



# Inland Wetlands and Watercourses Commission

## APPLICATION FOR WETLANDS MAP OR REGULATION AMENDMENT

1. Applicant's Name, Address and Phone Number: \_\_\_\_\_

2. Applicant's interest in the property:  Owner  Lessee  Optionee  Other: \_\_\_\_\_

3. Property Owner(s) Name, Address and Phone Number: \_\_\_\_\_

4. Location of Property (include street address), Assessor's lot and map number: \_\_\_\_\_

5. Description of proposed map boundary or regulation amendment: \_\_\_\_\_

6. Total Area of Wetlands on property from Official Map: \_\_\_\_\_ Ac/SF

7. Total Length of Watercourse from Official Map: \_\_\_\_\_ LF

8. Total Area of Open Water from Official Map: \_\_\_\_\_ Ac/SF

9. Total Area of Wetlands as flagged by Soil Scientist: \_\_\_\_\_ Ac/SF

10. Total Length of Watercourse as determined by Survey: \_\_\_\_\_ LF

11. Total Area of Open Water as determined by Survey: \_\_\_\_\_ Ac/SF

12. Total number and Area of Vernal Pools: \_\_\_\_\_ Ac/SF

12. Wetland Net Change (exclude wetland to open water): \_\_\_\_\_ Ac/SF

13. Watercourse Length Net Change: \_\_\_\_\_ LF

14. Open Water Area Net Change: \_\_\_\_\_ Ac/SF

15. Total Land Area of the Property: \_\_\_\_\_ Ac/SF

The undersigned warrants the truth of all statements contained in this application according to the best of his or her knowledge and belief, and grants permission to the Commission and its Agent to enter the subject property for the purposes of inspection, evaluation and enforcement.

Signed: Applicants Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

(TOWN USE ONLY BELOW THIS LINE)

Received at Bloomfield Town Hall by: \_\_\_\_\_ Date: \_\_\_\_\_

This application is scheduled for Official Receipt by the Wetlands Commission at the Regular Meeting of: \_\_\_\_\_ and a Public Hearing on: \_\_\_\_\_

All Map and Regulation Amendment applications are subject to a Public Hearing and payment of the \$310.00 fee (\$250.00 plus DEEP fee of \$60.00). All Map Amendment applications shall be accompanied by a Soils Investigation Report from a Soil Scientist; and a plan showing a minimum of a.) existing topography and property information, b.) the wetlands and watercourses from the Official Map, c.) the Soil Scientist's flagged wetlands and watercourses, d.) the Soil Scientist's certification and signature, and e.) the signature and seal of a Connecticut Licensed Land Surveyor. All applications shall include the original signatures of the applicant and the property owner. REVISED: MAY 23, 2023



## CONFLICT OF INTEREST DISCLOSURE FORM

This form is required for all applications and permit transfers and must be notarized. Complete all sections, indicate N/A if not applicable and use additional sheets if necessary. Full disclosure is required for a complete application. Incomplete applications will not be scheduled for a hearing.

**LOCATION OF PROJECT:** \_\_\_\_\_

**NAME, ADDRESS, PHONE NUMBER AND E-MAIL ADDRESS OF APPLICANT:** \_\_\_\_\_

IF APPLICANT IS OWNER OF RECORD, HOW LONG HAS HE/SHE OWNED THE PROPERTY YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_

**NAME, ADDRESS, PHONE NUMBER AND E-MAIL ADDRESS OF ALL PARTIES KNOWN TO HAVE AN INTEREST IN THIS APPLICATION:**

OWNERS: \_\_\_\_\_

\_\_\_\_\_

OPTIONEES: \_\_\_\_\_

\_\_\_\_\_

OFFICERS, DIRECTORS AND MAJORITY STOCKHOLDERS OF CORPORATIONS LISTED ABOVE:

\_\_\_\_\_

BENEFICIARIES OF ANY TRUST OR OTHER FIDUCIARY OWNERSHIP LISTED ABOVE: \_\_\_\_\_

TENANTS/PROSPECTIVE TENANTS: \_\_\_\_\_

ATTORNEYS, INCLUDING NAME OF LAW FIRM(S) AND PARTNERS: \_\_\_\_\_

\_\_\_\_\_

FINANCIAL INSTITUTIONS OR OTHER FINANCIERS: \_\_\_\_\_

\_\_\_\_\_

ENGINEERS, SURVEYORS: \_\_\_\_\_

ARCHITECTS: \_\_\_\_\_

BUILDERS: \_\_\_\_\_

CONSULTANTS: \_\_\_\_\_

OTHERS: \_\_\_\_\_

To the best of my knowledge, no one except those listed above has a financial interest in this application or the subject property who is an employee of the Town of Bloomfield, or an elected or appointed official of the Town of Bloomfield.

PRINTED NAME OF APPLICANT

APPLICANT'S SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, IN THE YEAR \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_



## TOWN OF BLOOMFIELD

### GENERAL INFORMATION FOR APPLICATIONS FOR AMENDMENTS TO THE OFFICIAL MAP OF INLAND WETLANDS AND WATERCOURSES AND THE WETLANDS REGULATIONS

This document is intended to provide a general outline of the information required to be submitted with applications for amendments to the Official Map of Inland Wetlands and Watercourses or the Wetlands Regulations. This outline does not supersede the requirements set forth in Section 7. of the Wetlands Regulations - *Application Requirements*. All amendment applications shall be submitted in accordance with Sections 3. and 15. of the Wetlands Regulations.

A pre-application meeting with the Wetlands Agent is recommended for all applications. The Commission or Agent may require additional information, at any time during the review process, if deemed necessary to render a decision. All submitted plans and supporting documentation are subject to the review of the Wetlands Commission and Agent.

All map amendment applications are subject to a Public Hearing. The applicant must send written NOTICES of the Public Hearing to the abutters within 500 feet of the property at least **10 days** before the hearing and site SIGNS must be posted for **the 10 days prior** to the hearing. Proof of mailing of the NOTICES and the SIGN POSTING AFFIDAVIT are to be submitted at the hearing or on the day of the hearing. Sign and affidavit are available at the Plan and Zoning Office at the Town Hall.

All applicants shall submit the original and one (1) copy of the application forms including the Conflict of Interest Disclosure Form (**including live signatures of both the applicant and the property owner**); the fee schedule and:

- six (6) full sized copies of all plans on sheets no larger than 24" x 36" bound into sets;
- twelve (12) reduced copies of all plans on 11" x 17" or 18" x 24" sheets, (original full-sized sheets being reduced accordingly), bound into sets;
- twelve (12) copies of the soil scientist's report; and
- twelve (12) copies of all other supporting information.

#### SITE PLANS

All plan sheets are to include the assessor's map and lot numbers and street address of the parcel, plot scale, legend, north arrow, date, and the surveyor's/engineer's name, seal and signature. A location map and the applicant's and property owner's name and address are required on the first or cover sheet, and applicable standard notes.

The site plans shall also include following:

- Topographic survey information (extended 60 feet outside the property lines) including contours, vegetation, watercourses, above ground and underground utilities, etc.

- Survey horizontal and vertical datum, map references, right-of-ways, easements, on-site and abutting buildings and facilities, bench mark, flood zones and elevations, watershed boundaries, etc.
- Property survey information, A-2 and T-2 certifications, property line metes and bounds, area of the property, percent of impervious coverage, zone(s), abutting property owners, etc.
- On-site wetlands and watercourses, and off-site wetlands within 100 feet and watercourses within 200 feet of the property, from the Official Map of Inland Wetlands and Watercourse, with soil types and descriptions, etc.
- The Soil Scientist's field delineated wetland limits, with flag numbers and soil types from the soils report; and field located watercourses; superimposed over the Official Map wetlands and watercourses.
- The Soil Scientist's certification that the plan is an accurate representation of the field delineated wetlands and watercourses.
- The Surveyor's certification of the locations of the Soil Scientist's flags.
- List of changes to the area(s) of the on-site wetlands based on the flagged line.
- Upland soil boundaries, names, types, etc., outside of the flagged wetlands, from the NRCS soil survey or other referenced source.

## **SOILS REPORT**

A complete application for a map amendment shall include a Soil Scientist's Soils Report. This report typically includes a detailed description of the on-site and near off-site wetland and watercourse resources; identification of actual and potential vernal pools; a description of the on-site wetland and upland soil types and their characteristics; the wetlands flag number series; and the methods of delineation. A sketch map should be included showing the approximate location of the wetland flags, flag number series and the watercourses.

## **REGULATION AMENDMENTS**

All applications for amendments to the Wetlands Commission Regulations shall include the completed application form, the full text of the existing Regulation Section(s) with the proposed amendments and/or changes highlighted for easy identification, and a written description of the reason for the proposed amendments and/or changes.

[This is a draft notification letter that is to be sent from the applicant to the abutting property owners (including those within 500 feet) for any applications that have a Public Hearing. The sections in ***bold italics*** are to be provided by the applicant for each application. Letters are to be sent no less than 10 days before the hearing date. Letters are to be addressed to the property owner of record and/or current resident. The applicant must submit proof of the mailing, at the Public Hearing. Sections of this document in square brackets are NOT to be included in the notice letter.]

***Date of this letter***

Dear Property Owner or Current Resident:

In accordance with the Inland Wetlands & Watercourses Commission Regulations Section 9, this letter is being sent to notify you that a Public Hearing has been scheduled for the project described below. This notice is being sent to the owners of abutting property and those within 500 feet of the subject parcel. You have the right to attend the public hearing, and ask questions and make comments about the application; however, you are not required to attend the hearing.

The hearing concerns the following:

[As appears on the Application Form]

***Location of project,***

***Description of regulated activities***

***Applicant's name and address***

HEARING DATE AND PLACE:

***Day and Date*** [to be determined by the Commission]

7:00 P.M.

Council Chambers, Bloomfield Town Hall

800 Bloomfield Avenue

Bloomfield, Connecticut 06002

If you should have any questions concerning this hearing, please contact David Peter Castaldi, Wetlands Agent, at 860-769-3526.

Very truly yours,

***Applicant's printed name and Signature***

***SUPERSEDED***  
***NOTICE LETTER***  
***WITH LINES***  
***TO ZOOM***  
***FORMAT MEETINGS***  
***AND PUBLIC***  
***HEARINGS***



## STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15<sup>th</sup> day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only** the **completed** reporting form to:

DEEP Land & Water Resources Division  
Inland Wetlands Management Program  
79 Elm Street, 3<sup>rd</sup> Floor  
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.



## Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Please complete and mail this form in accordance with the instructions on pages 2 and 3 to:*

**DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3<sup>rd</sup> Floor, Hartford, CT 06106**

*Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.*

### PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: \_\_\_\_\_ month: \_\_\_\_\_
2. ACTION TAKEN (see instructions, only use one code): \_\_\_\_\_
3. WAS A PUBLIC HEARING HELD (check one)? yes  no
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
(print name) \_\_\_\_\_ (signature) \_\_\_\_\_

### PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING (print name): \_\_\_\_\_  
does this project cross municipal boundaries (check one)? yes  no   
if yes, list the other town(s) in which the action is occurring (print name(s)): \_\_\_\_\_, \_\_\_\_\_
6. LOCATION (see instructions for information): USGS quad name: \_\_\_\_\_ or number: \_\_\_\_\_  
subregional drainage basin number: \_\_\_\_\_
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): \_\_\_\_\_
8. NAME & ADDRESS / LOCATION OF PROJECT SITE (print information): \_\_\_\_\_  
briefly describe the action/project/activity (check and print information): temporary  permanent  description: \_\_\_\_\_
9. ACTIVITY PURPOSE CODE (see instructions, only use one code): \_\_\_\_\_
10. ACTIVITY TYPE CODE(S) (see instructions for codes): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. WETLAND / WATERCOURSE AREA ALTERED (must provide acres or linear feet):  
wetlands: \_\_\_\_\_ acres open water body: \_\_\_\_\_ acres stream: \_\_\_\_\_ linear feet
12. UPLAND AREA ALTERED (must provide acres): \_\_\_\_\_ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): \_\_\_\_\_ acres

DATE RECEIVED:

### PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO

**INSTRUCTIONS FOR COMPLETING**  
**THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.  
Do NOT submit a reporting form for withdrawn actions.*

**PART I: Must Be Completed By The Inland Wetlands Agency**

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).  

A =	A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
B =	Any Permit Denied by the Inland Wetlands Agency
C =	A Permit Renewed or Amended by the Inland Wetlands Agency
D =	A Map Amendment to the Official Town Wetlands Map - or - An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
E =	An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
F =	A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
G =	An Agent Approval pursuant to CGS 22a-42a(c)(2)
H =	An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

**PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant** - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.  
Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. Click on the following website for USGS Quad Map information:  
[http://ct.gov/deep/lib/deep/gis/resources/Index\\_NamedQuadTown.pdf](http://ct.gov/deep/lib/deep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn – CLEAR’s website: [http://clear.uconn.edu/data/map\\_set/index.htm](http://clear.uconn.edu/data/map_set/index.htm)

7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (i.e., don’t just state "forestry", provide details such as "20 acre forestry harvest, permit required for stream crossing").

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

A = Residential Improvement by Homeowner  
B = New Residential Development for Single Family Units  
C = New Residential Development for Multi-Family / Condos  
D = Commercial / Industrial Uses  
E = Municipal Project  
F = Utility Company Project  
G = Agriculture, Forestry or Conservation  
H = Wetland Restoration, Enhancement, Creation

I = Storm Water / Flood Control  
J = Erosion / Sedimentation Control  
K = Recreation / Boating / Navigation  
L = Routine Maintenance  
M = Map Amendment  
N = State Agency Project  
P = Other (this code includes the approval of concept plans with no-on-the-ground work)

10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

1 = Filling  
2 = Excavation  
3 = Land Clearing / Grubbing (no other activity)  
4 = Stream Channelization  
5 = Stream Stabilization (includes lakeshore stabilization)  
6 = Stream Clearance (removal of debris only)  
7 = Culverting (not for roadways)

8 = Underground Utilities Only (no other activities)  
9 = Roadway / Driveway Construction  
10 = Drainage Improvements  
11 = Pond, Lake Dredging / Dam Construction  
12 = Activity in an Established Upland Review Area  
14 = Activity in Upland

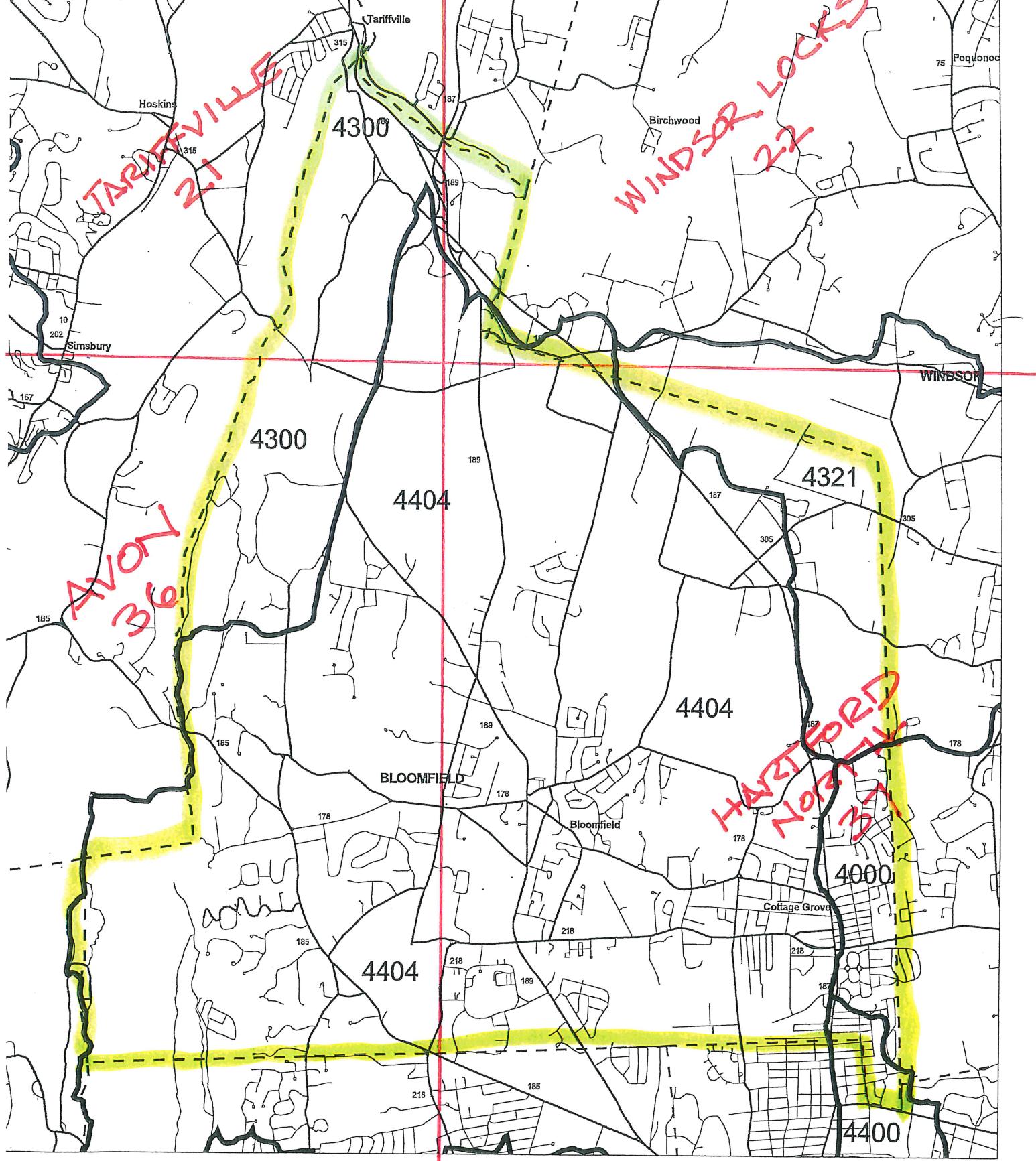
**Examples:** Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.

12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.

13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

**PART III: To Be Completed By The DEEP** - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



## SUBREGIONAL DRAINAGE BASINS

Statewide Inland Wetlands & Watercourses Activity Reporting Program

Bloomfield,  
Connecticut

 Subregional Basin  
 Main Road  
 Local Road  
 Town

0 0.5 1 Miles

July, 2000

DEP Inland Water Resources Division  
Wetlands Management Section



## CHECKLIST FOR WETLAND MAP AMENDMENT APPLICATIONS

PROJECT NAME & LOCATION: \_\_\_\_\_

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**NOTE TO APPLICANTS:** THE INFORMATION CONTAINED IN THIS CHECKLIST IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE AND SCHEDULED FOR A HEARING. THIS CHECKLIST IS INTENDED AS A TIME-SAVING GUIDE AND DOES NOT SUPERSEDE THE REQUIREMENTS SET FORTH IN THE INLAND WETLANDS AND WATERCOURSES COMMISSION REGULATIONS. ALL PLANS SHALL INCLUDE THE INFORMATION IN THIS CHECKLIST, EXCEPT AS DETERMINED BY THE WETLANDS AGENT NOT TO BE APPLICABLE TO A PARTICULAR APPLICATION. THE WETLANDS COMMISSION OR AGENT SHALL DETERMINE IF MORE DETAILED INFORMATION IS REQUIRED FOR EACH APPLICATION. SEE SECTION 7.10 OF THE 2014 WETLANDS REGULATIONS.

Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Plans by: \_\_\_\_\_

[ Y = done O = incomplete or missing N/A = not applicable]

### **Section I. Application Requirements**

- Application Form - with all sections complete and with original signatures of the applicant and the property owner(s).
- Disclosure Form - with all information provided and notarized by a Notary Public.
- Fee schedule and a check for the application fee. (\$250 + \$60 = \$310)
- Draft completed copy of the D.E.P. Wetland Activity Reporting Form.
- List of abutters within 500 feet of the project boundary, including lot number, owner's name, street address and mailing address.
- Copy of Official Map of Inland Wetlands and Watercourses, at 1"=200' scale, indicating the parcel boundary and approximate limits of flagged wetlands. (May be included on the plan or separately)
- Certification of whether the project is within 500 feet of the Bloomfield town line.
- Supporting documentation - See Section II. below.
- Plans or drawings - See Section III. below for plan requirements.
- Six (6) full sized plans on 24" x 36" sheets
- Twelve (12) reduced copies of the plans, on 11" x 17" or 12" x 18" sheets.
- Any report by the DEEP, the USDA Natural Resources Conservation Service or other local state or federal agency applicable to the proposed boundary amendment.
- Applicants are required to notify the abutters within 500 feet of the parcel boundary, including those in abutting towns, by certified mail, or USPS "Certificate of Mailing" of the date and time of the Public Hearing, within 15 days of the hearing.
- Draft letter of notification of Public Hearing approved.
- Public Hearing signs and sign affidavit given to applicant or agent.

**Section II. Supporting Documentation** Twelve (12) copies to be submitted with the application.

- A Soil Investigation Report from the Soil Scientist containing the date of the investigation, ground conditions, examination methods, wetland and upland soils found on the site, flag number series identification, etc.
- General description of the wetlands and watercourses.
- Test holes or borings and a description and analysis of these holes, and the materials found.

**Section III. Plan Requirements**

- North arrow, date, scale, street names, revisions, etc.
- The plan is to be on D-size or 24" x 36" sheet(s); at 1" = 10', 20', 30' or 40' scale. Other sheet sizes and scales may be submitted with prior approval of the Wetlands Agent.
- Plans requiring more than one sheet at 1" = 40' scale shall also be submitted at a suitable scale to show the entire property on one sheet.
- The title of plan is to include the words: "Wetland Map Amendment Plan."
- A locus or key map, at a suitable scale, showing the property within the neighborhood, and sheet limits for projects with more than one sheet.
- A legend to identify all lines, symbols, shading, textures, etc. used on the plans. Property lines, wetlands and watercourses shall be clearly differentiated.
- Name, address and phone number of the applicant and of the property owner.
- Parcel boundary and certification to A-2 survey accuracy by a Licensed Land Surveyor registered in the State of Connecticut. An existing A-2 survey of the parcel may be referenced to on the plan, and a copy submitted as a part of the complete application.
- Parcel boundary metes and bounds on NAD83 horizontal datum and NAD83 coordinates for at least four outside corners.
- The Assessor's map and lot numbers and the parcel area in acres or square feet.
- Abutting property owners, map and lot numbers and addresses.
- The location of all structures, edges of travelled ways, driveways, etc. within the property and the approximate location of the same within 100 feet of the property.
- Topographic survey information including contours at one or two foot contour interval and/or sufficient spot elevations to accurately depict the contour of the exiting ground, on the subject parcel and on abutting parcels within 30 feet.
- The source of the topographic information shall be noted. If taken from other maps, or from aerial survey, the topographic information is to be field-verified and a note included indicating the date of verification.
- The vertical datum shall be NAVD88.

- All existing storm drainage systems within the site and reasonably related off-site.
- All wetlands and watercourses from the Official Map of Inland Wetlands and Watercourses, including soil types, etc., on the subject property, and within 200 feet of the property boundary.
- All wetland soil type labels from the Official Map of Inland Wetlands and Watercourses, including soil types, etc.
- Sheet number(s) of the Official Map which contain the parcel.
- Identification of any recent and historic disturbances of wetlands and/or watercourses.
- All existing septic systems and sanitary sewers.
- Vegetation limits and types (ground cover, undergrowth, woods, lawn, pasture, etc.)
- Soil Scientist's wetland boundary line(s), flag locations and numbers corresponding to the Soil Investigation Report.
- The Soil Scientist's name, address and phone number, and date of field investigation.
- Signature of the Soil Scientist and certification that the plan accurately represents his or her field work.
- Land Surveyor's certification of the locations of the wetland flags.
- Locations of all watercourses as identified by the Soil Scientist, a wetlands ecologist or other professional, and/or as surveyed in the field, including intermittent watercourses.
- Length, width and depth of watercourses.
- Area and depth of all ponds, lakes, and other bodies of open water.
- Area of potential and identified vernal pools.
- Direction of flow or drainage for all wetlands and watercourses.
- Identification of all watershed(s) in which the parcel exists.
- The total area of the wetlands, and of each wetland area, on the parcel, in square feet and acres, as shown on the Official Map and as flagged by the Soil Scientist.
- The length of watercourses on the parcel, in linear feet, as shown on the Official Map and as identified in the field and surveyed.
- The area of open water bodies on the parcel, in square feet and acres, as shown on the Official Map and as identified in the field and surveyed.
- Wetland and upland soil types from the Soil Scientist's report with all appropriate information, classifications, etc.
- Identification of Federal defined wetlands within or outside of the State defined wetlands.