



## APPLICATION FOR PERMIT OLD LYME INLAND WETLANDS AND WATERCOURSES COMMISSION

### APPLICATION TO CONDUCT A REGULATED ACTIVITY

#### FOR OFFICE USE:

Date Submitted: \_\_\_\_\_ Application #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Payment Form: \_\_\_\_\_ Check No. (If Applicable): \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Please submit THREE copies of this application and all supporting documents and maps.

#### **Notice to Applicants & Agents:**

- Any activity within or near wetlands, watercourses, or regulated buffer zones (100 ft) may require a permit.
- Applicants may be required to submit an erosion control bond on specific projects.
- In the event the proposed activity is not specifically defined in the fee schedule, the WEO, Commission or Land Use Staff will select the nearest equivalent activity and determine the appropriate fee.
- In the event the Commission deems that the proposed activity may have significant impact and calls for a public hearing, there will be additional fees to the applicant (see fee schedule).
- The applicant must file an application the day before the scheduled meeting of the Commission held on the fourth Tuesday of every month except February (No Meeting), November (generally held the Tuesday after Thanksgiving) and December (No Meeting).
- The Commission must wait 15 days after the meeting in which the application is received before voting on the application.
- Please be advised a Notice of Decision regarding the approval of Inland Wetland permits will be posted in The Day newspaper and will have a 15-day appeal period. The permit becomes effective on the 16<sup>th</sup> day.

#### **Application Requirements:**

- Complete application form
- Site plan or GIS map showing proposed activity in relation to wetlands. At the minimum use the wetland layer from the Town of Old Lyme GIS to locate the wetlands and watercourses on the lot.
- Project description
- List of abutting property owners (within 100 ft)
- Application fee + \$60 State DEEP fee + a completed DEEP reporting form (available from IWWC Staff)

## Old Lyme IWWC Fee Schedule

### IWWC Regs Appendix C

#### Fee Schedule for Activities Regulated by the Inland Wetlands and Watercourses Commission.

All Application fees are **TRIPLED** for projects and/or regulated activities that started without an approved permit.

Check the appropriate activity and attach a check for the amount payable to: Town of Old Lyme.  
Activity fees are cumulative: Consult staff before submitting your check.

#### Administrative

- |  |       |
|--|-------|
| ○ Permit Ownership Transfer                                    | \$50  |
| ○ Modification of Existing Permit (minor)                      | \$50  |
| ○ Extension of Existing Permit                                 | \$100 |
| ○ Preliminary review of project by Commission (No application) | \$50  |

#### Single Residential Lot

- |  |       |
|--|-------|
| ○ Pools, sheds, outbuildings, decks, porches, filling/grading  | \$150 |
| ○ New construction of single-family structure<br>(requiring excavation for continuous foundation, septic & driveway) | \$350 |

#### Commercial/Industrial Lot

- |   |       |
|---|-------|
| ○ Commercial or Industrial Development                    | \$500 |
| ○ Commercial/ Industrial Development Review by Commission | \$250 |

#### Subdivisions

- |  |       |
|--|-------|
| ○ Review of subdivision with NO activity in the regulated area                                 | \$150 |
| ○ Review of subdivision with activity in including wetland, watercourse and the regulated area | \$500 |

#### Wetlands Disturbance (Filling/Grading)

Filling: Placement of materials into a wetland of watercourse.

Grading: Reshaping or leveling of land by moving soil or other materials—often to prepare site for construction, change drainage patterns, or alter surface elevation.

- |   |       |
|---|-------|
| ○ Single wetland crossing/filling up to 150 sq. ft. (measured base to fill)<br>(Additional \$200 fee for added crossing/filling in excess of 150 sq. ft.) | \$200 |
| ○ Single Wetland Crossing/filling up to 500 sq. ft. (measured base to fill)<br>(Additional \$250 fee for added crossing/filling in excess of 500 sq. ft.) | \$600 |

#### Other

- |  |                  |
|--|------------------|
| ○ Creation of pond or wetlands   | \$300            |
| ○ Significant Activity Fee   | \$500            |
| ○ Public Hearing (fee covers the cost for publication of legal notice)                     | \$250            |
| ○ Additional Fee for Cost of Technical Review  | Actual Cost + 5% |
| ○ Additional permit inspection compliance fees may be required for enforcement inspections | \$75/visit       |

**1. Property Owner (Name):** \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Address (if different): \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**2. Applicant (Name):** \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**3. Property Information:**

Street Address: \_\_\_\_\_

Assessor's Map No. ("Mblu" on Property Record Card):

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List names of property owners within 100' of subject property OR see attached list (check box).

Name

Street Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Proposed Activity Information:**

State the purpose, proposed use and a summary description of the proposed activity (please be specific and use additional sheets as necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity Location (Map with sufficient detail must be submitted as a part of this application).  
Number of Acres of wetlands (or portion thereof) on the property.

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Total area of Inland Wetlands to be altered and/or impacted: \_\_\_\_\_

Are vernal pools or tidal wetlands located on the property? If so, where and how many acres are on the property? (see IWWC Regs Appendix D & E for info) \_\_\_\_\_

Are inland wetlands and/or watercourses located on adjacent properties? If so, state the name of the property owner and if it is a wetland and/or watercourse.

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Has a licensed soil scientist flagged the wetlands and/or watercourses on this property? List name and date of service if applicable.

Nearest Road: \_\_\_\_\_

Distance from Road: \_\_\_\_\_

Zoning District (found on GIS or Property Record Card): \_\_\_\_\_

Check Applicable activities occurring within 0-100 feet of wetlands and/or watercourses:

- ☐ Removal
- ☐ Filling
- ☐ Surface Water Diversion
- ☐ Discharge – specify type
- ☐ Grading – specify amount
- ☐ Vegetation removal
- ☐ Vegetation restoration
- ☐ Paving
- ☐ Other – specify
- ☐

Explain in detail the extent of any activity checked above type of material and equipment to be used to complete project.

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Estimate cost and time for completion.

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Explain what alternatives have been considered in connection with this application to avoid altering inland wetlands and/or watercourses.

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Identify any other local, State, or Federal permits previously issued or pending that will be required for proposed activity on property.

The undersigned applicant warrants the truth of all statements contained herein, and in all supporting documents attached hereto or which may be presented to the Commission in the future, pursuant to this application.

I further understand that the Commission may request additional information in connection with this application and that if the proposed activity is deemed significant by the Commission, an additional filing fee will be required.

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**Signature of Applicant or Agent**

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**Date**

The undersigned, as owner of the property, hereby consents to necessary and proper inspections of the above-mentioned property by agents of the Town of Old Lyme and others as may be deemed necessary, at reasonable times, both before and after a final decision has been issued by The Old Lyme Inland Wetlands and Watercourses Commission.

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**Signature of Applicant or Agent**

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**Date**

The undersigned applicant hereby agrees to fund the municipal administrative costs for reviewing, evaluating and processing the Applicant's application to the Old Lyme Inland Wetlands and Watercourses Commission. The Applicant agrees to pay professional, legal, engineering and planning review expenses incurred by the Commission on an actual and reasonable cost basis. The Applicant shall submit said fee(s) as set forth in the Old Lyme Inland Wetlands Ordinance, as may be revised from time to time, establishing said fees. The Applicant agrees that the Inland Wetlands Commission may at its discretion require that the Applicant maintain on deposit with the Commission a sum of money estimated by the Commission to cover the professional, legal, engineering and planning review expenses to be incurred. This sum may be revised from time to time by the Commission and the Applicant shall deposit such additional sums to cover such fees. The Applicant agrees to deposit said sum(s) with the Commission within fifteen days of the filing and acceptance of such an application, or within fifteen days of any Commission revisions as set for above

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**Signature of Applicant or Agent**

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**Date**