



CITY OF NORWALK INLAND WETLAND AGENCY

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 **twelve (12) 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 with a **Certificate of Mailing no later than ten (10) days prior to the hearing**. The Certificates of Mailing must be submitted to the Commission **seven (7) 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 **12 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 Certificate of Mailing 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 Office, Room 215, Norwalk City Hall, 125 East Avenue, Norwalk. The Conservation Office can be reached at 854-7744.

(Applicant or Agent)