

INLAND WETLANDS AND WATERCOURSES AGENCY – APPLICATION FOR PERMIT**PERMIT INSTRUCTIONS**

1. Obtain a copy of the Town Of Hampton, Connecticut Inland Wetlands And Watercourses Regulations and a copy of the Inland Wetlands And Watercourses Agency - Application For Permit from either the Hampton Town Clerk or the Town of Hampton website (www.hamptonct.org).
2. Complete the Inland Wetlands And Watercourses Agency - Application For Permit.
 - a. Review Section 7, Application Requirements, of the Town Of Hampton, Connecticut, Inland Wetlands And Watercourses Regulations.
 - b. Identify the property location(s) of the proposed activity. Include the Map #, Block #, and Lot # for each tract on the application.
 - c. Include a site plan of the property and identify the extent of the proposed activity. The site plan may be drawn in the space provided on the application or submitted separately as an attachment.
 - d. Provide five (5) copies of the application package, including the signed site plan produced by an engineer and/or soil scientist, if applicable.
 - e. Attach all relevant information that the IWWA will need in considering your application for a permit, including but not limited to, the following:

<ul style="list-style-type: none"> <input type="checkbox"/> Topographical Information <input type="checkbox"/> Siltation Controls <input type="checkbox"/> Degradation Of Fish And Wildlife Habitat <input type="checkbox"/> Aesthetic Impact On Wetlands <input type="checkbox"/> Construction Timetable And Sequence <input type="checkbox"/> Northeast Health District Department Of Health Approval Letter 	<ul style="list-style-type: none"> <input type="checkbox"/> Potential Impact On Wetlands <input type="checkbox"/> Water Quality Degradation <input type="checkbox"/> Erosion Controls <input type="checkbox"/> Storm Water Control Measures <input type="checkbox"/> Changes To Flood Control Potential <input type="checkbox"/> Notification To Easement Owners
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 - f. Sign and date the application. Signatures of the applicant(s), property owner(s) and/or agent(s) are required prior to the submittal of the IWWA Application For Permit.
3. Submit the IWWA Application For Permit and all relevant information (application package) to the Town Clerk.
4. The Town of Hampton Wetland Enforcement Officer, Mr. John Valente, may be contacted at (860) 455-9930.
5. The Hampton IWWA meets on the second Tuesday of each month, at 7:30 p.m. An application will be received at the regular meeting only if a site visit has been completed and a determination made by the WEO no later than the Thursday (8:00 p.m.) prior to the next IWWA meeting. The IWWA will receive the application at the initial meeting and, in most cases, will vote on a received application at the next regularly scheduled meeting. The meetings are held in the Hampton Town Offices, 164 Main Street, Route 97, in the Commission Meeting Room located in the lower-level of the Town office building. An agenda will be posted at least 24 hours in advance of the scheduled meeting. The IWWA strongly advises that the applicant, or an agent acting on behalf of the applicant, be present at the meeting to answer questions about the application.
6. The Agency will review the application, and determine:
 - a. Whether a site walk will be conducted by Commission members;
 - b. Whether a public hearing is necessary;
 - c. Whether other steps or restrictions are warranted;
 - d. Whether additional information is needed.

Section 19 Fees is an excerpt from the Town Of Hampton, Connecticut Inland Wetlands And Watercourses Regulations. Please review the Inland Wetlands And Watercourses Regulations for further information.

SECTION 19
FEES

- 19.1 Method of Payment. All fees required by these regulations shall be submitted to the Agency by certified check or money order payable to the Town of Hampton at the time the application is filed with the Agency.
- 19.2 No application shall be granted or approved by the Agency unless the correct application fee is paid in full, or unless a waiver has been granted by the Agency pursuant to subsection 19.7 of these regulations.
- 19.3 The application fee is not refundable.
- 19.4 Definitions. As used in this section:

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Residential Uses - means activities carried out on property developed for permanent housing or being developed to be occupied by permanent housing.

Commercial Uses - means activities carried out on property developed for industry, commerce, trade, recreation, or business or being developed to be occupied for such purposes, for profit or nonprofit.

Other Uses - means activities other than residential uses or commercial uses.

19.5 Effective October 1, 2009. In addition to the fees required in subsection 19.6 of these regulations, applicants making an application for any approval are also required to pay a fee to the Town of Hampton Inland Wetlands and Watercourses Agency, which has been authorized by the Department of Environmental Protection, to collect a fee (\$60) for the Environmental Quality Fund. Please refer to Appendix C, of the these regulations, Connecticut General Statute section 22a-27j. Additional fee for municipal planning, zoning, wetlands and coastal management applications. Use of revenue. Noncompliance.

19.6 Fee Schedule. Application fees shall be based on the following schedule:

a.	Application Fee/Site Visit	\$30.00
	Permitted and Nonregulated Uses	
b.	Permitted Uses As Of Right	No Charge
	New Residential Development	
c.	(Not Part Of A Proposed Subdivision)	\$100.00
	All Other Residential Uses Or Development	
d.	(Not Part Of A Proposed Subdivision)	\$50.00
	Residential Development	
e.	(Part Of A Proposed Subdivision)	\$150.00 + \$75.00/Lot
f.	Commercial, Industrial and Multifamily Developments	\$300.00
	All Other Uses, Activities Or Operations	
g.	Which Require A Permit	\$50.00
h.	Public Hearing Fee	\$150.00 + Any Fees Required Above
i.	Legal Notice Publication Fee	\$75.00 Per Publication
j.	Petitions For Amendments To Map and Regulations	\$100.00
k.	Additional Monitoring & Inspection Fees	\$20.00 Per Inspection Or Per ½ Hour

Complex Application Fee. The Inland Wetlands and Watercourses Agency may charge an additional fee sufficient to cover the cost of reviewing and acting on complex applications. Such fee may include, but not be limited to, the cost of retaining experts to analyze, review, and report on issues requiring such experts. The Agency or the duly authorized agent shall estimate the complex application fee which shall be paid pursuant to section 19.1 of these regulations within 10 days of the applicant's receipt or notice of such estimate. Any portion of the complex application fee in excess of the actual cost shall be refunded to the applicant no later than 30 days after publication of the agency's decision.

19.7 Exemption. Boards, commissions, councils and departments of the Town of Hampton are exempt from all application fee requirements.

19.8 Waiver. The applicant may petition the Agency to waive, reduce or allow delayed payment of the fee. Such petitions shall be in writing and shall state fully the facts and circumstances the Agency should consider in its determination under this subsection. The Agency may waive all or part of the application fee if the Agency determines that:

- The activity applied for would clearly result in a substantial public benefit to the environment or to the public health and safety and the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of the amount of the application fee, or
- The amount of the application fee is clearly excessive in relation to the cost to the Town for reviewing and processing the application.
- The applicant has shown good cause.

The Agency shall state upon its record the basis for all actions under this subsection.

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PROPERTY LOCATION:

Map #: _____ REQUIRED Block #: _____ REQUIRED Lot #: _____ REQUIRED

Property Address: _____

APPLICANT:

Name: _____
Address: _____
Home Phone: _____
Business Phone: _____

PROPERTY OWNER: (IF OTHER THAN APPLICANT)

Name: _____
Address: _____
Home Phone: _____
Business Phone: _____

APPLICANT’S INTEREST IN THE PROPERTY: (IF OTHER THAN PROPERTY OWNER)

Company Name: _____ License Number: _____
Describe Interest In The Property: _____

PROPOSED ACTIVITY – Clearly and completely describe the proposed activity. Indicate construction, excavation, septic system creation, etc.

----- Complete Application on Reverse Side -----

APPLICATION #: _____	CHECK #: _____
<input type="checkbox"/> REGULAR <input type="checkbox"/> SUBDIVISION <input type="checkbox"/> IWW PERMIT <u>NOT</u> REQUIRED <input type="checkbox"/> IWW PERMIT REQUIRED	
_____ <u>SITE VISIT BY (WEO OR AUTHORIZED IWWA OFFICIAL)</u>	_____ <u>DATE</u>
_____ <u>SIGNATURE OF CHAIRMAN</u>	_____ <u>DATE OF ACTION</u>
<u>FINAL PLAN BY:</u> <input type="checkbox"/> _____ <u>APPLICANT</u>	<input type="checkbox"/> _____ <u>ENGINEER</u>
	_____ <u>FINAL REVISION DATE</u>

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PROPOSED ACTIVITY – Continuation from page 1.

ALTERNATIVES CONSIDERED – Describe the alternatives considered and why the proposal to alter wetlands set forth in the application was chosen.

EROSION AND SEDIMENTATION CONTROLS – Describe the proposed erosion and sedimentation controls.

ADJACENT PROPERTY OWNERS – Provide names and addresses of all adjacent property owners.

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

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SITE PLAN – The applicant is required to submit a site plan of the property. Use the space provided below, or submit a separate site plan as an attachment to this application. For minor activities, an accurate sketch in the space provided below is sufficient. The site plan must include all of the information presented in the following checklist:

- Arrow indicating North
- Location of wetlands & watercourses
- Location of access road(s)
- Location of storage and/or staging area for excavated materials and/or fill materials
- Upland Review Boundary: mark distance of 100' from all wetlands and/or watercourses
- Boundary lines & adjacent landowners
- Location of well(s)
- Location of existing building(s)
- Location of all easement(s) including trusts, gas, electric, telephone, and/or any other easement(s)
- Distance from proposed activity to all wetlands and/or watercourses
- Location of septic system(s)
- Location of driveway(s)
- Location of proposed building(s)
- Distance to all property boundaries From building(s) and/or excavation(s) [estimates accepted if over 200'].

SKETCH – Site Plan:

PLAN PREPARED BY
REVISION NUMBER

NOTIFICATION TO EASEMENT OWNERS – Has the applicant notified the easement owner(s) of the proposed activity set forth in this application? Yes No **OR** No Easement(s)

I/we certify that the information contained in this application and any attachments thereto is true to the best of my knowledge, and that any and all activities that might impact the wetlands and watercourses have been accurately described.

APPLICANT'S SIGNATURE	DATE	PROPERTY OWNER'S SIGNATURE	DATE