



# Town of Glastonbury

COMMUNITY DEVELOPMENT • (860) 652-7510 • [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov)

## Application for Wetland Agent Permit for Minor Activities within the Upland Review Area

Contact Staff to discuss the scope of proposed project before filling out this form.

Submit the following application materials to the Office of Community Development (unless already submitted through the Open Gov portal):

- 1.) Completed and signed application form.
- 2.) Plot plan showing existing and proposed activity. See description in Section IV below.
- 3.) Narrative detailing the proposed activity, including construction sequence, materials and equipment to be used, and staging area of materials.
- 4.) Completed CT DEEP *Statewide Inland Wetland & Watercourse Activity Reporting Form*
- 5.) \$100.00 per regulated activity, plus \$60.00 state fee added to the total.  
Check payable to: Town of Glastonbury
- 6.) In addition to submitting original documents to the Office of Community Development, provide a digital submission of items #1 - #3 to [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov).

FOR OFFICE USE ONLY	
Date Received: _____ / _____ / _____	Publication Name: _____
Publish Date: _____ / _____ / _____	15-day Appeal Expires: _____
Total Fee: _____	Total Fee Paid: _____
Permit Expiration Date: _____	Open Gov #: _____
100' or 150' URA	Disturbance area: _____ sqft. or acres _____

I. PROPERTY ADDRESS: \_\_\_\_\_

If no street address, Assessor's Map/Block/Lot: \_\_\_\_\_

II. APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's interest in the property: Owner \_\_\_ Lessee \_\_\_ Agent \_\_\_ Contractor \_\_\_

Other \_\_\_\_\_

III. PROPERTY OWNER (If not Applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

IV. PROPERTY DETAILS:

- a. Existing conditions in the area of proposed work: (ex. Lawn, slope, wooded lot, etc.)

\_\_\_\_\_

\_\_\_\_\_

- b. Confirm if the property contains a Conservation Easement Yes \_\_\_ No \_\_\_

If yes, confirm that the easement is marked with placards \_\_\_\_\_

- c. Confirm the property contains the following: Wetland Soil \_\_\_\_\_ Watercourse \_\_\_\_\_

Floodzone \_\_\_\_\_ 100' upland review area \_\_\_\_\_ 150' upland review area \_\_\_\_\_

- d. Will the proposed regulated activity occur within 500-feet of an adjacent Town boundary?

Yes \_\_\_ No \_\_\_ If yes, list Town(s): \_\_\_\_\_

- e. Is this project designed to remediate an existing problem? If yes, describe \_\_\_\_\_

\_\_\_\_\_

- f. Property Serviced By (check one or more):

Private Well(s) \_\_\_ Municipal Water \_\_\_ Private Septic System \_\_\_ Public Sewer \_\_\_

V. PROPOSED REGULATED ACTIVITY:

- a. ATTACH Plot plan showing existing and proposed development with accurate measurements, erosion controls, conservation easement, location of wetland soils and watercourses, limit of upland review areas, property lines, zoning setbacks, roads, driveways, utilities including well and septic and public water, utility easements, and topography.

- b. Project Description and Construction Sequence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c. Proposed project start date: \_\_\_\_\_ End date: \_\_\_\_\_

- d. Quantity of fill to be brought on site: None \_\_\_ Yes, cubic yards \_\_\_\_\_

- e. Proposed area of disturbance in Upland Review Area \_\_\_\_\_ sqft or \_\_\_\_\_ acres

- f. Disturbance in Upland Review Area is temporary \_\_\_\_\_ or permanent \_\_\_\_\_

- g. Proposed area of disturbance outside of Upland Review Area: \_\_\_\_\_ sqft or \_\_\_ acres

## VI. AUTHORIZATION

The Applicant affirms that the information supplied in this application is accurate to the best of knowledge and belief. As the applicant, I hereby certify that I am familiar with the information provided in this application and I am aware that obtaining a permit through deception or through inaccurate or misleading information will result in a permit revocation and potential enforcement action. The undersigned Applicant hereby consents to necessary and proper inspection of the above-mentioned property by the Town of Glastonbury Office of Community Development, Inland Wetlands Agency and/or its agents at reasonable times both before and after the permit in question has been granted or denied. The Applicant assumes the responsibility to follow all conditions of approval.

I understand the permitting process:

- (1) complete application
- (2) the Office of Community Development will issue the applicant a publication notice and it is the applicant's responsibility to publish this notice in a newspaper with general circulation in Glastonbury within ten (10) days of receiving the notice and incur the cost(s) of publication. Applicant is responsible to notify this office of the publication name and date published. Town staff may request the applicant provide a receipt or copy of published notice.
- (3) await the state required 15-day appeal period beginning on the date of the published notice, (the project may not commence until the 15-day appeal period has passed without any appeals being filed).
- (4) after the 15-day appeal period, Office of Community Development staff will confirm no appeals have been filed and the permit will then become effective.
- (5) the stipulations detailed in the permit will be adhered to and best management practices to prevent erosion and sedimentation will be employed.

Any additional site work outside of the scope of this application will require a separate permit application and associated fees.

Applicant's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Wetland Agent Permit for  
Minor Activities within the Upland Review Area  
APPENDIX A  
STATE OF CONNECTICUT ADDITIONAL FEE FORM**

TOWN OF GLASTONBURY - OFFICE OF COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT SIXTY DOLLAR (\$60.00) ADDITIONAL FEE REQUIRED

In accordance with Public Act 92-235 the State of Connecticut requires that any person, firm or corporation making application for approval of land use applications pay a sixty dollar (\$60.00) fee, in addition to any other fee which is required for application.

The following applications require submission of fee:

- Special Permits
- Subdivision and Resubdivision
- Change of Zone
- Planned Area Development Final Development Plan
- Inland Wetlands and Watercourses Permit
- Special Exceptions and Variances

Such fee shall be collected by the Town. Of the sixty dollars (\$60.00) collected; two dollars (\$2.00) shall be retained by the Town to cover administrative costs; and fifty-eight dollars (\$58.00) shall be deposited in the "Environmental Quality Fund established pursuant to Section 22a-27g" of the Connecticut General Statutes.

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Please provide the following information and submit this form and the sixty dollar (\$60.00) fee to the Office of Community Development and/or Building Department upon submission of each application.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name of Project \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Type of Application:

Special Permit Section Number \_\_\_\_\_

Subdivision and Resubdivision \_\_\_\_\_

Change of Zone \_\_\_\_\_

Planned Area Development \_\_\_\_\_

Final Development Plan and/or Zone Change \_\_\_\_\_

Inland Wetlands and Watercourses Permit \_\_\_\_\_

Special Exceptions and Variances \_\_\_\_\_

Date Fee Received \_\_\_\_\_

By \_\_\_\_\_

Project Number \_\_\_\_\_

**Application for Wetland Agent Permit for  
Minor Activities within the Upland Review Area  
APPENDIX B  
STATEWIDE INLAND WETLANDS & WATERCOURSES  
ACTIVITY REPORTING FORM**

## 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.

# **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 the same project or activity had both a permit issued and enforcement action, submit two forms for the two separate actions).
  - 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 (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. USGS Quad Map information is available at: <https://portal.ct.gov/-/media/deep/gis/resources/IndexNamedQuadTownpdf.pdf>  
ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If 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: [https://media.clear.uconn.edu/data/watershed\\_maps/index.htm](https://media.clear.uconn.edu/data/watershed_maps/index.htm) (no roads depicted) or at CTECO: [http://www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp) (depicts roads, choose town and a natural drainage basin map).
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 (for example, don't state "forestry," provide details such as "20 acre forest 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, subdivision or similar plans with no on-the-ground work)

10. Enter between one and four code numbers to best characterize the action/project/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 (including related culverts)
- 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, 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. For created - 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.



## Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Please complete this form in accordance with the instructions on pages 2 and 3 and mail 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 - one code only): \_\_\_\_\_
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 ACTIVITY IS OCCURRING (print name): \_\_\_\_\_  
does this project cross municipal boundaries (check one)? yes  no   
if yes, list the other town(s) in which the activity 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 OF ACTIVITY / PROJECT SITE (print information): \_\_\_\_\_  
briefly describe the action/project/activity (check and print information): temporary  permanent  description: \_\_\_\_\_
9. ACTIVITY PURPOSE CODE (see instructions - one code only): \_\_\_\_\_
10. ACTIVITY TYPE CODE(S) (see instructions for codes): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. WETLAND / WATERCOURSE AREA ALTERED (see instructions for explanation, 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