

TOWN OF COLUMBIA
INLAND WETLANDS COMMISSION- APPLICATION PROCEDURES

The Columbia Inland Wetlands and Watercourses Commission meet at the Columbia Town Hall on the first Monday of each month at 7:00 p.m., unless otherwise posted. You must submit your application to the Building Department by the close of business (12:00 p.m.) on Friday of the week before the next regularly scheduled meeting of the IWWC. If Friday is a holiday, submit the application the Thursday before by 6:00 p.m. John Valente, Wetlands Agent for the Town of Columbia, will assist you with any questions that you have regarding the application process. A copy of your application and plan must be made available to the Agent so that he may comment on the proposed regulated activity to both the applicant and the commission. Mr. Valente may be reached at 860-228-0440.

Applications are available at the Building Department, Adella G. Urban Administrative Office Building, 323 Route 87, Columbia, CT or on the Town's website www.columbiact.org.

At the first meeting of the IWWC after submittal of your application, the commission will "receive" your application. Commission members will review plans, ask clarifying questions and possibly schedule a site walk. The commission is not able to act on your application at this first meeting because Connecticut General Statutes require a 14 day waiting period, after "receipt" of the application to allow for due process. This gives the public the opportunity to call a public hearing by delivering 25 signatures. During this time period, commission members will review the application and, if deemed necessary, conduct a site walk. The commission will typically act on an application at its next regularly scheduled meeting.

The application for permit is designed to address Sections 7 and 8 of the Town of Columbia Wetlands and Watercourse Regulations by providing 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 in order to act on the application.

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%.

TOWN OF COLUMBIA
INLAND WETLANDS COMMISSION
Application for Permit

****You must submit your application to the Building/Land Use Department by the close of the workday (12:00 p.m.) FRIDAY of the week before the next regularly scheduled meeting of the IWWC. If Friday is a holiday, submit the application the Thursday before by 6:00 p.m.**

Date Submitted _____ Application # IWW-_____

Wetlands Filing Fees (Effective April 1, 2013):

Basic residential filing fee - \$285.00 (\$125.00 plus \$60.00 State fee plus \$100.00 fee for legal notice of decision)

Basic residential subdivision filing fee - \$125.00 plus \$125.00 per parcel containing a regulated activity plus \$60.00 State fee plus \$100.00 fee for legal notice of decision

Basic commercial filing fee - \$460.00 (\$300.00 plus \$100.00 fee for legal notice of decision) plus State fee of \$60.00

Basic other uses filing fee - \$200.00 (\$100.00 plus \$100.00 fee for legal notice of decision)

Basic agent fee for approval or extension of activity pursuant to Section 12 - \$125.00 (\$65.00 plus \$60.00 State fee)

Inspection for non-compliance to permit conditions - \$50.00 per site inspection or per ½ hour

Fee for a permit application that includes road construction (private or public) involving wetland or watercourses \$1,000.00 up to 1000' and \$1.00 per foot thereafter

Significant activity requiring public hearing fee (Subsection 7.4) - \$635.00 (Basic residential filing fee of \$285.00 plus \$350.00 fee which includes additional staff review and publication of two public hearing legal notices)

Commercial significant activity requiring public hearing fee (Subsection 7.4) - \$810.00 (Basic commercial filing fee of \$460.00 plus \$350.00 fee which includes additional staff review and publication of two public hearing legal notices)

Map amendment petitions (Subsection 14.3) - \$350.00 plus \$20.00 per 1000 linear feet of total length of wetlands and watercourses boundary subject to the proposed boundary change

Modification of previously approved permit to include, but not limited to, extension(s) of time in which to initiate and/or complete the activity - \$170.00 (\$70.00 plus \$100.00 fee for publication of legal notice of decision)

FEE PAID: _____

1. Name And Address of Applicant _____
Home/Day Phone _____ Cell Phone _____
Business Name & Business Address of Applicant _____

Email _____

2. Name, Address & Title of Authorized Agent (if different from applicant)

Phone _____ Cell Phone _____

3. Applicant's interest in the property (please check one)
____ Owner ____ Developer ____ Builder ____ Option Holder ____ Other

If Applicant is not the Owner, please provide:

Name & Address of Owner _____
Home Phone _____ Business Phone _____ Cell _____

4. Has application been filed with the Planning and Zoning Commission? _____
Is this land part of a previously approved subdivision? _____
If so, please attach copies of all permits.

5. Identify any other State or Town permits pending for the proposed work on this property or required for work on this property. (attach extra pages if necessary)

6. Location of property where proposed activity is to take place
Street Address _____
Nearest telephone pole # and distance to intersection _____
Name of Subdivision & Subdivision Lot # _____
Tax Assessors Map Reference: Map # _____ Lot # _____

7. Names and Addresses of Adjacent Property Owners (attach extra pages if needed)

8. Project description (attach extra pages if needed)

Describe in detail the proposed activities here or on an attached page (see project description guidelines on page 8 of the application). Please include a description of all activities, construction or disturbance of soil:

List the type and volume of material to be filled or excavated (even if the wetlands/watercourse is off your property). Material brought in must be from an approved source. See wetlands agent for determination of "approved source".

a) In the wetlands/watercourse _____

b) In the area adjacent to (within 100 feet measured horizontally from) the boundary of any other wetland or watercourse

c) In the Wetlands of Special Concern (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). (See Section 1.6 on page 7 of the application for list of Watercourses of Special Concern)

d) The Upland Review Area shall be increased to 200 feet if the slope is greater than 20% within 100' of wetlands.

Describe the amount and area of disturbance in percentage of acre and cubic yards of material to be deposited. Material brought in must be from an approved source. See wetlands agent for determination of "approved source".

a) In the wetlands/watercourse _____

b) In the area adjacent to (within 100 feet measured horizontally from) the boundary of any other wetlands/watercourse

c) In the Wetlands of Special Concern (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) (See Section 1.6 on page 7 of the application for list of Watercourses of Special Concern)

d) The Upland Review Area shall be increased to 200 feet if the slope is greater than 20% within 100' of wetlands.

9. List title of Site Plans, drawings, cross-sections with latest revision dates which accompany this application. Twelve copies of application and plans are required.
10. Proposed erosion and sedimentation controls and other management practices and mitigation measures which may be considered as a condition of issuing a permit for the proposed regulated activity including, but not limited to, measures to (1) prevent or minimize pollution or other environmental damage, (2) maintain or enhance existing environmental quality, or (3) in the following order of priority; restore, enhance and create productive wetlands or watercourses resources; alternatives considered and subsequently rejected by the applicant and why the alternative as set forth in the application was chosen; all such alternatives shall be diagrammed on a site plan or drawing.

11. Map/Site Plan (required for all applications)

Attach to the application a map or site plan showing existing conditions and the proposed project in relation to wetlands/watercourses. The scale of map or site plan should be 1"=20'; 1"=30'; or 1"=40'. If this is not possible, please indicate the scale that you are using. A sketch map to scale may be sufficient for small, minor projects. (See sketch map/site plan guidelines on page 8 of the application)

12. A detailed construction schedule with sequence of the work to be done and how and when it will be accomplished.

13. If sedimentation structures, detention pools, or other landscape features (rain gardens, mulched beds, etc.) are utilized to mitigate the impacts to the site, a maintenance schedule must be provided along with supporting data.

14. During the decision process, The IWWC will review the proposed Maintenance Schedule with supporting documentation and the type of maintenance and frequency of maintenance of each structure for the removal of sediment, replacement of stone or other medium(s) or reinstallation.

Applicant's map date and date of last revision _____

Zone Classification _____

Is your property in a flood zone? ___yes___ no ___ don't know

15. Owner's consenting signature:

The undersigned, as owner of the property, hereby consents to the applicant seeking a permit for the proposed activity. The owner also consents to the necessary and proper inspections of the above referenced property by the Columbia Inland Wetlands Commission and its Agent, both before and after a final decision has been made by the Commission.

Signature of Owner _____ Date _____

16. Signature of Applicant:

The undersigned is familiar with all the information provided in this application and is aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation.

Signature of Applicant _____ Date _____

17. Additional information: If deemed a significant activity by the Commission, additional information is required. (See Section 74 of the Commission's Regulations.)

18. Filing fee: Consult Regulations and Wetlands Agent for appropriate fees.

1.6 Areas of special concern in the Town of Columbia:

1.6A WETLANDS OF SPECIAL CONCERN: Any wetlands identified in this subsection 1.6A of these regulations except it shall exclude wetlands on any lot of record less than four (4) acres in size that existed prior to the promulgation of these regulations. The wetlands of special concern for the purpose of this section are the wetlands identified in the CT Ecosystems Study 2000 and shown on plan dated 2000, Rev. January 1, 2008. Specifically, the wetlands identified are Wetland identification Numbers: C11, C12, H12, G30, H13, M3, M6, M7, M9, T3, T6, T12, & W3.

1.6B WATERCOURSES OF CONCERN

- 1.6B1 - COLUMBIA LAKE
- 1.6B2 - MONO POND
- 1.6B3 - COLUMBIA LAKE BROOK
- 1.6B4 - CLARKS BROOK
- 1.6B5 - GIFFORDS BROOK
- 1.6B6 – HOP RIVER
- 1.6B7 – MACHT BROOK
- 1.6B8 – TEN MILE RIVER
- 1.6B9 – MINT BROOK
- 1.6B10 – UTLEY BROOK
- 1.6B11 – DAM BROOK

PROJECT DESCRIPTION GUIDELINES FOR #8:

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?
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 a previous wetlands application for this property? If yes, please explain.

SKETCH MAP OR SITE PLAN GUIDELINES FOR #11: The following details are required for every application:

1. Applicant's name
2. Date and revision date (if applicable)
3. North arrow and scale of map
4. Abutting road with road name shown on sketch or plan
5. Property lines - If it is a large property, at least those lines within 200' of the proposed work
6. Wetland and watercourses locations, including those off your property within 100' of your proposal. 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. Proposed work in detail, 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. Show roof and footing drains by drawing locations
10. Show 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

Include any available information that may assist the Agency in understanding your proposal.

Your permit, when granted, is valid for five (5) years. Once started, work must be finished within the time period 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)