



# CITY OF NORWALK INLAND WETLAND AGENCY

## CORRECTIVE ACTION (Significant Activity Application Form)

Permit # \_\_\_\_\_

Filing Fee \_\_\_\_\_

Date of Submission \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

1. NAME OF OWNER: \_\_\_\_\_

2. ADDRESS OF OWNER:

\_\_\_\_\_

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

\_\_\_\_\_

Other Phone or Fax: \_\_\_\_\_

\_\_\_\_\_

3. NAME OF APPLICANT: \_\_\_\_\_  
(If applicant is not owner of property)

4. ADDRESS OF APPLICANT:

\_\_\_\_\_

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

\_\_\_\_\_

Other Phone or Fax: \_\_\_\_\_

\_\_\_\_\_

5. Applicant interest in property: \_\_\_\_\_

6. PROPERTY ADDRESS: \_\_\_\_\_

7. Assessor's Map: \_\_\_\_\_ Taxing District: \_\_\_\_\_ Block: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

8. Purpose and description of proposed activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Present use of property in area of proposed activity: \_\_\_\_\_

10. Distance of closest disturbance to Wetlands/Watercourses: \_\_\_\_\_

11. Wetland/ Watercourse area altered, if any (must be in acres or linear feet) \_\_\_\_\_

12. Upland Review Area altered (must be in acres) \_\_\_\_\_

13. Description & Name of Watercourse/Wetland: \_\_\_\_\_

14. Site acreage: \_\_\_\_\_ Wetland acreage: \_\_\_\_\_ Linear feet of watercourse: \_\_\_\_\_

15. Is the property within 500 feet of a City boundary? NO \_\_\_\_\_ YES\* \_\_\_\_\_

\*If the answer is yes, then the applicant is responsible for notifying the appropriate adjoining community's Inland Wetlands Department on the day of submission. Instructions for notification are available at the Conservation Office.

16. The applicant shall provide **fourteen (14) COLLATED copies\*** of the following information:

- a) \_\_\_ The first page of this Application Form.
- b) \_\_\_ Site plans showing items indicated on attached **Map Checklist** (must be folded to 9" x 12" or smaller). Additional plans depicting the alternatives considered.
- c) \_\_\_ A narrative description of: the intended project, the alternatives considered and reasons why they were rejected, impacts to the wetland or watercourse, and proposed mitigation measures.
- d) \_\_\_ Calculate the amount (cubic yards) of material to be excavated and the specific destination of any fill to be used on site. Calculate the cubic yards of fill to be deposited on the site.
- e) \_\_\_ Biological evaluation that provides a description of the ecological communities and functions of the wetlands, watercourses and/or regulated areas.
- f) \_\_\_ Watershed information and storm drainage calculations.
- g) \_\_\_ Engineering reports and analyses to fully describe the proposed project and any filling, excavation, drainage or hydraulic modifications to wetland or watercourse areas.

\*Reports greater than four (4) pages in length must be **double-sided**.

17. Submit **one (1) copy** of the following information:

- a) \_\_\_ One original, signed copy of this application form.
- b) \_\_\_ Written consent of owner, if applicant is not the owner of the property.
- c) \_\_\_ Copy of the deed of property.
- d) \_\_\_ A list of all abutting and across the street property owners including name, address, and district, block and lot. A copy of the Assessor's Tax Map indicating the properties to be notified.
- e) \_\_\_ A copy of the letter sent to all abutting and across the street neighbors regarding the scheduled public hearing (see attached sample Notification Letter). This letter must be mailed Certified Mail, Return Receipt Requested no later than ten (10) days prior to the hearing. The Certificates of Mailing must be submitted to the Commission **two (2) business days prior** to the commencement of the public hearing.
- f) \_\_\_ Submission of the filing fee of \$\_\_\_\_\_.
- g) \_\_\_ If required, final DEP and Army Corps of Engineering approvals.

See Section 60A-7 of the Norwalk Inland Wetland and Watercourses Regulations for a more detailed description of the application requirements.

No revisions may be made to the application following its submission prior to the meeting at which it is scheduled to be received, except when the application materials are not complete.

By signing this application, the applicant or his/her agent certifies that he is familiar with the information provided in this application and is aware of the penalties for obtaining a permit through deception or by submission of inaccurate or misleading information.

By signing this application, permission is hereby given to necessary and proper inspection of the subject property by the Commissioners and designated agents of the Commission or consultants to the Commission, at reasonable times, both before and after a final decision has been rendered.

**Applicant's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Agent's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(If agent for applicant, provide agent's name, address, & phone below)

# MAP CHECKLIST

- 1. MAPS:** All maps must be drawn to scale and should be at 1"=40' or larger. Provide **14 copies** of plans with the following information:
- a. \_\_\_ Location map of property (a street map superimposed onto corner of base map).
  - b. \_\_\_ Entire property outline, as shown on Tax Assessor's map, with north arrow and scale.
  - c. \_\_\_ A Site Plan with A-2 and T-2 accuracy, indicating existing and proposed contour lines at 2 foot intervals and existing and proposed conditions in relation to wetlands and watercourses and any further activities which may have an impact on wetlands and watercourses.
  - d. \_\_\_ Depict all wetlands and watercourses on property as they exist on the site and on adjacent neighboring properties. **Include wetland soils report and field sketch by Certified Soil Scientist.** Wetland flag numbers must coordinate with those in the field and as shown on the site plan.
  - e. \_\_\_ Depict all upland review areas on the property (fifty (50) feet from any wetland & one hundred (100) from any watercourse).
  - f. \_\_\_ Indicate floodway and 100 year floodplain lines, if applicable.
  - g. \_\_\_ Indicate on map closest distance of **disturbance** from wetland/watercourse.
  - h. \_\_\_ Location of all significant physical features, such as rock ledges, stone walls, vegetation, trees over **6" diameter** nearest the wetland or watercourse. The trees to be removed/affected must be clearly marked on the site plan and flagged in the field.
  - i. \_\_\_ Identify vegetation that would be affected by proposal. Include a landscape plan.
  - j. \_\_\_ Proposed building site and/or location of any other improvements, such as septic tank, leaching fields, utility lines, proposed fill or excavation areas, tennis court, pool, deck, landscaping and lawn areas.
  - k. \_\_\_ Septic system: test pit locations, percolation test results, and Health Department approval.
  - l. \_\_\_ Location of access routes any machinery will take to reach all areas of activity. Specify types of machinery. Sequence and timing of construction with proposed completion date or timetable.
  - m. \_\_\_ Sedimentation and erosion controls to stabilize site during and after construction. Provisions for any increase in runoff. Include measures to: prevent pollution or other environmental damage, enhance existing environmental quality, restore, enhance and/or create productive wetland or watercourse resources.
  - n. \_\_\_ Name and signature of the individual who prepared map. Indicate date that map was prepared. Include professional seal with date that map/revisions were prepared.
- 2. FIELD WORK**
- a. \_\_\_ Flag wetland boundaries and trees to be removed/affected.
  - b. \_\_\_ Stake for identification: property lines, driveway & building corners.

# SAMPLE

## PUBLIC HEARING NOTIFICATION LETTER

**(Letters are to be completed and delivered via certified return-receipt mail by the applicant.)**

Dear \_\_\_\_\_,

Please be advised that \_\_\_\_\_  
(Applicant's Name)

has applied to perform Significant Regulated Activities that require an Inland Wetland and Watercourses Permit Application for property located at the following address :

\_\_\_\_\_  
(Street address and District, Block and Lot Numbers)

The proposed activity includes \_\_\_\_\_

\_\_\_\_\_  
The Conservation Commission will conduct a public hearing on this proposal at

\_\_\_\_\_  
(Day, date, time and location)

You are being notified because your property abuts the property or is located directly across the street from the subject parcel.

The application is available for review at the Conservation Commission Office, Room 215, Norwalk City Hall, 125 East Avenue, Norwalk. The Conservation Commission Office can be reached at 854-7744.

\_\_\_\_\_  
(Applicant or Agent)