



**TOWN OF MONROE
APPLICATION FOR PERMIT
INLAND WETLANDS COMMISSION
7 Fan Hill Road, Monroe, CT 06468
Tel. (203) 452-2809**

FOR OFFICE USE ONLY:	
Application Number	_____
File Number:	_____
Submittal Date:	_____
Application Fee Collected	_____
Public Hearing Fee Collected	_____
Date of Receipt:	_____
Extensions (cumulative ≤ 65 days)	_____
Public Hearing	Start: _____ End: _____
Hearing:	Start: _____ End: _____
Deliberation:	Start: _____ End: _____
Approval Date:	_____ Denial Date: _____
270 Days Up:	_____ Permit
Expiration:	_____

As the applicant, it is your responsibility to provide the information the Commission needs in order to process your application and make a fair determination of the issues. If you fail to supply the information it may result in delay, a denial of your application or both. We recommend that you read the Inland Wetlands and Watercourses Regulations and that you request a meeting with the Land Use Department prior to submitting your application. There is no charge to the applicant for this meeting.

SECTION A: Information about the property

- 1. Location of the Property:**
Street Address: _____ Assessor's Map Number: _____
Parcel Number: _____
- 2. Where is the property deed found in the Monroe Land Records?**
Volume: _____ Page: _____
- 3. Is the property located within a public water supply watershed?**
 No
 Yes (*If " Yes ", the Applicant must send a copy of this application **BY CERTIFIED MAIL ON OR BEFORE THE DATE OF THE APPLICATION** to the Aquarion Water Company of Connecticut, 714 Black Rock Road, Easton, CT 06612, and the Commissioner of Public Health, 410 Capitol Avenue, Hartford, CT 06106; See Regulations Section 8.3).*)
- 4. Is the property located within 500 feet of a town boundary?**
 No
 Yes (*If " Yes ", the applicant must notify the Inland Wetland Agency of the adjacent municipality by certified mail and submit the receipt with this application.*)
- 5. Is the property subject to an existing conservation easement?**
 No
 Yes (*If " Yes ", the applicant must notify the party holding such restriction by certified mail no later than sixty days prior to the filing of this permit application, or submit a letter from the party holding the restriction verifying that the application is in compliance with the terms of the restriction; see Regulations Section 7.9c & 7.9d.*)
- 6. Is there a flood plain located on the property?**
 No
 Yes (*If " Yes ", indicate elevation and location of flood plain on the submission plan.*)
- 7. Please attach a list of the names and mailing addresses of all landowners within 100 feet of the property.**

SECTION B: Information about the applicant

- 8. Applicant's name and contact information:**
Name: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____
- 9. What is the Applicant's interest in the property?**
 Owner
 Option to purchase
 Other _____

Applicant's representative's name and contact information:

Name: _____
Business Name: _____
Business Address: _____
Telephone: _____ Fax: _____ Email: _____

10. Engineer's name and contact information:

Name: _____
Business Name: _____
Business Address: _____
Telephone: _____ Fax: _____ Email: _____

11. Owner's name and contact information:

Name: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____

Owner's signature _____ (granting permission for submission of application by the applicant)

***Please note the following:**

If the applicant is not the current owner, this application must include the owner's signature or a written, witnessed consent to submit this application, signed and dated by the owner. Only the applicant and the agent listed on this application will receive copies of official action and correspondence.

SECTION C: Information about the proposed activity

(Please attach additional sheets if necessary)

12. Select one or more of the following types of Application requested:

- Regulated Activity
- Subdivision Report/Referral
- Renewal/Extension of Issued Permit Number _____
- Including Site Remediation
- Map Amendment
- Regulation Amendment

13. Describe the proposed activity covered by this application:

14. List all activities which take place in regulated areas, including the upland review areas:

Overall project site: _____
Wetlands on the property: _____
Upland review areas on the property: _____

16. List the total area of the regulated areas to be altered:

Wetlands: _____ acres; _____ sq. ft.
Upland review areas (within 100 feet of a wetland or 150 feet of a watercourse): _____ acres; _____ sq. ft.

Total Regulated area to be altered (a + b above) for determination of fee: _____ acres; _____ sq. ft.

17. What alternatives to the proposed regulated activity did you consider? Why did you choose the activity proposed in this application as opposed to the alternatives considered? (See Regulations Section 7.5f)

18. List all measures of Low Impact Design/Development that have been incorporated into this application in order to minimize impact to wetlands.

SECTION D: Determination of Application Fee

(See Regulations Section 19)

19. Select type of Application Fee (choose one):

- Residential Use = \$300.00 _____
- Commercial Use = \$500.00 _____
- Regulation Amendment = \$500.00 _____
- Map Amendment = \$150.00 _____
- Permit Modification = \$100.00 _____
- Renewal/Extension of Issue Permit = \$100.00 _____

20. Select the following additional fees that apply for regulated areas proposed to be disturbed:

- Square Feet of Disturbed Area:
- Less than 1,000 square feet = \$50.00 _____
 - 1,000 to 5,000 square feet = \$100.00 _____
 - More than 5,000 square feet = \$100.00 (base amount) _____
(Plus \$5.00 for every additional 5,000 square feet rounded up)
 Disturbed Area (Line 17c) (-) 5,000 sq.ft. (÷) 5,000 sq.ft. (x) \$5.00 per sq.ft. rounded up... _____

21. Department of Environmental Protection State Surcharge \$60.00

22. TOTAL APPLICATION FEE: _____

***** Please note the Application Fees/State Fee must be payable to the Town of Monroe. Applicants paying with a personal check must include their driver's license number and telephone number on the check.**

SECTION E: Required support documents

(See Regulations Section 7)

Please indicate (check box) that the following documents have been included with the application:

23. Submit ten (10) copies of the following:

- Completed Inland Wetlands Application.
- A description of all filling and/or excavation activities within regulated areas (include estimates of quantity).
- A Soils Report by a Soil Scientist (include a sketch of flagged wetland areas within said report).
- A minimum of two alternative plans/sketches that were considered prior to choosing the proposed plans.
- A report from the Monroe Health Department.
- A Wetlands Assessment Report.
- An area plan showing all abutting properties and applicable downstream drainage systems.

24. Submit seven (7) reduced copies of the following (all plans must be folded):

- Reduced copies, **18' x 24'**, of the site plan showing existing and proposed conditions in relation to the wetlands, watercourses and upland review areas. Please include a location map, delineate the 100-foot wetland setback (Upland review area) and/or the 150-foot watercourse setback (upland review area) in red, and incorporate an area plan showing all abutting properties and applicable downstream drainage systems. All plans must have a bar scale.

25. Submit three (3) copies of the following (all plans must be folded):

- Full size copies of the site plan, **24' x 36'**, showing existing and proposed conditions in relation to the wetlands, watercourses and upland review areas. Please include a location map, delineate the 100-foot wetland setback (Upland review area) and/or the 150-foot watercourse setback (upland review area) in red, and incorporate an area plan showing all abutting properties and applicable downstream drainage systems. All plans must have a bar scale.

26. Submit two (2) copies of the following:

- Drainage calculations, if applicable.

27. Submit one (1) copy of the following:

- A list of the names and mailing addresses of all abutting property owners.
- A completed **D.E.E.P** report form (available at the Inland Wetlands Office or on the Town Website at www.monroect.org/Town Hall Departments/Inland Wetlands/Applications & Forms).
- Verification in writing that all wetlands have been flagged and the property address/location is adequately delineated and/or marked at the property.
- A completed bond form listing all wetlands related work and protective measures for same (available at the Inland Wetlands Office or on the Town Website at www.monroect.org/Town Hall Departments/Inland Wetlands/Applications & Forms).

PLEASE INCLUDE TEN (10) COPIES OF ANY FUTURE SUPPORTING DOCUMENTATION SUBMITTED TO THE COMMISSION (Plans: 3 Full Size copies - 24' x 36', and 7 Reduced Size copies - 18' x 24'). Plans prepared by engineers, surveyors and architects must be signed and sealed. The Commission may request additional copies of the application or supporting documents at any time.

Title of original submission plan (include author and date) _____

The undersigned applicant hereby consents for the owner, in the case where the applicant is not the owner, to necessary and proper access to the above mentioned property by the Inland Wetlands Commissioners, the Inland Wetlands Agent and other appropriate Town staff and/or authorized Town Consultants, at reasonable times, both before and after any permit has been granted or denied by the Commission, for the purpose of evaluating the application, monitoring compliance or correcting any violation of the Inland Wetlands and Watercourses Regulations brought about through actions or inactions of the applicant of permittee.

The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of the applicant's knowledge and belief.

The undersigned applicant understands and agrees that the Commission may request additional information and it is the applicant's responsibility to provide this information in a timely fashion and to the Commission's satisfaction. If the information provided is incomplete or inaccurate, in the opinion of the Commission, the Commission may deny the application or request an extension to be granted by the Applicant in order to act within the legal time limits.

Type or Print the Name of the Applicant: _____

Signature of Applicant: _____