; maintaining and improving water quality in accordance with the highest standards set by Federal, State, or local authority; preventing damage from erosion, turbidity or siltation; preventing loss of fish and other beneficial aquatic organisms, wildlife and vegetation and the destruction of the natural habitats thereof; deterring and inhibiting the danger of flood and pollution; protecting the quality of wetlands and watercourses for their conservation, economic, aesthetic, recreational and other public and private uses and values; and protecting the State's potable fresh water supplies from the dangers of drought, overdraft, pollution, misuse and mismanagement by providing an orderly process to balance the need for the economic growth of the State and the use of its land with the need to protect its environment and ecology in order to forever guarantee to the people of the State, the safety of such natural resources for their benefit and for the benefit and enjoyment of generations yet unborn.
- 2.2 These regulations shall be known as the "Inland Wetlands and Watercourses Regulations of the Town of Hampton."
- 2.3 The Inland Wetlands and Watercourses Agency of the Town of Hampton was established in accordance with an ordinance adopted in 1974 and shall implement the purposes and provisions of the Inland Wetlands and Watercourses Act in the Town of Hampton.
- 2.4 These regulations have been adopted and may be amended, from time to time, in accordance with the provisions of the Inland Wetlands and Watercourses Act and these regulations.
- 2.5 The Agency shall enforce all provisions of the Inland Wetlands and Watercourses Act and shall issue, issue with modifications, and deny permits for all regulated activities on inland wetlands and watercourses in the Town of Hampton pursuant to Sections 22A-36 to 22A-45, inclusive, of the Connecticut General Statutes, as amended.

**DEFINITIONS  
AS USED IN THESE REGULATIONS:**

3.1 ACT – the Inland Wetlands and Watercourses Act, sections 22A-36 through 22A-45 of the General Statutes, as amended.

AGENCY – the Inland Wetlands and Watercourses Agency (or Commission) of the Town of Hampton.

BOGS – areas distinguished by evergreen trees and shrubs underlain by peat deposits, poor drainage, and highly acidic conditions.

CLEAR-CUTTING – the harvest of timber in a fashion which removes all trees down to a two inch diameter at breast height.

COMMISSION MEMBER – a member of the Inland Wetlands and Watercourses Agency of the Town of Hampton.

COMMISSIONER OF ENVIRONMENTAL PROTECTION – the commissioner of the State of Connecticut Department of Environmental Protection.

CONTINUAL FLOW – a flow of water which persists for an extended period of time; this flow may be interrupted during periods of drought or during the low flow period of the annual hydrological cycle, June through September, but it recurs in prolonged succession.

DEPOSIT – includes, but shall not be limited to, fill, grade, dump, place, discharge or emit.

DESIGNATED AGENT – an individual(s) designated by the agency to carry out its functions and purposes.

DISCHARGE – emission of any water, substance, or material into wetlands or watercourses whether or not such substance causes pollution.

DISTURB THE NATURAL AND INDIGENOUS CHARACTER OF THE LAND – the activity will significantly alter the inland wetlands and watercourses by reason of removal or deposition of material, clear cutting, alteration or obstruction of water flow, or will result in the pollution of the wetland or watercourse.

ESSENTIAL TO THE FARMING OPERATION – the activity proposed is necessary and indispensable to sustain activities on an existing farm.

FARMING – use of land for the growth of crops, raising livestock or other agricultural use.

INTERMITTENT WATERCOURSE – those waterways which are characterized by non-persistent flow. For purposes of these regulations, intermittent watercourses are delineated by one or more of the following characteristics:

1. A defined permanent channel with the evidence of scour or deposits of recent alluvium or detritus.

2. The presence of standing or flowing water for a duration longer than a particular storm incident. Ordinarily, the presence of water is supported by a component, however small, of groundwater outflow or exfiltration.
3. The presence of, or ability to support the growth of hydrophytic vegetation.

**LICENSE** – the whole or any part of any permit, certificate of approval or similar form of permission which may be required of any person by the provisions of these regulations under the authority of the Inland Wetlands Agency.

**MARSHES** – areas of soil that exhibit aquatic moisture regimes that are distinguished by the absence of trees and shrubs and are dominated by soft-stemmed herbaceous plants. The water table in marshes is at or above the surface throughout the year, but seasonal fluctuations are encountered and areas of open water six inches or more in depth are common.

**MATERIAL** – any substance, solid or liquid, organic or in-organic, including, but not limited to: soil, sediment, aggregate, land, gravel, clay, bog, peat, mud, debris, sand, refuse or waste.

**MUNICIPALITY** – the Town of Hampton.

**NURSERIES** – land used for the propagating trees, shrubs or other plants for transplanting, sale, or use as stock for grafting.

**PERMIT** – the whole, or any part, of any license, certificate or approval or similar form of permission which may be required of any person by the provisions of these regulations under the authority of the Inland Wetland Agency.

**PERMITTEE** – the person to whom such permit has been issued.

**PERSON** – any person, firm, partnership, association, corporation, company, organization or legal entity of any kind, including municipal corporations, governmental agencies or subdivisions thereof.

**POLLUTION** – harmful thermal effect or the contamination or rendering unclean or impure of any waters of the State by reason of any wastes or other materials discharged or deposited therein by any public or private sewer or otherwise so as directly or indirectly to come in contact with any waters. This includes, but is not limited to, erosion AND SEDIMENTATION resulting from any filling, land clearing or excavation activity.

**REGULATED ACTIVITY** – any operation within or use of a wetland or watercourse involving removal or deposition of material, or any obstruction, construction, alteration or pollution, of such wetlands or watercourses, AND ANY EARTH MOVING, FILLING, CONSTRUCTION, OR CLEAR-CUTTING OF TREES WITHIN 100 FEET OF WETLANDS OR WATERCOURSES, but shall not include the activities specified in Section 5 of these Regulations.

**REGULATED AREA** – any wetlands or watercourses as defined in these regulations.

REMOVE – includes, but shall not be limited to, drain, excavate, mine, dig, dredge, suck, grub, clear cut timber, bulldoze, dragline or blast.

RENDERING UNCLEAN OR IMPURE – any alteration of the physical, chemical or biological properties of any waters of the State, including, but not limited to, change in odor, color, turbidity or taste.

SIGNIFICANT ACTIVITY – any activity, including, but not limited to, the following activities which may have a major effect or significant impact on the area for which an application has been filed or on another part of the inland wetland or watercourse system:

1. Any activity involving a deposition or removal of material which will or may have a major effect or significant impact on the regulated area or on another part of the inland wetland or watercourses system; or
2. Any activity which substantially changes the natural channel or may inhibit the natural dynamics of a watercourse system; or
3. Any activity which substantially diminishes the natural capacity of an inland wetland or watercourse to support desirable fisheries, wildlife, or other biological life; or to prevent flooding, supply water, assimilate waste, facilitate drainage, provide recreation or open space; or to perform other functions; or
4. Any activity which causes substantial turbidity, siltation or sedimentation in a wetland or watercourse; or
5. Any activity which causes a substantial diminution of flow of a natural watercourse or groundwater levels of the regulated area; or
6. Any activity which causes or has the potential to cause pollution of a wetland or watercourse; or
7. Any activity which destroys unique wetland or watercourse areas having demonstrable scientific or educational value.

SOIL SCIENTIST – an individual duly qualified in accordance with standards set by the Office of Personnel Management (formerly the United States Civil Service Commission).

SWAMPS – areas with soils that exhibit aquatic moisture regimes and are dominated by wetland trees and shrubs.

SUBMERGED LANDS – those lands which are inundated by water on a seasonal or more frequent basis.

TOWN – The Town of Hampton.

WASTE – sewage or any substance, liquid, gaseous, solid or radioactive, which may pollute or tend to pollute any of the wetlands or watercourses of the Town.

WATERCOURSES – rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private, which are contained within, flow through or border upon the Town or any portion thereof not regulated pursuant to Sections 22A-28 through 22A-35 of the General Statutes, as amended.

WETLANDS – land, including submerged land as defined in THIS section, not regulated pursuant to Sections 22A-28 through 22A-35, inclusive, of the Connecticut General Statutes, which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and flood plain by the National Cooperative Soils Survey, as it may be amended from time to time, of the Soil Conservation Service of the United States Department of Agriculture (USDA). Such areas may include filled, graded, or excavated sites which possess an aquic (saturated) soil moisture regime as defined by the USDA Cooperative Soil Survey.

**INVENTORY OF REGULATED AREAS**

- 4.1 The map of regulated areas entitled “Inland Wetlands and Watercourses Map, Hampton, Connecticut” delineates the general location and boundaries of inland wetlands and the general location of watercourses. This map is available for inspection in the Office of the Town Clerk or the Inland Wetland Agency. In all cases, the precise location of the regulated areas shall be determined by the actual character of the land, the distribution of wetland soil types, and locations of watercourses. Such determinations shall be made by field inspection and testing conducted by a soil scientist where soil classifications are required, or where watercourse determinations are required, by ANY qualified individual.
- 4.2 Any property owner who disputes the designation of any part of his or her land as a regulated area on the Inland Wetlands and Watercourses Map, may petition the Agency to change the designation **IN ACCORDANCE WITH SECTION 15 OF THESE REGULATIONS**. All petitions for a map change shall be submitted in writing and shall include all relevant facts and circumstances which support the change. The petitioner shall provide proof that the designation is inapplicable. Documentation in accordance with Section 15 of these regulations may be required of the property owner when the Agency requires an accurate delineation of regulated areas.
- 4.3 The Agency or its designated agent(s) shall inventory and maintain current records of all regulated areas within the Town. The Agency may amend its map from time to time as information becomes available relative to more accurate delineation of wetlands and watercourses within the Town. Such map amendments are subject to the public hearing process outlined in Section 15 of these regulations.

**PERMITTED AND NONREGULATED USES**

- 5.1 The following operations and uses shall be permitted in inland wetlands and watercourses, as of right:
- A. Grazing, farming, nurseries, gardening and harvesting of crops and farm ponds of three acres or less essential to farming operation. The provisions of this subdivision shall not be construed to include road construction or the erection of buildings not directly related to the farming operation, relocation of watercourses with continual flow, filling or reclamation of wetlands or watercourses with continual flow, clear cutting timber except for the expansion of agricultural crop land, or the mining of top soil, peat, sand, gravel or similar material from wetlands or watercourses for the purpose of sale;
  - B. A residential home (i) for which a building permit has been issued or (ii) on a subdivision lot, provided the permit has been issued or the subdivision has been approved by a municipal planning, zoning or planning and zoning commission as of the effective date of promulgation of the municipal regulations pursuant to subsection (B) of Section 22A-42A, or as of July 1, 1974, whichever is earlier, and further provided no residential home shall be permitted as of right pursuant to this subdivision unless the building permit was obtained on or before July 1, 1987. The individual claiming a use of wetlands permitted as a right under this subdivision shall document the validity of said right by providing a certified copy of the building permit and a site plan showing proposed and existing topographic contours, house and well locations, septic system, driveway, approval dates or other necessary information to document his entitlement;
  - C. Boat anchorage or mooring, not to include dredging or dock construction;
  - D. Uses incidental to the enjoyment or maintenance of residential property, such property defined as equal to or smaller than the largest minimum residential lot site permitted anywhere in the municipality (provided that in any town where there are no zoning regulations establishing minimum residential lot sites, the largest minimum lot site shall be 80,000 sq. ft.) and containing a residence. Such incidental uses shall include maintenance of existing structures and landscaping, but shall not include removal or deposition of substantial amounts of material from or into a wetland or watercourse, or diversion or alteration of a watercourse.
  - E. Construction and operation, by water companies as defined by Section 16-1of the General Statutes or by municipal water supply systems as provided for in Chapter 102, of the Connecticut General Statutes, of dams, reservoirs, and other facilities necessary to the impounding, storage and withdrawal of water in connection with

public water supplies except as provided in Sections 22A-401 and 22A-410 of the General Statutes.

- 5.2 The following operations and uses shall be permitted as nonregulated uses in wetlands and watercourses, provided they do not disturb the natural and indigenous character of the wetlands or watercourses by removal or deposition of material, alteration or obstruction of water flow or pollution of the wetland or watercourse:
- A. Conservation of soil, vegetation, water, fish, shellfish, and wildlife. Such operation or use may include, but is not limited to, minor work to control erosion, or to encourage proper fish, wildlife and silviculture management practices.
  - B. Outdoor recreation including the use of play and sporting areas, field trails, nature study, hiking, horseback riding, swimming, skin and scuba diving, camping, boating, water skiing, trapping, hunting, fishing and shell fishing and cross-country skiing where otherwise legally permitted and regulated.
- 5.3 All activities in wetlands or watercourses involving filling, excavation, dredging, clear cutting, grading and excavation or any other alteration or use of a wetland or watercourse not specifically permitted by this section shall require a permit from the Agency in accordance with Section 7 of these regulations.
- 5.4 To carry out the purpose of this section, any person proposing to carry out a permitted or nonregulated operation or use of a wetland or watercourse that may disturb the natural and indigenous character of the wetland or watercourse shall, prior to commencement of such operation or use, notify the Agency on a form provided by it, and provide the Agency with sufficient information to enable it to properly determine that the proposed operation and use is permitted or nonregulated use of the wetland or watercourse. The Agency or its designated agent shall rule that the proposed operation or use is a permitted or nonregulated use or operation or that a permit is required. Such ruling shall be in writing and shall be made no later than the next regularly scheduled meeting of the Agency following the meeting at which the request was received. The designated agent for the Agency may make such ruling on behalf of the Agency at any time.

**ACTIVITIES REGULATED BY THE STATE**

- 6.1 In addition to any permit or approval required by the Agency, the Commissioner of Environmental Protection shall regulate activities in or affecting wetlands or watercourses subject to the following jurisdiction:
- A. Construction or modification of any dam pursuant to Section 22A-401 through 22A-410 of the General Statutes, as amended;
  - B. Construction, encroachment or placement of any obstruction within stream channel encroachment lines pursuant to Sections 22A-342 through 22A-349 of the General Statutes, as amended;
  - C. Construction or placement of any structure or obstruction within the tidal, coastal or navigable waters of the State pursuant to Sections 22A-359 through 22A-363 or in designated tidal wetlands pursuant to Sections 22A-28 through 22A-35 of the General Statutes, as amended;
  - D. Diversion of water including withdrawals of surface of groundwater in excess of fifty thousand (50,000) gallons per day, or any change in the instantaneous flow of any surface waters of the State where the tributary watershed area above the point of diversion is 1009 acres or larger pursuant to Sections 22A-365 through 22A-378 of the General Statutes, as amended;
  - E. Discharge into the waters of the State pursuant to Section 22A-430 of the General Statutes, as amended;
  - F. Discharge of fill or dredged materials into the wetlands and watercourses of the State pursuant to Section 401 of the Federal Clean Water Act, as amended, for activities regulated by the United States Army Corps of Engineers under Section 404 of the Federal Clean Water Act.
- 6.2 The Commissioner of Environmental Protection shall have exclusive jurisdiction over regulated activities in or affecting wetlands or watercourses, undertaken by any Department, Agency, or instrumentality of the State of Connecticut, except any local or regional Board of Education, (1) after an advisory decision on such license or permit has been rendered to the Commissioner by the wetland agency of the municipality within which such wetland is located or (2) thirty-five days after receipt by the Commissioner of such application, whichever comes first.
- 6.3 The Commissioner of Environmental Protection shall have exclusive jurisdiction over tidal wetlands designated and regulated pursuant to Sections 22A-28 through 22A-35 of the General Statutes.

**REGULATED ACTIVITIES TO BE LICENSED**

- 7.1 No person shall conduct or maintain a regulated activity without first obtaining a permit for such activity from the Inland Wetlands Agency of the Town of Hampton.
- 7.2 The Agency shall regulate any operation within or uses of a wetland or watercourse involving removal or deposition of material, or any obstruction, construction, alteration or pollution, of such wetlands or watercourses and any other regulated activity, unless such operation or use is permitted or non-regulated pursuant to Section 5 of these regulations.
- 7.3 Any person found to be conducting or maintaining a regulated activity without the prior authorization of the Agency, or involving any other provision of these regulations, shall be subject to enforcement proceedings and penalties prescribed in Section 14 of these regulations and any other remedies as provided by law.
- 7.4 Permit is required within 100 feet of wetlands for a regulated activity.

**APPLICATION REQUIREMENTS**

- 8.1 Any person wishing to undertake a regulated activity shall apply for a permit on a form entitled “Town of Hampton Inland Wetlands and Watercourses Agency – Application For Permit.” An application shall include an application form and such information prescribed by subsection 8.4 and, in the case of a significant activity, by subsection 8.5 of these regulations. Application forms may be obtained in the offices of the Hampton Town Clerk or Inland Wetlands Agency.
- 8.2 All applications shall contain such information that is necessary for a fair and informed determination of the issues.
- 8.3 The Agency and the applicant may hold a pre-application meeting to determine whether or not the proposed application involves a significant activity.
- 8.4 All applications shall include the following information in writing OR ON MAPS OR DRAWINGS:
- a. The applicant’s name, home and business address and telephone numbers;
  - b. The owner’s name, address and telephone number and written consent if the applicant is not the owner of the property involved in the application;
  - c. Applicant’s interest in the land;
  - d. The geographical location of the property which is to be affected by the proposed activity AND a description of the land in sufficient detail to allow identification of the inland wetlands and watercourses, the area(s) (in acres or square feet) of wetlands or watercourses to be disturbed, soil types(s) and wetland vegetation;
  - e. The purpose and a description of the proposed activity AND PROPOSED EROSION AND SEDIMENTATION CONTROLS;
  - f. Alternatives considered by the applicant and why the proposal to alter wetlands set forth in the application was chosen;
  - g. A site plan showing existing and proposed conditions in relation to wetlands and watercourses;
  - h. Names and addresses of adjacent property owners;
  - i. Certification that the applicant is familiar with all the information provided by the application and is aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information;

- j. Authorization for the Commissioners and Agents of the Agency to inspect the property, at reasonable times, both before and after a final decision has been issued;
- k. Any other information the Agency deems necessary to the understanding of what the applicant is proposing;
- l. Submission of the appropriate filing fee based on the fee schedule established in Section 19 of these regulations;
- m. Site Plans.

8.5 If the proposed activity involves a significant activity as determined by the Agency and defined in Section 3 of these regulations, additional information, based on the nature and anticipated effects of the activity, including but not limited to the following is required:

- a. Site plans for the proposed use or operation and the property which will be affected which shows existing and proposed conditions, wetland and watercourse boundaries, land contours, boundaries of land ownership, proposed alterations and uses of wetlands and watercourses, and other pertinent features of the development drawn by a licensed surveyor, professional engineer or landscape architect registered in the State of Connecticut or by such qualified persons;
- b. Engineering reports and analyses and additional drawings to fully describe the proposed project and any filling, excavation, drainage or hydraulic modifications to watercourses AND THE PROPOSED EROSION AND SEDIMENTATION CONTROL PLAN;
- c. Mapping of soil types consistent with the categories established by the National Cooperative Soil Survey of the United States Soil Conservation Service (the Agency may require applicant to have the wetlands delineated in the field by a soil scientist and that the field delineation be incorporated onto the site plans);
- d. Description of the ecological communities and functions of the wetlands or watercourses involved with the application and the effects of the proposed regulated activities on these communities and wetland functions;
- e. Description of how the applicant will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application and each alternative, and a description of why each alternative considered was deemed neither feasible or prudent;
- f. Analysis of chemical or physical characteristics of any fill material;

- g. Measures which mitigate the impact of the proposed activity. Such measures include, but are not limited to, plans or actions which avoid destruction or diminution of wetland or watercourse functions, recreational uses and natural habitats, which prevent flooding, degradation of water quality, erosion and sedimentation and obstruction of drainage, or which otherwise safeguard water resources.

8.6 The applicant shall certify whether:

- a. Any portion of the property on which the regulated activity is proposed is located within 500 feet of the boundary of an adjoining municipality;
- b. Traffic attributable to the completed project on the site will use street within the adjoining municipality to enter or exist the site;
- c. Sewer or water drainage from the project site will flow through and impact the sewer or drainage system within the adjoining municipality; or,
- d. Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.

8.7 Three (3) copies of all application materials shall be submitted to comprise a complete application or as is otherwise directed, in writing, by the Agency.

8.8 Any application to extend the expiration date of a previously issued permit or amend an existing permit shall be filed with the Agency at least sixty-five (65) days prior to the expiration date for the permit in accordance with Section 9 of these regulations. Any application for amendment, renewal or extension shall be made in accordance with this subsection provided:

- a. The application may incorporate by reference the documentation and record of the original application;
- b. The application shall state the reason why the authorized activities were not initiated or completed within the time specified in the permit;
- c. The application shall describe any changes in facts or circumstances involved with or affecting wetlands or watercourses or the property for which the permit was issued;
- d. The Agency may accept an untimely application to extend the expiration date of a permit if the authorized activity is ongoing and allow the continuation of work beyond the expiration date if in its judgement, the permit is likely to be extended and the public interest or environment will be best served by not interrupting the activity; the application shall describe the extent of work completed at the time of filing and the schedule for completing the activities authorized in the permit;

- e. The Agency shall evaluate the application pursuant to Section 11 of these regulations and grant the application as filed, grant it with any terms or limitations, or deny it.

8.9 A reporting form shall be completed during the application process which provides the Commissioner of the Department of Environmental Protection with information necessary to properly monitor the inventory of State wetlands. The reporting form shall be part of the application and the following information shall be provided by the applicant:

- Name of applicant
- Location and name of the project
- Project and site description
- Area of wetlands and/or linear feet of watercourse proposed to be altered

The Agency shall be responsible for the remaining information and any corrections on the form and for filing it in accordance with Section 22A-39-14 of the Inland Wetlands and Watercourses Regulations of the Department of Environmental Protection.

**APPLICATION PROCEDURES**

- 9.1 All applications shall be submitted to the Inland Wetlands Commission of the Town of Hampton.
- 9.2 In the case of any application where any portion of the wetland or watercourse on which the regulated activity is proposed is located within 500 feet of the boundary of Brooklyn, Chaplin, Canterbury, Eastford, Pomfret, or Scotland the applicant shall give written notice of the proposed activity, certified mail return receipt requested, to the adjacent municipal wetlands agency on the same day of filing an inland wetland permit application with the Hampton Inland Wetlands Agency. Documentation of such notice shall be provided to the Hampton Inland Wetlands Agency IN ACCORDANCE WITH SECTION 22A-42C OF THE GENERAL STATUTES.
- 9.3 The Agency shall, in accordance with CONNECTICUT GENERAL STATUTES SECTION 22A-42B, notify the clerk of any adjoining municipality of the pendency of any application to conduct a regulated activity when:
- a. Any portion of the property on which the regulated activity is proposed is located within 500 feet of the boundary of an adjoining municipality;
  - b. A significant portion of the traffic to the completed project on the site will use streets within the adjoining municipality to enter or exit the site;
  - c. A significant portion of the sewer or water drainage from the project site will flow through and significantly impact the sewage or drainage system within the adjoining municipality; or,
  - d. Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.

Notice of the pendency of such application shall be made by certified mail, return receipt requested, and shall be mailed within seven (7) days of the date of receipt of the application.

- 9.4 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 OF THE GENERAL STATUTES, THE APPLICANT SHALL PROVIDE WRITTEN NOTICE OF THE APPLICATION TO THE WATER COMPANY PROVIDED SUCH WATER COMPANY 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 WITHIN SEVEN DAYS OF THE DATE OF THE APPLICATION. THE WATER COMPANY, THROUGH A REPRESENTATIVE, MAY APPEAR AND BE HEARD AT ANY HEARING ON THE APPLICATION. DOCUMENTATION OF SUCH NOTICE SHALL BE PROVIDED TO THE AGENCY.

(Note: Subsection 9.4 is required by Public Act 89-301 and is effective on October 1, 1989).

- 9.5 (9.4) The date of receipt of any application shall be the day of the next regularly scheduled meeting of the Agency immediately following the day of submission to the Agency, provided such meeting is no earlier than three business days after receipt, or thirty-five (35) days after such submission, whichever is sooner.
- 9.6 (9.5) At any time during the review period, the Agency may require the applicant to provide additional information about the regulated area or regulated activity which is the subject of the application, or the wetlands or watercourses affected by the regulated activity. Requests for additional information shall not stay the time limitations as set forth in Subsection 12.2 of these regulations.
- 9.7 (9.6) All applications shall be open for public inspection.
- 9.8 (9.7) Incomplete applications may be denied.

**PUBLIC HEARINGS**

- 10.1 A public hearing shall be held on all applications involving a significant activity. A public hearing may be held on applications which do not involve significant activities if the Agency determines it is in the public interest. All applications and maps and documents relating thereto shall be open for public inspection. Any person may appear and be heard at any public hearing.
- 10.2 Notice of the public hearing shall be published at least twice at intervals of not less than two days, the first not more than fifteen days and not fewer than ten days, and the last not less than two days before the date set for the hearing in a newspaper having a general circulation in each town where the affected wetland and watercourse is located.
- 10.3 Notice of the public hearing shall be mailed to the owners(s) of record of abutting land no less than fifteen days prior to the day of the hearing by the applicant.
- 10.4 In the case of any application which is subject to the notification provisions of subsection 9.3 of these regulations, a public hearing shall not be conducted until the Clerk of the adjoining municipality(ies) has received notice of the pendency of the application. Proof of such notification shall be entered into the hearing record.

**CONSIDERATIONS FOR DECISION**

11.1 The Agency may consider the following in making its decision on an application:

- a. The application and its supporting documentation;
- b. Public comments, evidence and testimony;
- c. Reports from other agencies and commissions including, but not limited to, the Town of Hampton;
  - 1. Conservation Commission
  - 2. Planning, Zoning, or Planning and Zoning Commissions
  - 3. Building Official
  - 4. Health Officer
- d. The Agency may also consider comments on any application from the Windham County Soil and Water Conservation District, the Windham Regional Planning Agency or other regional organizations (i.e.: Council of Elected Officials); agencies in the adjacent municipalities which may be affected by the proposed activity, or other technical agencies or organizations which may undertake additional studies or investigations.
- e. Non-receipt of comments from agencies and commissions listed in subdivision 11.1c and d above within the prescribed time shall neither delay nor prejudice the decision of the Agency.

11.2 Standards and Criteria for Decision.

The Agency shall consider all relevant facts and circumstances in making its decision on any application for a permit, including, but not limited to, the following:

- a. The environmental impact of the proposed action, including the effects on the inland wetland's and watercourse's capacity to support fish and wildlife, to prevent flooding, to supply and protect surface and ground waters, to control sediment, to facilitate drainage, to control pollution, to support recreational activities, and to promote public health and safety.
- b. The alternatives to the proposed action including a consideration of alternatives which might enhance environmental quality or have a less detrimental effect, and which could feasibly attain the basic objectives of the activity proposed in the application. The consideration should include, but is not limited to, the alternative of requiring actions of different nature which would provide similar benefits with different environmental impacts, such as using a different location for the activity.

- c. The relationship between the short-term uses of the environment and the maintenance and enhancement of long-term productivity, including consideration of the extent to which the proposed activity involves trade-offs between short-term environmental gains at the expense of long-term losses or vice versa, and consideration of the extent to which the proposed actions forecloses or predetermines future options.
- d. Irreversible and irretrievable commitments of resources which would be involved in the proposed activity. This requires recognition that the inland wetlands and watercourses of the State of Connecticut are an indispensable, irreplaceable and fragile natural resource, and that these areas may be irreversibly destroyed by deposition, filling, and removal of material, by the diversion, diminution or obstruction of water flow including low flows and by the erection of structures and other uses.
- e. The character and degree of injury to, or interference with, safety, health, or the reasonable use of property, including abutting or downstream property, which would be caused or threatened by the proposed activity, or the creation of conditions which may do so. This includes recognition of potential damage from erosion, turbidity, or siltation, loss of fish and wildlife and their habitat, loss of unique habitat having demonstrable natural, scientific or educational value, loss or diminution of beneficial aquatic organisms and wetland plants, the dangers of flooding and pollution, and the destruction of the economic, aesthetic, recreational and other public and private uses and values of wetlands and watercourses to the community.
- f. The suitability of the activity to the area for which it is proposed. This requires a balancing of the need for the economic growth of the State and the use of its land, with the need to protect its environment and ecology for the people of the State and the benefit of generations yet unborn.
- g. Measures which would mitigate the impact of any aspect of the proposed regulated activity. Such measures include, but are not limited to, actions which would avoid adverse impacts or lessen impacts to wetlands and watercourses and which could be feasibly carried out by the applicant and would protect the wetland's or watercourse's natural capacity to support fish and wildlife, to prevent flooding, to supply and protect surface and ground waters, to control sedimentation, to prevent erosion, to assimilate wastes, to facilitate drainage, to CONTROL POLLUTION, TO SUPPORT RECREATIONAL ACTIVITIES and open space, AND TO PROMOTE PUBLIC HEALTH AND SAFETY.

- 11.3 In the case of any application which received a public hearing, a permit shall not be issued unless the Agency finds that the PROPOSED ALTERATION OR DESTRUCTION OF WETLANDS OR WATERCOURSES IS UNAVOIDABLE AND THAT a feasible and pursuant alternative TO THE ALTERATION OR DESTRUCTION OF WETLANDS OR WATERCOURSES does not exist. In making this finding, the Agency shall consider the facts and circumstances set forth in Section 11 of these regulations. This finding and the reasons therefore shall be stated in the record of the decision by the Agency.
- 11.4 In reaching its decision on any application after a public hearing, the Agency shall base its decision on the record of that hearing. Documentary evidence or other material not in the hearing shall not be considered by the Agency in its decision.

**DECISION PROCESS AND PERMIT**

- 12.1 The Agency may grant the application as filed, grant it upon such terms, conditions, limitations or modifications necessary to carry out the purpose of the Act or deny it.
- 12.2 No later than sixty-five (65) days after receipt of an application, the Agency may hold a public hearing on such application. The hearing shall be completed within forty-five (45) days of its commencement. Action shall be taken on applications within thirty-five (35) days after completion of a public hearing. In the absence of a public hearing, action shall be taken on applications within sixty-five (65) days from the date of receipt of the application. **THE APPLICANT MAY CONSENT TO ONE OR MORE EXTENSIONS OF THE PERIODS SPECIFIED IN THIS SUBSECTION FOR THE HOLDING OF THE PUBLIC HEARING AND FOR ACTION ON SUCH APPLICATION, PROVIDED THE TOTAL EXTENSION OF ANY SUCH PERIOD SHALL NOT BE FOR LONGER THAN THE ORIGINAL PERIOD AS SPECIFIED IN THIS SUBSECTION, OR MAY WITHDRAW SUCH APPLICATION. THE FAILURE OF THE INLANDS AGENCY TO ACT WITHIN ANY TIME PERIOD SPECIFIED IN THIS SUBSECTION, OR ANY EXTENSION THEREOF, SHALL NOT BE DEEMED TO CONSTITUTE APPROVAL OF THE APPLICATION. AN APPLICATION DEEMED INCOMPLETE BY THE AGENCY MUST EITHER BE WITHDRAWN BY THE APPLICANT OR DENIED BY THE AGENCY.**  
(NOTE: The provisions of the capitalized text are authorized by Public Act 89-356 and are effective October 1, 1989.)
- 12.3 The Agency shall state upon its record the reasons and bases for its decision and, in the case of any public hearing, such decision shall be based fully on the record of such hearing and shall be in writing and shall incorporate a statement relative to the consideration of feasible and prudent alternatives.
- 12.4 The Agency shall notify the applicant and any named parties to the proceedings of its decision within fifteen (15) days of the date of the decision by certified mail, return receipt requested, and the Agency shall cause notice of its order in the issuance or denial of the permit, to be published in a newspaper having general circulation in the town wherein the inland wetland or watercourse lies. **IN ANY CASE IN WHICH SUCH NOTICE IS NOT PUBLISHED WITHIN SUCH FIFTEEN DAY PERIOD, THE APPLICANT MY PROVIDE FOR THE PUBLICATION OF SUCH NOTICE WITHIN TEN DAYS THEREAFTER.**  
(NOTE: The provisions of the capitalized text are authorized by Public Act 89-356 and are effective October 1, 1989.)
- 12.5 If an activity authorized by the inland wetland permit also involves an activity or project which requires zoning or subdivision approval, a special zoning permit, variance or special exception, a copy of the decision and report on the application shall be filed with the Town of Hampton Planning, Zoning, or Planning and Zoning Commission within fifteen days of the date of the decision.
- 12.6 If the Agency denies the permit, or if it grants a permit with terms, conditions, limitations or modifications, the applicant may attempt to modify the proposal to the Agency's satisfaction. The Agency shall determine whether the proposed modification requires the filing of a new application. The rejection of a modified or corrected application by the Agency shall be equivalent to the denial of an application for the purposes of appeal.

- 12.7 The duration of any permit shall be for three years unless otherwise specified in the permit or extended by the Agency. Unless it is renewed by the Agency, the permit shall expire if the activity authorized therein is not initiated within one (1) year from the date the permit was issued. Permit renewal and extension shall be at the discretion of the Agency and may be subject to the calling of an additional public hearing. All permits shall expire upon the completion of the acts specified therein.
- 12.8 No permit shall be assigned or transferred without the written permission of the Agency.
- 12.9 If a bond or insurance is required in accordance with Section 13 of these regulations, no permit shall be issued until such bond or insurance is provided.
- 12.10 General provisions in the issuance of all permits:
- a. IF the Agency relied in whole or in part on information provided by the applicant AND such information subsequently proves to be false, deceptive, incomplete or inaccurate, the permit may be modified, suspended or revoked.
  - b. All permits issued by the Agency are subject to and do not derogate any present or future powers of the Agency or the Town of Hampton, convey no rights in real estate or material nor any privileges, and are further subject to any and all public and private rights and to any federal, state, and municipal laws or regulations pertinent to the property or activity.
  - c. If the activity authorized by the inland wetland permit also involves an activity or a project which requires zoning or subdivision approval, special permit, variance or special exception, no work pursuant to the wetland permit may begin until such approval is obtained.
  - d. The permittee shall take such necessary steps consistent with the terms and conditions of the permit, to control storm water discharges and to prevent erosion and sedimentation and to otherwise prevent pollution of wetlands and watercourses.
  - e. PERMITS ARE NOT TRANSFERABLE WITHOUT THE PRIOR WRITTEN CONSENT OF THE AGENCY.

**BOND AND INSURANCE**

- 13.1 Upon approval of the application and prior to issuance of a permit, the applicant may, at the discretion of the Agency, be required to file a bond with such surety in such amount and in form approved by the Agency.
- 13.2 The bond or surety shall be conditioned on compliance with all provisions of these regulations and the terms, conditions and limitations established in the permit.
- 13.3 The Agency may require the applicant to certify that it has public liability insurance against liability which might result from the proposed operation or use of the wetlands or watercourses covering any and all damage which might occur within (2) years of completion of such operations, in an amount commensurate with the regulated activity.

**ENFORCEMENT**

- 14.1 The Agency may appoint an agent or agents to act in its behalf with the authority to inspect property except a private residence, and issue notices of violation or cease and desist orders and carry out other actions or investigations necessary for the enforcement of these regulations.
- 14.2 The Agency or its agent may make regular inspections, at reasonable hours, of all regulated activities for which permits have been issued under these regulations.
- 14.3 If the Agency or its designated agent finds that any person is conducting or maintaining any activity, facility or condition which is in violation of the Act or these regulations, the Agency or its duly authorized agent may:
- a. Issue a written order by certified mail, return receipt requested, to such person conducting such activity or maintaining such facility or condition. Within ten (10) calendar days of issuance of such order the Agency shall hold a hearing to provide the person an opportunity to be heard and show cause why the order should not remain in effect. The Agency shall consider the facts presented at the hearing and within ten (10) days of the completion of the hearing notify the person by certified mail that the original order remains in effect, that a revised order is in effect, or that the order has been withdrawn. The Agency shall publish notice of its decision in a newspaper having general circulation in the municipality. The original order shall be effective upon issuance and shall remain in effect until the Agency affirms, revises or withdraws the order. The issuance of an order pursuant to this subsection shall not delay or bar an action pursuant to Section 22A-44(B) of the General Statutes, as amended.
  - b. Suspend or revoke a permit if it finds that the PERMITTEE has not complied with the terms, conditions or limitations set forth in the permit or has exceeded the scope of the work as set forth in the application including application plans. Prior to revoking OR SUSPENDING any permit, the Agency shall issue notice to the permittee, personally or by certified mail, return receipt requested, setting forth the facts or conduct which warrants the intended action. **THE AGENCY SHALL HOLD A HEARING TO PROVIDE THE PERMITTEE an opportunity to show that it is in compliance with its permit and any and all requirements for retention of the permit. The permittee shall be notified of the Agency's decision to suspend, revoke, or maintain a permit by certified mail within fifteen (15) days of the date of its decision. THE AGENCY SHALL PUBLISH NOTICE OF THE SUSPENSION OR REVOCATION IN A NEWSPAPER HAVING GENERAL CIRCULATION IN THE MUNICIPALITY.**

- c. Issue a notice of violation to such person conducting such activity or maintaining such facility or condition, stating the nature of the violation, the jurisdiction of the Agency, and prescribing the necessary action and steps to correct the violation including, without limitation, halting work in wetlands or watercourses. The Agency may request that the individual appear at the next regularly scheduled meeting of the Agency to discuss the unauthorized activity, and/or provide a written reply to the notice or file an application for the necessary permit. Failure to carry out the action directed in a notice of violation may result in issuance of the order provided in subsection 14.3a or other enforcement proceedings as provided by law.

**AMENDMENTS**

- 15.1 a. These regulations and the Inland Wetlands and Watercourses Map for the Town of Hampton may be amended, from time to time, by the Agency in accordance with changes in the State Department of Environmental Protection, or as new information regarding soils and inland wetlands and watercourses becomes available.
- 15.1 b. AN APPLICATION FILED WITH AN INLAND WETLANDS AGENCY WHICH IS IN CONFORMANCE WITH THE APPLICABLE INLAND WETLANDS REGULATIONS AS OF THE DATE OF THE DECISION OF SUCH AGENCY WITH RESPECT TO SUCH APPLICATION SHALL NOT BE REQUIRED THEREAFTER TO COMPLY WITH ANY CHANGE IN INLAND WETLANDS REGULATIONS, (OR BOUNDARIES) INCLUDING CHANGES TO SETBACKS AND BUFFERS, TAKING EFFECT ON OR AFTER THE DATE OF SUCH DECISION AND ANY APPEAL FROM THE DECISION OF SUCH AGENCY WITH RESPECT TO SUCH APPLICATION SHALL NOT BE DISMISSED BY THE SUPERIOR COURT ON THE GROUNDS THAT SUCH A CHANGE HAS TAKEN EFFECT ON OR AFTER THE DATE OF SUCH DECISION. THE PROVISIONS OF THIS SUBSECTION SHALL NOT BE CONSTRUED TO APPLY
1. TO THE ESTABLISHMENT, AMENDMENT OR CHANGE OF BOUNDARIES OF INLAND WETLANDS OR WATERCOURSES, OR
  2. TO ANY CHANGES IN REGULATIONS NECESSARY TO MAKE SUCH REGULATIONS CONSISTENT WITH THE PROVISIONS OF CHAPTER 440 OF THE GENERAL STATUTES AS OF THE DATE OF SUCH DECISION.

(NOTE: The provision of the capitalized text are authorized by Public Act 89-356 and are effective October 1, 1989.)

- 15.2 These regulations and the Town of Hampton Inland Wetlands and Watercourses Map shall be amended in the manner specified in Section 22A-42A of the Connecticut General Statutes, as amended. The Agency shall provide the Commissioner of Environmental Protection with a copy of any proposed regulations and notice of the public hearing to consider any proposed regulations or amendments thereto, except MAP AMENDMENTS PURSUANT TO SUBSECTION 15.3 OF THIS SECTION, at least thirty-five days before the public hearing on their adoption. Fee schedules shall be ADOPTED AS Agency regulations OR AS OTHERWISE PROVIDED BY MUNICIPAL ORDINANCE.
- 15.3 Petitions requesting changes or amendments to the “Inland Wetlands and Watercourses Map, Hampton, Connecticut” shall contain at least the following information:
- a. The applicant’s name, address and telephone number;
  - b. The owner’s name (if not the applicant), address, telephone number, and a written consent to the proposed action set forth in the application;

- c. Applicant's interest in the land;
  - d. The geographic location of the property involved in the petition including a description of the land in sufficient detail to allow identification of the disputed wetland or watercourse area;
  - e. The reason for the requested action;
  - f. The names and addresses of adjacent property owners; and
  - g. A map showing proposed development of the property.
- 15.4 The Agency may require the PETITIONER to present documentation by a soil scientist that the land in question does not have a soil type classified by the National Cooperative soils survey as poorly drained, very poorly drained, alluvial, or flood plain. Such documentation includes a map of the land in question signed by a soil scientist on which the flag locations defining the boundaries of the regulated soil types are depicted.
- 15.5 Watercourses shall be delineated by a soil scientist, geologist, ecologist or other qualified individual.
- 15.6 A public hearing shall be held on petitions to amend the Inland Wetlands and Watercourses Map. Notice of the hearing shall be published in a newspaper having substantial circulation in the municipality at least two intervals of not less than two days, the first not more than twenty-five days nor less than fifteen days, and the last not less than two days, before such hearing. A copy of such proposed boundary change shall be filed in the office of the town clerk for public inspection at least ten days before such hearing.
- 15.7 Within ninety (90) days after receipt of a petition for a change in the mapped boundaries of any wetland and watercourse, the Agency shall hold a public hearing to consider the petition. The Agency shall act upon the changes requested in such petition within sixty (60) days after the close of the hearing. THE PETITIONER MAY CONSENT TO ONE OR MORE EXTENSIONS OF THE PERIODS SPECIFIED IN THIS SUBSECTION FOR THE HOLDING OF THE HEARING AND FOR ACTION ON SUCH PETITION, PROVIDED THE TOTAL EXTENSION OF ANY SUCH PERIOD SHALL NOT BE FOR LONGER THAN THE ORIGINAL PERIOD AS SPECIFIED IN THIS SUBSECTION, OR MAY WITHDRAW SUCH PETITION. THE FAILURE OF THE INLAND WETLANDS AGENCY TO ACT WITHIN ANY TIME PERIOD SPECIFIED IN THIS SUBSECTION, OR ANY EXTENSION THEREOF, SHALL NOT BE DEEMED TO CONSTITUTE APPROVAL OF THE PETITION.
- 15.8 The Agency shall make its decision and state, in writing, the reasons why the change in the Inland Wetlands and Watercourses Map was made.

**APPEALS**

- 16.1 Appeal on actions of the Agency shall be made in accordance with the provisions of section 22A-43 of the General Statutes, as amended.  
(NOTE: Section 22A-43 was amended by Public Act 89-356.)
- 16.2 Notice of such appeal shall be served upon the Agency and the Commissioner of Environmental Protection.

**CONFLICT AND SEVERANCE**

- 17.1 If there is a conflict between the provisions of these regulations, the provision which imposes the most stringent standards for the use of wetlands and watercourses shall govern. The validity of any work, clause, sentence, section, part, subsection, subdivision or provision of these regulations shall not affect the validity of any other part which can be given effect without such invalid part or parts.

**OTHER PERMITS**

- 18.1 Nothing in these regulations shall obviate the requirements for the applicant to obtain any other assents, permits or license required by law or regulation by the Town of Hampton, State of Connecticut and Government of the United States including the approval required by the Connecticut Department of Environmental Protection and the United States Army Corps of Engineers. Obtaining such assents, permits or license is the sole responsibility of the applicant.

**FEE SCHEDULE**

- 19.1 All applications for permits or petitions for amendments shall be accompanied by any fees set forth in this section. Such fees shall be in the form of certified check or money order made payable to the Town of Hampton.
- 19.2 No application shall be deemed complete or accepted by the Commission until the appropriate fee is paid in full unless a waiver has been granted by the Commission.
- 19.3 The application fee is not refundable unless an application is withdrawn before commencement of the public hearing, in which case the amount of the refund shall be determined by the Commission.
- 19.4 Application fees for activities regulated pursuant to these Regulations are set forth in the following schedule:
- |    |   |   |
|----|---|---|
| a. | Application Fee/Site Visit  | \$15.00   |
| b. | Permitted and nonregulated uses<br>Permitted uses as of right<br>(Correction made February, 1993) | No Charge   |
| c. | Residential uses or development<br>(not part of a proposed subdivision)                           | \$60.00   |
| d. | Residential development<br>(part of a proposed subdivision)                                       | \$25.00/Lot                                       |
| e. | Commercial, industrial and<br>multifamily developments  | \$160.00  |
| f. | All other uses, activities or<br>operations which require a permit                                | \$60.00   |
| g. | Public hearing fee  | \$50.00 In Addition<br>To Any Fees Required Above |
| h. | Petitions for amendments to<br>map and regulations  | \$100.00  |
- 19.5 All boards, commissions and departments of the Town of Hampton are exempt from all application fee requirements.
- 19.6 Upon petition, the Commission may waive, reduce or allow delayed payment of the application fee. Such petitions shall be in writing and state fully the facts and circumstances the Commission should consider in its determination. The Commission may waive all or part of the fee if it determines that the proposed activity would clearly result in substantial public benefit to the environment or public health, safety and welfare and that the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of an inability to pay the application fee.
- 19.7 The Commission shall state upon its record the basis for all actions under this section.

**RECORDS RETENTION AND DISPOSITION**

- 20.1 The Agency and the Town Clerk of Hampton shall retain complete administrative records of Agency actions and dispose of such records in accordance with the retention/disposition schedules set forth in subsection 20.2.
- 20.2 The Public Records Administrator of the Connecticut State Library established the following new records retention/disposition schedules for municipal Inland Wetlands Agencies effective April 24, 1989:

<b><u>Record Title</u></b>	<b><u>Minimum Retention Required</u></b>	<b><u>Town Clerk</u></b>	<b><u>In Agency</u></b>
Applications (Incl. Supporting Materials)	10 Yrs.		
Decision Letters Permanent	10 Yrs.		
Approved Site Plans	10 Yrs.		
Legal Notices Permanent	10 Yrs.		
Staff and Public Written Testimony (hearing records)	10 Yrs.		
Minutes of Meeting & Permanent Public Hearings	15 Yrs.		
Tapes, Audio – Inland Wetland Matters	4 Yrs.		
Notices of Violation & Orders	10 Yrs.		
Test of Changes Adopted Continuous Update/In Regulations	PERMANENT		
General Correspondence Issued or Received	5 Yrs.		

**EFFECTIVE DATE OF REGULATIONS**

- 21.1 These regulations including the Inland Wetlands and Watercourses Map, application forms, fee schedule and amendments thereto, shall become effective upon filing in the Office of the Town Clerk and publications of a notice of such action in a newspaper having general circulation in the Town of Hampton.