

## TOWN OF BLOOMFIELD

### GENERAL INFORMATION FOR WETLAND PERMIT APPLICATIONS

This document is intended to provide a general outline of the information to be submitted with an application for an Inland Wetlands and Watercourses Commission Permit. This outline does not supersede the requirements set forth in the Wetlands Regulations Section 7. *Application Requirements*. A meeting with the Wetlands Agent is recommended before an application is submitted. 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.

The outlines below include site plan and supporting documentation requirements. In general with more information is required for larger projects and for applications with significant impacts. Site plan items and supporting and additional information items are listed on pages 2 and 3 of this document.

There are three main types of Wetland Permit applications:

A. Wetland Agent Permit - Applications with no direct wetland or watercourse impacts but with some regulated activities in the Upland Review Areas (100 feet from a wetland and/or 200 feet from a watercourse). **Site Plan items 1., 2. & 3. are required and may be shown on one plan sheet.**

B. Wetland Commission Permit - Applications with minimal impacts to the wetlands or watercourses that do not require a Public Hearing. **Site Plan items 1., 2. & 3. are required and should be shown on separate sheets. Additional Information and Supporting Documentation may also be required.**

C. Wetland Commission Permit - Applications with significant impacts to the wetlands and watercourses, and for large projects, that may or may not require a Public Hearing. **Site Plan items 1., 2. And 3. are required and should be shown on separate sheets. Additional Information items 1., 2. & 3, and Supporting Documentation are also required. An overall development and impact plan is required for multi-sheet projects.**

The applicant is required to send out written NOTICES of all Public Hearings to the abutters within 500 feet of the property, no later than 15 days before the hearing, and site SIGNS must be posted for 10 days prior to the hearing. Proof of mailing of the NOTICES and the sign posting affidavit are to be submitted at the Public Hearing or on the day of the hearing. The Wetlands Commission shall notify the Town Clerk of abutting municipalities of any applications filed for property within 500 feet of the town line.

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

#### For Application Type A. – Wetlands Agent Permit

- three (3) full sized copies of all plans on sheets no larger than 24" x 36", bound into sets; and
- three (3) copies of all other supporting information.

#### For Application Types B. & C. – Wetlands Commission Permits

- 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; and
- twelve (12) copies of all other supporting information.

Jurisdictional Ruling - A written request to perform non-regulated activities and/or regulated activities allowed by right is to be submitted to the Wetlands Commission prior to their commencement. The request is to include a written description of all proposed activities and a copy of the Official Map showing their locations on the property. See Section 4. of the Wetlands Regulations for more information.

Wetlands Map or Regulation Amendments - All applications shall be submitted in accordance with Sections 3. and 15. of the Wetlands Regulations. See separate document for the requirements of these applications.

**SITE PLAN ITEMS** – All plan sheets are to include the assessor’s map and lot numbers and street address of the parcel, 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 following are to be shown to scale:

1. Existing Conditions Plan – Topographic survey information (extended 60 feet outside the property lines), property lines with metes and bounds, area of property, zone(s), abutters, contours, vegetation, on-site wetlands and watercourses, wetlands within 100 feet and watercourses within 200 feet of the property, soil types and data, above ground and underground utilities, flood zones and elevations, local subwatershed boundaries, survey datum, map references, rights-of-way, easements, on-site and abutting buildings and facilities, bench mark, percent impervious coverage, outside storage, etc.
2. Proposed Conditions Plan – Existing Conditions shaded in the background with proposed buildings, floor elevations, grading, utilities, paving, sidewalks, limits of clearing and grading, retaining walls or other special structures, upland review area and vegetated buffer limits, wetland or watercourse impact areas, upland review area and vegetated buffer impacts, stormwater management and stormwater quality measures or structures, landscaping and mitigation areas, conservation or open space areas, stormwater discharges, etc.
3. Soil Erosion and Sedimentation Control Plan – Existing and Proposed Conditions plan shaded in the background plus the SE & SC measures as specified in the 2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control, including a Narrative, and maintenance requirements for during and after construction. Larger projects will require a separate Erosion Control plan for each phase. Projects involving significant cuts and fills will require a separate earthwork phase erosion control plan.

**ALL PLANS SUBMITTED MUST ALSO COMPLY WITH THE TOWN OF BLOOMFIELD INCLUSION REQUIREMENTS FOR SITE PLAN DRAWINGS, STANDARD PLAN NOTES, AND TOWN STANDARD DETAILS**

**ADDITIONAL INFORMATION**

1. Regulated Activities and Alternatives Plan – Existing and Proposed Conditions plan in the background with shaded or highlighted locations of all direct, and indirect, impacts to wetlands and watercourses, upland review areas and vegetated buffers; and impervious coverage, with a list of each in square feet or acres, for the preferred alternative and at least two other alternatives.
2. Mitigation Plan – For the impacts to the wetland and watercourse resources. The area of created, enhanced or restored wetlands or watercourse should be 1.5 – 2 times the area of wetland or watercourse impact and include restoration, enhancement and/or creation of wetland and watercourse resources as appropriate.

3. List of abutting property owners, and those within 500 feet of the subject property, a copy of the notice letter sent from the applicant to the 500-foot abutters concerning the Public Hearing. A draft notice letter is included with the application forms. The letter must be reviewed and approved by the Wetlands Agent before mailing and must be sent to the abutters no later than 15 days before the Public Hearing.

## **SUPPORTING DOCUMENTATION**

1. Wetland and Watercourse Assessment – a detailed description of the type, quality and functions of the wetlands or watercourses, including a list of plants observed, the identification of any vernal pools or other unique features, including endangered or threatened species, in accordance with industry standards and acceptable evaluation methods.
2. Wildlife Inventory and Habitat Report – a detailed inventory and description of the wildlife found on site, potential wildlife and any unique or special wildlife habitats or corridors; and the effect on the wildlife and habitat due to the proposed regulated activities. Any areas of interest identified in the DEEP's Natural Diversity Database, including the endangered or threatened species identified, shall be included.
3. Wetland and Watercourse Impact Assessment and Mitigation – a detailed description of the effect of the proposed regulated activities on the wetlands and watercourses, including their functions and values, and mitigation for the proposed impacts. Mitigation may include the restoration, enhancement and/or creation of wetland or watercourse resources.
4. Storm drainage/hydrology – calculations to show the effect of the proposed development on the peak runoff and runoff volume, to all abutting properties. Zero net increase in peak runoff for all storms is normally required. Infiltration of runoff, grass pavers, and other low impact development techniques are recommended. Zero net increase in runoff volume may also be required.
5. Stormwater Management – calculations for all stormwater detention or retention facilities, and for storm drainage system pipes, channels, including inlet and outlet sizing.
6. Stormwater Pollution Prevention Plan – in accordance with the 2004 CT Stormwater Quality Manual including calculations to support proposed stormwater quality measures and the requirements for 80% removal of total suspended solids (TSS).
7. Geo-technical Report – analysis of the upland and wetland soils, including boring logs, and a report on their suitability for construction of roads, foundations and utilities. The report should also identify any pollutants in the soil and how they will be mitigated.