

TOWN OF COLUMBIA

INLAND WETLANDS COMMISSION

APPLICATION PROCESS and PROCEDURES

WHEN AN APPLICATION IS REQUIRED:

Section 2.23 of the Town of Columbia Wetlands and Watercourse (IWWC) Regulations require that prior to undertaking any “regulated activity” an application must be submitted to, and approved by, the IWWC.

Section 2.23 “Regulated activity” means any operation within or use of a wetland or watercourse involving removal or deposition of material, or any obstruction, construction, alteration or pollution, of such wetlands or watercourses, but shall not include the specified activities in section 4 of these regulations. Furthermore, any clearing, grubbing, filling, grading, paving, excavating, constructing, construction of a patio, depositing, or removing of material and discharging of storm water on the land within the following upland review areas is a regulated activity:

- a. Within 200 feet measured horizontally from the ordinary high-water mark of a lake, pond, river, stream, a brook or from a wetland soil in those areas identified as areas of special concern in the Town of Columbia in section 1.6 of the Commission’s regulations.
- b. Within 100 feet measured horizontally from the boundary of any other wetland or watercourse. The Commission may rule that any other activity located within such upland review area or in any other non-wetland or non-watercourse area is likely to impact or affect wetlands or watercourses and is a regulated activity.
- c. The Upland Review Area shall be increased to 200 feet if the slope is greater than 20%.

APPLICATION PROCESS:

IWWC applications are available in the Columbia Land Use Department in the lower level of Yeomans Hall, 323 Route 87 and online at www.columbiact.org.

1. Complete the application with the required information (described on the next page)
2. Submit the application along with the required additional materials, and the fee (see fee schedule, or ask IWWC Agent); the deadline for the next IWWC meeting is the close of business the day before the next scheduled meeting. The IWWC meeting schedule is posted at www.columbiact.org.
3. At that meeting, the commission will “receive” your application. The Commission members will review the plans, ask clarifying questions, and possibly schedule a site walk. Connecticut General Statutes require a 14-day waiting period after “receipt” of the application to allow the public the opportunity to call a public hearing. This means that the commission cannot act on your application at the first meeting.
4. After the first meeting, the commission members and the agent will review the application and, if deemed necessary, conduct a site walk.
5. At the following IWWC meeting, the Commission will typically have sufficient information to act on your application.

Your permit, when granted, is valid for five (5) years. Once started, work must be finished within the time as specified in the approval motion, unless otherwise approved. Requests for extensions or renewals must be in writing. (See Section 7.9 of the Wetlands Regulations).

APPLICATION INFORMATION:

If your application is for construction or repair on Columbia Lake (such as on a seawall or dock) both **Lake Management Advisory Commission and Board of Selectman approval must be granted before IWWC can approve**; however, your IWWC application may be submitted simultaneously.

The application for permit is designed to address Sections 7 and 8 of the Town of Columbia Wetlands and Watercourse Regulations by requesting the minimum of information necessary for the commission to make an informed decision. The commission or its agent may determine additional information regarding the proposed regulated activity is necessary to act on the application.

PROJECT DESCRIPTION:

1. Explain exactly what work you propose to do and how close it will be to a wetland or watercourse.
2. Describe area of disturbance and volume and type of material to be filled or excavated. How much of the wetlands will be disturbed? How much non-wetland areas nearby will be disturbed?
3. Does the area of activity drain toward the wetland(s)?
4. Are there alternatives that you considered but eliminated for specific reasons?
5. Describe briefly, the construction methods. What kind of heavy machinery will be used? When will the work be done?
6. How are you protecting the wetlands and watercourses against disturbance that will result from construction?
7. Do you have any knowledge of previous wetlands application for this property? If yes, please explain.

MAP OR SITE PLAN: Every application must provide a map/site plan with the following information.

1. Property Owner and Applicant's name
2. Date of the map/site plan and revision date (if applicable)
3. North arrow and scale of map
4. Abutting road with road name shown
5. Your property lines, if it is a large property, depict at least those lines within 200' of the proposed work
6. All wetland and watercourse locations within 100' of your proposed area of activity, including those off your property, must be shown. Draw a line showing the part of the project that is the closest distance to wetlands and indicate the distance in feet.
7. Existing buildings, driveways, well, septic system and physical features
8. Detail all proposed work, including all areas of construction, grading/re-grading, excavation, and filling. Include stockpiling and staging area locations, if applicable. The exact location must be shown of all areas that will be disturbed.
9. Roof and footing drains based on drawing locations
10. Location of Erosion & Sedimentation Controls (silt fence or hay bale protections) together with any other measures that will protect the wetland/watercourse areas.
11. Existing and proposed contours.

Also, include any available information that may assist the Commission in understanding your proposal.

The application asks for additional information if the activity is near a “Wetlands and Watercourses of Special Concern” as described in the IWWC Regulations Section 1.6.

1.6 Areas of special concern in the Town of Columbia:

1.6A WETLANDS OF SPECIAL CONCERN: Wetland identification Numbers: C11, C12, H12, G30, H13, M3, M6, M7, M9, T3, T6, T12, & W3.

1.6B WATERCOURSES OF CONCERN: Columbia Lake, Mono Pond, Columbia Lake Brook, Clarks Brook, Giffords Brook, Hop River, Macht Brook, Ten Mile River, Mint Brook, Utley Brook and Dam Brook.

