



Planning Department · Hamden Government Center
 2750 Dixwell Avenue · Hamden, CT 06518
 Phone (203) 287-7070 Fax (203) 287-7075
 www.hamden.com

TOWN OF HAMDEN INLAND WETLAND APPLICATION

PLEASE READ

Instructions

Below please find a list of the materials to be submitted to the Inland Wetlands Commission. It is your responsibility to provide all of this information. While Town staff will be happy to answer your questions, it is not the function of the staff to either prepare the information or assure its accuracy. Hamden Zoning and Inland Wetlands Regulations are available online at www.hamden.com.

DEADLINE FOR APPLICATIONS:

Completed applications must be submitted **by 3:00 pm on the 15th of the month** to the Planning Office, 3rd Floor, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518 in order to be scheduled for a site inspection at the meeting **the following month**. The application will then be put on the agenda for the **month following the site inspection**. The regular meetings of the Inland Wetlands Commission are held on the first Wednesday of each month.

Application Fee Schedule (subject to change)

Residential (1-3 Family)	\$310
Residential, Subdivision	\$100 per lot (minimum of \$400)
Commercial/Industrial/other Map or Text Amendment	\$310 plus \$50 per acre or part there of \$460

This application consists of five parts:

Part 1	Hamden Inland Wetlands Application Including Project Narrative
Part 2	QVHD Approval Documentation
Part 3	Site Plan (see required elements)
Part 4	DEP Reporting Forms
Part 5	RWA Project Notification and DPH Online Notification

One (1) original and twelve (12) copies must be submitted to the Planning Office. This application packet **is not complete** and **WILL NOT BE PROCESSED** until all of the required materials are submitted.

All maps must be folded not to exceed the dimensions of 11½ x 9 ½". Fold maps so that the title block is face up.

TOWN OF HAMDEN
INLAND WETLANDS COMMISSION
Application to conduct regulated activity

The Inland Wetlands Commission is responsible for reviewing applications that may impact a wetland or watercourse. The purpose of the Commission's regulations is to minimize or prevent disturbance and pollution of the Town's inland wetlands and watercourses, including its bogs, swamps, and marshes, as well as its lakes, ponds, rivers and streams. Protection of these resources is an important factor in the maintenance of a clean and potable water supply for all residents of the community.

An application for a wetlands permit must be filed by anyone who wishes to use, develop, subdivide or build on property that contains either wetlands soil or a watercourse, be it natural or artificial. Regulated activities affecting off-site wetlands and watercourses also require a wetlands permit.

Unless otherwise stipulated, any wetland permit issued by the Commission expires after five years. A Permit may be renewed for a period of five (5) more years. After ten (10) years a new application is required.



Inland Wetland # _____
Date of Filing _____
Fee _____
Date Paid _____
Receipt # _____

**TOWN OF HAMDEN
INLAND WETLAND APPLICATION**

Part 1

Please fill out this application completely. Incomplete or missing information may result in delay or denial of your application. The Commission may require the submission of additional information. The Commission usually conducts a site visit and files a site inspection report prior to hearing the application.

1. Address of property: _____

2. Name of applicant: _____
If a company, see regulations _____
Address (home): _____

Phone (home) _____

Email Address of Primary Contact: _____

3. Applicant's interest in the property _____

4. Name of property owner: _____

Address (home) _____

Address (business) _____

Phone (home) _____

Phone (business) _____

* If the property owner is not involved in the application, the applicant will need written consent from the owner.

5. Provide an index map of property showing location in relation to nearby roads and landmarks.

Part 3

Submit a Site Plan

In accordance with Connecticut law, a boundary map and topography are to be done by a land surveyor. Any proposed development shall be drawn, signed and sealed by a licensed professional civil engineer.

The following items shall appear on the site plan:

- ___ map scale of 1 inch to 20 feet (metric optional)
- ___ north arrow
- ___ title block in lower right corner showing:
 - ___ date of plan
 - ___ name of project
 - ___ name of owner, applicant and developer
 - ___ legible signature of person responsible for drawing plan
- ___ existing and proposed boundary and lot lines, with dimensions given in feet (metric optional)
- ___ existing and proposed contours at a maximum of 2 feet interval
- ___ boundary of all areas of proposed fill
- ___ brief description of type of fill
- ___ limits of areas to be disturbed by construction activities
- ___ location on property and within 200 feet of all proposed and existing watercourses (perennial and intermittent) bogs, swamps, and wetlands defined as areas with soils that are either poorly drained, alluvial or floodplain, consistent with Natural Resource Conservation Service categories. Show wetlands and watercourses as they appear on designated wetland map of Hamden and indicate soil type as delineated by a certified soil scientist. Indicate any additional wetland areas and/or any areas disputed by applicant. Wetlands must be flagged (using blue tape) by a certified soil scientist.
- ___ all existing and proposed buildings, drives and other structures and paved areas
- ___ proposed method and design details of sewage disposal including location of septic system if applicable. Elevation of bottom of septic system and leach field.
- ___ location and data from percolation pits, test pits and observation holes (data may be attached separately)
- ___ source of water supply

- ___ design details of existing and proposed storm drainage system
- ___ present and proposed location, elevation and invert of all drains, ditches, culverts and other water conductors within and immediately up and downstream of site
- ___ approximate boundary of existing and proposed tree and shrub stands
- ___ lowest floor elevation of any proposed structure
- ___ erosion and sedimentation control plans during and after construction (to be undertaken prior to commencement of work)
- ___ engineering details of any wetland or watercourse construction or drainage work
- ___ name, property address and mailing address of landowners within 100 feet, (500 feet if subdivision), of property and any adjoining municipality within 1,500 feet, along with proof of notification (certified mail return receipt)
- ___ area flooded during 100 year flood

Watercourses

- ___ where a watercourse is to be dammed, or a pond created within a regulated area, the following information shall be supplied but not limited to:
 - ___ details of the dam design including plans, calculations and specifications
 - ___ area to be inundated by impoundment
 - ___ details of the spillway design including calculations verifying maintenance of low flows and ability to pass peak flow without overtopping
 - ___ calculations showing any flood retention capabilities impoundment may have
 - ___ maximum ground water elevation with dates and location of testing
 - ___ depth to bedrock and bedrock type
 - ___ an evaluation of the extent of the presence of plant species
 - ___ an analysis of the probable effect of proposed activity on plant and animal ecosystem
 - ___ soil types to be shown on map

The undersigned applicant hereby consents to necessary and proper inspections of the above-mentioned property by members of the Commission or the agent or town staff at reasonable times, both before and after a final decision has been issued by the Commission.

Applicant or Agent _____ Date _____

As the owner of the above-mentioned property, this application is being filed with my knowledge and consent.

Owner or Agent _____ Date _____

The undersigned applicant certifies that the information supplied in the completed application is accurate, to the best of his/her knowledge.

Applicant or Agent _____ Date _____

Part 4

DEEP Reporting Forms

The attached reporting form is required by the Department of Energy and Environmental Protection and must be included with all applications for Wetlands and Watercourses Activity. Please complete this form and include a scale copy of the USGS quad map outlining the pertinent area(s).



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, Municipal Inland Wetlands Agencies (here after called the Agency) **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 as well.

Please remember, the 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 page.

The Agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Environmental Protection (DEP). **Do not** mail this cover page or the instruction page. **Please print and mail only the completed yellow reporting form to:**

WETLANDS MANAGEMENT SECTION
INLAND WATER RESOURCES DIVISION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET 3RD FLOOR
HARTFORD, CT 06106

Questions may be directed to the DEP's Wetlands Management Section at (860) 424-3019.

**Instructions For Completing
THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

PART I: To Be Completed By Agency Only

Please note: a) Incomplete or incomprehensible forms will be mailed back to the Agency; b) Use a separate form to report each action taken by the Agency; c) Utilize the instructions below and fill in the fields on page 4; d) Print, **sign**, and send to CT-DEP, Wetlands Management Section.

1. Enter the year and month the Agency took the action being reported.
2. Enter **ONE** code letter to describe the final action or decision taken by the Agency. *Do not submit a reporting form for withdrawn applications.* 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 Agency (*not including map amendments, see code D below*)

B = Any Permit Denied by the Agency

C = A Permit Renewed or Amended by the 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 Notice of Violation, Order, Court Injunction, or Court Fines

F = A Jurisdictional Ruling by the Agency (i.e. activities "permitted as of right" or activities considered non-regulated)

G = An Agent Approval pursuant to CGS section 22a-42a(c)(2)

H = An Appeal of Agent Approval pursuant to CGS section 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 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 Agency Or The Applicant - If Part II is completed by the applicant, the **applicant must return the form** to the Agency. The 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 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 and 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. See reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map or at: (www.ct.gov/dep/lib/dep/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. A town subregional drainage basin map has been mailed to each Agency. Further, sub-regional drainage basin maps can be found at UCONN-CLEAR (www.clear.uconn.edu/data/map_set/index.htm) for each town in an easy to understand format.

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 site. Also provide a brief description of the action/project/activity. Select if the action/project/activity impacts are **TEMPORARY** or **PERMANENT** in nature.

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

- | | |
|--|--|
| A = Residential Improvement by Homeowner | I = Storm Water / Flood Control |
| B = New Residential Development for Single Family Units | J = Erosion / Sedimentation Control |
| C = New Residential Development for Multi-Family / Condos | K = Recreation / Boating / Navigation |
| D = Commercial / Industrial Uses | L = Routine Maintenance |
| E = Municipal Project | M = Map Amendment |
| F = Utility Company Project | N = State Agency Project |
| G = Agriculture, Forestry or Conservation | P = Other (this code includes the approval of plans with no-on-the-ground work) |
| H = Wetland Restoration, Enhancement, Creation concept | |

10. Enter between one and four codes 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 (buffer, setback). You must provide code 14 if the activity is located **BEYOND** the established upland review area (buffer, setback) or **NO** established upland review area (buffer, setback) exists.

- | | |
|--|---|
| 1 = Filling | 8 = Underground Utilities (no other activities) |
| 2 = Excavation | 9 = Roadway / Driveway Construction |
| 3 = Land Clearing / Grubbing (no other activity) | 10 = Drainage Improvements |
| 4 = Stream Channelization | 11 = Pond, Lake Dredging / Dam Construction |
| 5 = Stream Stabilization (includes lakeshore stabilization) | 12 = Activity in an Established Upland Review Area |
| 6 = Stream Clearance (removal of debris only) | 14 = Activity in Upland |
| 7 = Culverting (not for roadways) | |

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. Permitted dredging of a pond must use code 11, other possible codes are 12 and 5.

11. Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). 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, 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. 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 Agency, or as a result of an **AGENT APPROVAL** pursuant to 22a-42a(c)(2). Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). Include areas that are permanently altered, or proposed to be permanently altered, for all agency permits, denials, amendments, and enforcement actions. Inland wetlands agencies may have established an upland review area (also known as a buffer or setback) in which activities are regulated. Agencies may also regulate activities beyond these established areas. You **MUST** provide all information in **ACRES** including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration. Remember that these figures represent only the upland acreage altered as a result of an activity regulated by the Agency, or as a result of an agent approval.

13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, 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. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEP - Please leave this area blank.



Inland Water Resources Division
 Department of Environmental Protection
 79 Elm Street, 3rd Floor
 Hartford, CT 06106-5127
 www.ct.gov/dep 3

GIS Code #: _____
 For DEP Use Only

Statewide Inland Wetlands & Watercourses Activity Reporting Form

Complete, print, sign, and mail this form in accordance with the instructions on pages 2 and 3.

PART I: To Be Completed By The Municipal Inland Wetlands Agency Only

1. DATE ACTION WAS TAKEN (use drop-down box): Year Month
2. ACTION TAKEN (use drop-down box):
3. WAS A PUBLIC HEARING HELD? (select one only) Yes No
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
 (print): _____ (signature) _____

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

5. TOWN IN WHICH THE ACTION IS OCCURRING:
 Does this project cross municipal boundaries? (select one only) Yes No
 If Yes, list the other town(s) in which the action is occurring:
6. LOCATION: [USGS Quad Map Name](#) (see hyperlink):
[Quad Number](#) (see hyperlink):
 Subregional Drainage [Basin Number](#) (see hyperlink):
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER:
8. NAME & ADDRESS/LOCATION OF PROJECT SITE:
 Briefly describe the action/project/activity: Temporary Permanent
9. ACTIVITY PURPOSE CODE (Use drop-down box):
10. ACTIVITY TYPE CODE(S) (Use drop-down box) , , ,
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:
 Wetlands: acres Open Water Body: acres Stream: linear feet
12. UPLAND REVIEW AREA ALTERED [must be provided in acres]: acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: acres
 [must be provided in acres]

PART III: To Be Completed By The DEP

- DATE RECEIVED: DATE RETURNED TO DEP:
- FORM COMPLETED: YES NO FORM CORRECTED / COMPLETED: YES NO

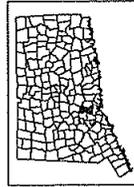
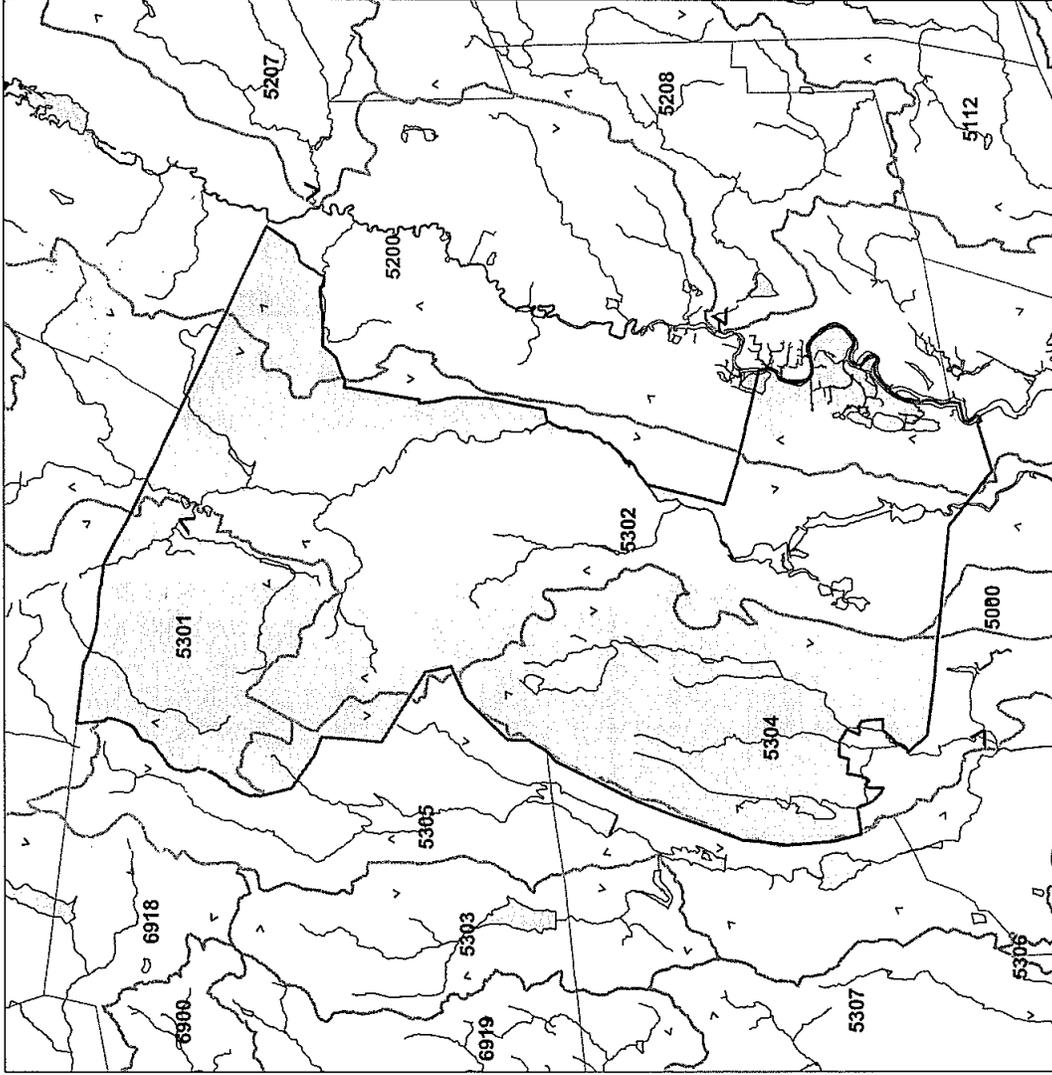
HAMDEN CONNECTICUT SUBREGIONAL BASINS AND SURFACE WATER FLOW DIRECTIONS

Explanation

-  Town Boundary
-  Subregional Watershed Boundary
- 4201** Subrg. Basin ID# - as designated by CTDEP
-  Watercourse
-  Open Water
-  Basin Outlet
-  Surface Water Flow Direction

The table provides statistics for each subregional basin. Shown are the areas of the basin within the town, the percentage for that area, and the percent of the town covered by each basin.

Basin ID	Area in Acres	Percent of Basin	Percent of Town
5000	14.90	0.0	0.1
5200	2247.2	4.8	10.6
5301	3032.1	36.5	14.3
5302	10084.0	61.9	47.4
5304	5372.3	79.8	25.2
5305	526.0	4.5	2.5



Digital layers provided by the CTDEP.
Map composed by the NEMO project.
For educational purposes only.

Town Area: 21277 Acres

1 0 1 Miles

The University of Connecticut, CES: November 01, 1999

Part 5

Regional Water Authority Notification

The applicant shall provide written notice of the application to the Regional Water Authority by certified mail, return receipt requested. This notice shall be mailed within seven (7) days of the date of the application. Documentation of mailing shall be provided to the Hamden Planning Office.

The forms should be mailed to:

Environmental Analysts, Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven, CT 06511

Revised 05/17/2011

Public Water Supply Watershed/Aquifer
Project Notification Form
For The
South Central Connecticut Regional Water Authority

REQUIREMENT:

All applicants before a municipal Planning and Zoning Commission, Inland Wetlands Commission, or Zoning Board of Appeals for any project located within a public water supply watershed are required by Public Act 89-301 (Sections 8-3i and 22a-42f of the Connecticut General Statutes) to notify the affected public water utility by certified mail within 7 days of the application.

GENERAL INFORMATION:

Maps showing the location of Regional Water Authority (RWA) watershed boundaries are on file with municipal planning and zoning, and inland wetlands staff, and Town Clerks. The applicant's notification to the RWA should include the information requested on pages two and three. The RWA may request additional information if it is determined that a more detailed review is necessary. Any questions should be directed to (203) 401-2741, or (203) 401-2743.

Please mail this completed form and attachments to:

Environmental Analysts
Environmental Planning Department
Regional Water Authority
90 Sargent Drive
New Haven CT 06511

1. Applicants are requested to submit any information that was included in the application to the municipality including: site plan, project narrative, sediment and erosion control plan and drainage calculations if applicable.

2. Project address _____ Town _____

3. Application for: Planning and Zoning Inland Wetlands Zoning Board of Appeals

4 Project Description: _____

5. Waste Water Disposal: Septic System Public Sewer None

6. Water Supply: Private Well Public Water

7. Heating Fuel: Oil Gas Other _____

Applications involving additions or modifications to single family residences or applications with no site disturbance and no storage or use of hazardous chemicals skip to item 18.

8. Total acreage of project site _____

9. Total acreage of area to be disturbed including structures, additions, paving, and soil disturbance

10. Percent of existing impervious surfaces including buildings, roads and pavement _____

11. Proposed increase in impervious surfaces _____

12. Number of **existing and proposed** floor drains or sump pumps and their point of discharge e.g. sanitary sewer, holding tank, or ground

13. Are there any wetlands or watercourses on the property? If so, describe

14. Brief description of **existing and proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal system, drywells, streams, vegetated areas, detention basins etc. Attach drainage plans and calculations if available_____

15. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents

16. List of potentially harmful chemicals stored or used on property (**existing and proposed**) and typical onsite volumes, including but not limited to petroleum products, lubricants, solvents, detergents, and pesticides

17. Describe any wastes generated and their means of disposal

18. Contact Information:

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Name of Person Completing Form

Signature

Date

**NEW REQUIREMENT: NEED TO NOTIFY
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH**

Using Public Water Supply Watershed or Aquifer Area Project Notification Form

Note: All applicants before a municipal Planning Commission, Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for **any project located within a** public water supply aquifer **or** watershed **area** are now required by Public Act No. 06-53 of the CT General Statutes to notify The Connecticut Commissioner of Public Health of the proposed project within seven days of filing.

To notify the Commissioner of Public Health, you must use the Online Notification Form, which you can find by doing the following:

1. Type in the following URL to access the website:
www.dir.ct.gov/dph/water/web_form.htm -- It will take you to the DPH Drinking Water Section web page and the form you need to complete.
2. Answer each question. For Steps 2.1 and 2.2., consult the map in the Planning & Zoning Department to see which one applies. **Note: If your property lies outside the public water aquifer and watershed areas, you do not need to fill out the online form.**
3. For Step 2.3, the PWSID number is: **0930011**
4. Print a copy of the completed form and submit to the Planning and Zoning Department with your application.
5. If you have any questions or problems concerning the website contact the Department of Public Health staff at: (860) 509-8000.