



## Inland Wetlands and Watercourses Agency

### Application for IWWA Subdivision Permit

Refer to IWW Regulations Section 7, Application Requirements.

Wetland boundaries shall be delineated and classified by a soil scientist and located by a licensed land surveyor, and a soil scientist report provided in compliance with IWW Regulations Section 7.7.

**Applicant** (For LLC's, include officer's name)

**Owner** (complete only if different from Applicant)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Applicant's interest in the property:

Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Agent \_\_\_\_\_ Contractor \_\_\_\_\_ Other \_\_\_\_\_

**Authorized Representative, if other than Applicant, to be contacted regarding this application:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Engineer representing this application:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Address** \_\_\_\_\_ Map/Street/Lot    /    /   

Total area of wetlands and watercourses on the property (sq. ft.) \_\_\_\_\_

Direct Temporary disturbance (sq. ft) \_\_\_\_\_ Direct Permanent disturbance (sq. ft.) \_\_\_\_\_

Indirect Temporary disturbance (sq. ft) \_\_\_\_\_ Indirect Permanent disturbance (sq. ft.) \_\_\_\_\_

Current conservation easement (sq. ft) \_\_\_\_\_ Proposed conservation easement (sq. ft) \_\_\_\_\_

Applications that contain Significant Activity, as determined by the IWWA, shall submit the required additional information detailed in the IWW Regulations Section 7.8.

**Detail and describe each proposed regulated activity (attach separate sheets as needed)**

\_\_\_\_\_  
\_\_\_\_\_

Is this property within 500 feet of an adjoining municipality boundary? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, must provide notice to the adjoining municipality and provide copy of notice with application. (Section 7.9)

Provide names and addresses of abutting property owners, attach separate sheet (10 copies)

Conservation Commission application for recommendation to TPZ/Town Council expected to be submitted:  
(Date) \_\_\_\_\_

Conservation Commission application for capped sewers waiver recommendation to WPCA expected to be submitted: (Date) \_\_\_\_\_

TPZ application expected to be submitted: (Date) \_\_\_\_\_

**Acknowledgement**

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.

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: \_\_\_\_\_

I hereby acknowledge the application to the Inland Wetlands and Watercourses Agency and consent and agree to it being filed with the Agency from the Applicant:

Owner’s Printed Name: \_\_\_\_\_

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

**Submit to the Community Development Office one check covering total fee (see following page), completed application, plan set (folded) and all supporting materials - 10 copies. Refer to *IWWA Application Checklist*.**

## Application Fees for IWWA Subdivision Permit

<b>Activity/Area:</b>	<b>Fees:</b>
(1) Total wetland/watercourse area on subject property and	\$1.00 per 1,000 square feet
(2) Area of limited wetland/watercourse disturbance and	\$10.00 per 1,000 square feet
(3) Regulated Activity	\$200.00 per individual activity + \$60.00 State of Connecticut Fee (example: building construction, clearing cutting trees, installing a septic system within upland review area are three separate regulated activities = \$600.00 plus \$60.00+ \$660.00)
Proposed subdivided/resubdivided lot(s)	\$100.00 for each lot containing wetlands/watercourses/upland review area and public hearing fees as necessary
Significant Activity review	\$400.00
Fee After the Fact	200% of permit fee

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### For Office Use

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Cash / Check

Action \_\_\_\_\_

Notice of Action \_\_\_\_\_

Fees Effective 5/15/2024

Application version 12/2025

Regulations and application forms can be accessed on the Community Development Office webpage: <https://www.glastonburyct.gov/departments/departments-directory-a-h/community-development-planning-environmental/regulations-applications-forms>



## Inland Wetlands and Watercourses Agency

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### IWWA Application Checklist For Subdivision and Site Plan Applications

The following identifies basic application material. Refer to Inland Wetlands and Watercourses Regulations Section 7, Application Requirements for more details.

Complete and submit to the Community Development Office:

- \_\_\_\_\_ Inland Wetlands and Watercourses Agency application for permit (10 copies)
- \_\_\_\_\_ Plan set, folded (10 copies). Option: 5 full size, 5 reduced scale
- \_\_\_\_\_ One check, payable to Town of Glastonbury, for application fee and \$60 state fee
- \_\_\_\_\_ State of Connecticut Finance Form (One copy)
- \_\_\_\_\_ CT DEEP Statewide Inland Wetlands & Watercourses Activity Reporting form (One copy)
- \_\_\_\_\_ Stormwater Drainage Report (2 copies)
- \_\_\_\_\_ Engineering Department Checklist (10 copies)
- \_\_\_\_\_ A written narrative on the purpose and description of the proposed regulated activities (10 copies)
- \_\_\_\_\_ List of abutting property owners' names and addresses (10 copies)
- \_\_\_\_\_ Copy of CT DEEP Natural Diversity Database Request Form that you sent directly to CT DEEP: Review requirements at <https://portal.ct.gov/deep/nddb/requests-for-nddb-environmental-reviews> (10 copies)
- \_\_\_\_\_ Application support materials (i.e., soil scientist report, planting schedule) (10 copies)
- \_\_\_\_\_ Digital copy of all application materials emailed to [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov)

Application forms can be accessed on the Community Development Office webpage:  
<https://www.glastonburyct.gov/departments/departments-directory-a-h/community-development-planning-environmental/regulations-applications-forms>

Town of Glastonbury  
 Subdivision Plan Review Checklist

PROJECT INFORMATION	
Approval Type:	Subdivision    PAD    ARZ    Other:
Design Engineer Firm:	
Project Name:	
Project Address:	
Submittal Date:	
Review Date:	
Reviewed By:	

		GENERAL PLAN CHECKLIST
Y/N	SHEET #	Maps prepared in accordance with the "Minimum Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996, as amended.
		Coordinate System Identified (NAD 83, NAVD 88 required)
		Label NAD83 coordinates and identify control points and bench marks
		Location Plan (1" = 1000', including outline of property or site area)
		North Arrow, Plan Scale, Date
		Sealed by a CT Licensed Land Surveyor or Professional Engineer as Applicable
		Note indicating Contractor requirement to "Call-Before-You-Dig" prior to any construction
		Complete legend identifying existing and proposed features
		Town Approval block included on all sheets to be filed
		Separate sheet included in plan set for Town approval motions and Department review memos
		Parcel boundary closure check performed by Engineering
		Addresses assigned to any newly created or combined parcels
		Street Names identified for private roads or private drives to be named for addressing purposes
		Standard Inspection Note on all applicable sheets stating: NOTE: THE CONTRACTOR SHALL NOTIFY THE TOWN OF GLASTONBURY ENGINEERING DIVISION 24 HOURS PRIOR TO BEGINNING ANY STORM DRAINAGE, SANITARY SEWER INSTALLATION, ROADWAY PREPARATION, PAVING, SIDEWALK, CURBING, OR ANY EXCAVATION IN THE TOWN RIGHT-OF-WAY TO SCHEDULE INSPECTIONS. THE DIVISION CAN BE REACHED BETWEEN 8:00 AM-4:30 PM MONDAY THRU FRIDAY AT (860) 652-7735.

Town of Glastonbury  
 Subdivision Plan Review Checklist

SUBDIVISION PLAN CHECKLIST		
<b>Y/N</b>	<b>SHEET #</b>	<b>a. General Information</b>
		Title Box as per Office of Community Development
		Sheet Index Map (Title Page) including location map
		Name of Subdivision
		Name of Applicant
		Date of Map and Map number or identification
		Certification by a CT Licensed Land Surveyor that map confirms to A2 survey
		Surveyor statement: "The Subdivision Regulations of the Town of Glastonbury, Town Plan and Zoning Commission are part of this plan and approval of this plan is contingent on compliance with all requirements of the said Subdivision Regulations."
		Lot lines and overall boundary survey to accuracy of a one one-hundredth of a foot.
		<b>b. Specific Information</b>
		Zone of parcel and abutting property
		Names and owners of property and abutters at time of application
		Lots appropriately numbered
		Size of overall parcel, and size of lots in square feet and acres
		Proposed building Lines
		Existing and Proposed Streets
		Ends of street closed by bearing and distance. Curves along right-of-way dimensioned by length, radius, tangent, and delta.
		Existing and proposed pins, monuments (ROW and Open Space) and conservation easement markers.
		Rights-of-way reserved for future streets
		Street Names (existing and proposed)
		Existing and Proposed Easements and Rights-of-way with ownership
		NAD 83 coordinates labeled at four points on the subdivision perimeter
		<b>c. other information</b>
		Subdivision parcel closure checked by Engineering Department

Town of Glastonbury  
 Subdivision Plan Review Checklist

SUBDIVISION SITE DEVELOPMENT PLAN (TOPOGRAPHIC MAP) CHECKLIST		
Y/N	SHEET #	a. General Information:
		Title Box as per Office of Community Development
		Name of Subdivision
		Name of Applicant
		Date of Map and Map number or identification
		Plans certified by CT Licensed Land Surveyor and Professional Engineer
		<b>b. Specific Information:</b>
		Existing and proposed contours at 2-foot intervals (or 6-inch intervals in Flood Zone areas) with spot elevations at highpoints and depressions, based on NAVD 1988. <i>(Include a minimum of two (2) benchmarks per sheet based on NAVD 1988. Depict grading for the entire site.)</i>
		Source of topography noted on plan (field survey, town aerial photogrammetry, etc). Confirm that field survey meets minimum requirements of subdivision regulations
		Locations and elevations of existing sanitary sewer <i>(including all bends, manholes and appurtenances with pipe sizes, slopes, materials and invert elevations within structure)</i>
		If no sewers: available, test pit locations, boring data, percolation test data, existing soil classification, and locations of leach fields on site and within 150' of property lines (or 75 feet per Health Director)
		Location of existing and proposed water and/or gas mains, public or private hydrants, and community wells
		Location of existing and proposed wells, within 150' of property lines (or 75 feet per Health Director)
		Existing and proposed storm drainage facilities, including structure types, pipe size, slopes, materials, invert elevations, and connections to existing drainage systems, wetlands or watercourses. Underdrains where appropriate. <i>(RCP only in Right of Way, Cleanouts for underdrains at 150-foot intervals)</i>
		Existing building and historical landmarks including stone walls <i>(Note items to be protected or demolished)</i>
		Significant natural and scenic resources
		Watercourses (with flow direction), ponds, and wetlands and associated upland review area with soil scientist certification.
		Location of trees to be saved or planted
		Proposed limits of clearing, with specimen trees noted for protection
		Proposed grades throughout site, highlighting slopes greater than 20%
		Designated building areas with proposed driveway locations, limits of clearing, and approximate grading
		Existing driveways on neighboring properties within 100' of the property lines

Town of Glastonbury  
 Subdivision Plan Review Checklist

Y/N	SHEET #	
		FEMA 1% Annual Chance Flood Zone Limits (derived from Flood Profile Data) and Floodway
		Flood Zone Permits: Computations describing proposed cut and fill volumes within the Flood Zone and demonstrating no net fill. Signed / Stamped P.E. Certification and statement of Flood Zone compliance indicating that there will be no adverse effect on the flood carrying capacity of the Flood Zone and Floodway.
		Relationship of existing and proposed road layouts, drainage and utility systems, wetlands, watercourses, conservation easements, public and private easements and rights-of-ways, and open space within the subdivision and on adjacent land.
		Significant geological features such as eskers, kames, kettles, etc.
		Limits of earth cuts and fills
		<b>c. Soil Erosion and Sediment Control</b>
		Soil Erosion and Sediment Control measures per the CT DEEP E&S Guidelines (as amended) incorporated into site development plans unless separate plans directed by Environmental Planner (including narrative, area of disturbance in acres, phasing as required, construction entrance, silt fence, sediment basins, etc)
		Obtain CT DEEP Construction General Permit for projects that disturb 5 acres or more
		<b>d. Other Items</b>
		Proposed building elevations for top of foundation wall, garage, first floor and basement
		Identification of proposed basements requiring sump pumps
		Proposed foundation drains showing invert levels indicating gravity flow (piped discharges into the public right-of-way are prohibited by ordinance)
		Proposed roof leaders with infiltration systems and overflow
		Rear yard drainage appropriately addressed. Confirm no concentrated discharge on to abutting private property.
		Retaining walls with top and bottom of walls elevations noted. Confirm no grading or construction impacts on to abutting private property.
		Sight line adequate at proposed driveway locations
		Traffic control devices, pavement markings and signs
		Rear Lot Drives widths (16 feet for 1 or 2 lots, 20 feet for 3 lots). Paved driveway for 8% slope or greater, not to exceed 15% grade
		Guide rail and protective fencing as required for grading
		Sidewalks and sidewalk ramps <b>Sidewalks continuous through driveways, check for current Town details</b>
		Plantings minimum 10 feet away from sidewalks to avoid root intrusion, minimize plant obstruction complaints

Town of Glastonbury  
 Subdivision Plan Review Checklist

		<b>SUBDIVISION CONSTRUCTION PLAN (ROAD PLAN AND PROFILE) CHECKLIST</b>
<b>Y/N</b>	<b>SHEET #</b>	<b>a. General Information:</b>
		Title Box as per Office of Community Development
		Name of Subdivision
		Name of Applicant
		Date of Map and Map number or identification
		Note stating "All construction shall be in accordance with Town of Glastonbury Specifications or as approved by the Town Engineer"
		<b>b. Roadway Plan and Profile:</b>
		Plan scale 1" = 40', certified by a CT Licensed Professional Engineer
		Existing building and all property lines within fifty (50) feet of the edge of any rights-of-way or limit of construction
		Existing and proposed streets with stationing noted at all points of curves, points of tangent, and high or low points
		Confirm horizontal curves conform to required design speed
		Storm drainage pipes and structures. Elevations shall be shown for tops of frames, inverts, and flow lines of all structures.
		Sanitary sewer pipes and structures. Elevations shall be shown for tops of frames, inverts, and flow lines of all structures.
		Location, width, and type of all existing and proposed sidewalks
		Existing utility corridors subject to the availability of documented "asbuilt" data. Proposed utility corridors by locations or note on the plans.
		Limits of construction
		<b>c. Roadway Profile:</b>
		Scale 1" = 40' horizontal, 1" = 4' vertical, certified by a CT Licensed Professional Engineer
		Existing profile based on actual field elevations and proposed profile along the centerline of all proposed streets ( <i>label grades at 50-foot intervals max</i> )
		Existing and proposed profiles along centerline of all storm drainage and sanitary sewer located outside of street right-of-way ( <i>label grades at 50' intervals max</i> )
		Roadway: percent grade, elevations at all points of vertical curve and tangent, high and low point elevations, curve length, along proposed street centerline. ( <i>Vertical curve SSD also required by Public Improvement Standards</i> )
		Confirm vertical geometry conforms to required design speed.
		Storm Drainage, underdrains, and sanitary sewers: Percent grade, size, type and class of pipe, and structure locations and stationing ( <i>RCP only in Right-of-way, cleanouts for under drains at 150' intervals</i> )

Town of Glastonbury  
 Subdivision Plan Review Checklist

Y/N	SHEET #	<b>d. Intersection Grading Plan:</b>
		Intersection grading plans shall be provided at a scale of 1" = 20', 0.5' contour interval max (at the discretion of the TPZ or Town Engineer).
		<b>e. Roadway Cross Sections:</b>
		Cross sections at a scale of 1"=5' or 1" = 10' provided at 50 foot intervals for all proposed and reconstructed streets having cuts or fills greater than 4 feet (at the discretion of TPZ or Town Engineer).
		<b>f. Other requirements (Per Public Improvement Standards):</b>
		Check horizontal sight distance for curves, identify need for sight-line easements
		Label Stopping Sight Distance for vertical curves
		Station equation and centerline elevations at proposed intersections
		Limits of sawcut and pavement removal for connection to existing roads
		Typical cross-section of the street in accordance with the Public Improvement Standards (confirm width, ROW, pavement depth)
		Soil boring data that adequately depicts existing subsurface conditions (when requested by Town staff or the Commission)
		Cul-de-sac radii per Town Standards (55-foot radius ROW, 45-foot radius pavement)
		Cape cod curb specified in the cul-de-sacs
		Roadway profile grades at intersection maximum of 3% for minimum 100 feet
		Traffic control devices, pavement markings and signs. Street Name sign, Stop sign, Stop Bar
		Proposed sidewalks (1' in front of street line) and sidewalk ramps <u>Sidewalks must be continuous through driveways</u>
		Limits of proposed underdrains (with cleanouts at 150' intervals) <u>Include note: "Underdrains shall be installed to address wet conditions as directed by Town Engineer"</u>
		Cross-sections and profiles of all drainage ditches and channels
		Guide rail and other protective fencing <u>Include note: "Guiderail shall be installed within 60 days of binder course paving."</u>
		Detailed Grading Plan at a scale not to exceed 1" = 10' for removal of existing cul-de-sac
		Location of proposed streetlights as applicable
		Quantity Estimate Submitted by Design Engineer for Bond

Town of Glastonbury  
 Subdivision Plan Review Checklist

STORM DRAINAGE PLAN CHECKLIST		
Y/N	SHEET #	
		Plans certified by CT Licensed Professional Engineer
		Existing and proposed storm drainage facilities, including structure types, pipe size, slopes, materials, invert elevations, and connections to existing drainage systems, wetlands or watercourses
		Outlet protection properly detailed, labeled with length, width, depth, type of riprap, geotextile, etc.
		Water Quality Volume treatment measures provided in compliance with Town Standards and the Town MS4 Permit.
		Maintenance plan and schedule for all public and private stormwater management facilities <b><u>including party responsible for maintenance</u></b> shown on the site plan or utility plan as applicable
		Deep sump catch basins for water quality where applicable. 2 foot sump for detention basin outlet structures.
		Channels and swales properly sized, lining specified and computed
		Appropriate details for non-standard structures
		No concentrated stormwater discharges to neighboring properties or public roadway
		Infiltration or subsurface detention facilities properly sized per drainage computations. Include overflow to town system where possible, inspection ports for maintenance, above groundwater elevation per test pits.
		Test pit data shown on plan for infiltration and subsurface detention systems

STORM DRAINAGE STORAGE / TREATMENT PLAN CHECKLIST		
Y/N	SHEET #	
		Basin - Forebay sized for WQV
		Basin - Bottom sloped at 1% toward outlet, Side slopes 4:1 or flatter for ease of maintenance
		Basin - Underdrain where required to fully drain basin within 48 hours
		Basin - Emergency spillway sized properly with stable discharge point
		Underground Storage - detailed layout of proposed system with relevant manufacturer details
		Cross sections through basin or chamber depicting WQV and storm event water surface elevations
		2 foot sump for outlet structures, outlet structure details / elevations consistent with drainage computations

Town of Glastonbury  
 Subdivision Plan Review Checklist

		STORMWATER MANAGEMENT REPORT CHECKLIST
Y/N	SHEET #	Report signed by CT Licensed Professional Engineer
		Narrative summarizing the proposed project, design methods used, and table of pre- and post-development flows at appropriate downstream locations showing zero net increase in runoff from the site for the 2, 10, 25, 50 and 100-year storm events. Summarize WQV required for the project area and the WQV retained by the proposed improvements.
		Hydrographs and calculations identifying peak runoff, velocities and timing of peak flows from the site at critical locations in the watershed as outlined in the CTDOT Drainage Manual, latest revision. Supporting information for the drainage analysis including, but not limited to, runoff coefficients, time of concentration flow paths, drywell design, etc.
		Confirm use of SCS hydrology methods for proposed detention, including latest NOAA Rainfall rates and Type N10_D rainfall distribution per CTDEEP Stormwater Quality Manual (as amended)
		Inventory and evaluation of hydraulic structures both on-site and in the downstream zone of influence (as defined in the Public Improvement Standards) to identify flow capacity, pipe velocities, hydraulic grade line elevations and physical condition
		Identification of drainage structures and watercourses that are inadequate for existing or future conditions
		Hydraulic grade line computations for enclosed drainage systems indicating a minimum headwater clearance of one (1) below top of frame for existing and proposed structures.
		Detention basin design information that includes stage-storage-discharge curves or tables, outlet control data, flood routing calculations, subsurface conditions and maximum water surface elevations
		Outlet protection, riprap sizing, channel sizing, and channel lining calculations
		Gutter flow analysis and ponding calculations for low points (when requested by the Town Engineer)
		Plans with scale not to exceed 1" = 100' identifying topography, watershed boundaries (for overall site and storm drainage structures), soil types, land use characteristics and time of concentration flow paths with design points and labels corresponding to the drainage calculations for pre- and post-development conditions
		Plans with 100-year flood limits derived from Flood Profile data provided in the latest version of the FEMA Flood Insurance Study (if applicable), Floodway Limits from the latest FEMA Maps, inland wetland boundaries, and groundwater protection zones within the project limits
		Computations of the <u>required</u> Water Quality Volume (WQV) to be retained on site for the project area and for the area draining to each proposed treatment system, include pre and post development impervious area and directly connected impervious area (DCIA). For redevelopment of sites that are currently developed with DCIA of 40% or more, <b>one-half of the WQV</b> from the site must be retained, <b>for all other sites the full WQV must be retained.</b> )
		Computations of the WQV <u>actually retained</u> by the proposed treatment system(s). NOTE: Only storage below the low-flow orifice of an outlet control structure can be considered retained for computation of the WQV
		WQV surface elevations clearly labeled and depicted on appropriate cross sections and details within the plan set. WQV retained by each proposed treatment system labeled on the plans.
		Town of Glastonbury MS4 DCIA tracking table accurately filled out and affixed to the site plan and/or drainage plan sheets within the plan set

Town of Glastonbury  
 Subdivision Plan Review Checklist

		<b>SANITARY SEWER CHECKLIST</b>
<b>Y/N</b>	<b>SHEET #</b>	Plans certified by CT Licensed Land Surveyor and Professional Engineer
		Existing and proposed sanitary sewer facilities, including all bends, manholes, appurtenances with pipe sizes, slopes, materials and invert elevations within structures
		Existing sewer laterals identified properly per record drawings
		Minimum cover 4 feet for public sewer
		Sewer laterals properly designed and specified per Town Standards (6-inch PVC minimum, cleanouts as required)
		Sampling manhole provided for all commercial and industrial buildings at street line (unless lateral connects directly to an existing manhole)
		Grease Trap or AGRU for Class III or IV Food Service Establishments (FOG Requirements)
		75-foot separation of pump chamber, septic tanks, or grease trap from wells
		Appropriate sewer easement for Town facilities (25-foot-wide). Must provide access to all structures with load bearing surface, grade of 15% or less. Consider need for construction easements.
		Bolted covers noted for off-road public sewer manholes
		Appropriate details for non-standard structures.

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 \_\_\_\_\_



## 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: [http://clear.uconn.edu/data/map\\_set/index.htm](http://clear.uconn.edu/data/map_set/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                  | 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 concept, subdivision or similar plans with no on-the-ground work) |
| H = Wetland Restoration, Enhancement, Creation            |   |

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   | 8 = Underground Utilities Only (no other activities)             |
| 2 = Excavation  | 9 = Roadway / Driveway Construction (including related culverts) |
| 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)                           |  |

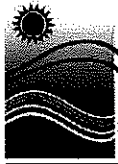
**Examples:** Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially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

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



Connecticut Department of  
Energy & Environmental Protection  
Bureau of Natural Resources  
Wildlife Division

CPPU USE ONLY

App #: \_\_\_\_\_  
Doc #: \_\_\_\_\_  
Check #: No fee required  
Program: Natural Diversity Database  
Endangered Species  
Hardcopy \_\_\_\_\_ Electronic \_\_\_\_\_

## Request for Natural Diversity Data Base (NDDDB) State Listed Species Review

Use this form **only** if you are unable to use the [ezFile Portal](#) and need to complete the Request for Natural Diversity Data Base (NDDDB) State Listed Species Review form DEEP-APP-007. Please complete this form in accordance with the [instructions](#) (DEEP-INST-007) to ensure proper handling of your request.

There are no fees associated with NDDDB Reviews.

### Part I: Preliminary Screening & Request Type

Before submitting this request, you must review the most current Natural Diversity Data Base "State and Federal Listed Species and Significant Natural Communities Maps" found on the [DEEP website](#). These maps are updated twice a year, usually in June and December.

This form is being submitted for a:

- New NDDDB request
- Renewal of a NDDDB Request **without modifications and within two years of issued NDDDB determination** (no attachments required)*

[CPPU Use Only - NDDDB-Listed Species Determination # 1736]

- New Safe Harbor Determination**; must be associated with an application for a GP for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities (Attachment D of this form is required)
- Renewal/Extension of an existing Safe Harbor Determination*
  - With modifications
  - Without modifications (no attachments required)

[CPPU Use Only - NDDDB-Safe Harbor Determination # 1736]

Enter NDDDB Determination Number for Renewal:

Enter Safe Harbor Determination Number for Renewal/Extension:

1. Does your project utilize federal funds or require a federal permit?  Yes  No

If yes, your project may be subject to Federal rules regarding the Northern long-eared bats or other federally listed species. Information on the Northern long-eared bat can be found at:

<https://www.fws.gov/species/northern-long-eared-bat-myotis-septentrionalis>

Information on other federally listed species and Section 7 consultations may be found at:

<https://www.fws.gov/service/esa-section-7-consultation>

<https://ipac.ecosphere.fws.gov/>

2. Does your project utilize state funding, involve state agency actions, or relate to a CEPA request?

Yes     No

3. Does your project require state permits, licenses, registrations or authorizations?  Yes     No

If yes, list permit type(s):

If an active enforcement action exists regarding this project, enter number:

If known, enter DEEP analysts reviewing this project:

## Part II: Requester Information

*If the requester is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the name shall be stated **exactly** as it is registered with the Secretary of State. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at the Secretary of the State's database CTData SOTS Portal. ([https://service.ct.gov/business/s/onlinebusinesssearch?language=en\\_US](https://service.ct.gov/business/s/onlinebusinesssearch?language=en_US))*

*If the requester is an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).*

*If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change company/Individual Information](#) to the address indicated on the form.*

### 1. Requester\*

Company Name:

Contact Name:

Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

\*\*E-mail:

**\*\*By providing this email address you are agreeing to receive official correspondence from the department, at this electronic address, concerning this request. Please remember to check your security settings to be sure you can receive emails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes**

a) Requester can best be described as:

Individual     Federal Agency     State agency     Municipality     Tribal

\*business entity (\* if a business entity complete i through iii):

i) Check type  corporation     limited liability company     limited partnership

limited liability partnership     statutory trust     Other:

ii) Provide Secretary of the State Business ID #:    This information can be accessed at the Secretary of the State's database <https://service.ct.gov/business/s/onlinebusinesssearch>

iii)  Check here if your business is **NOT** registered with the Secretary of State's office.

b) Acting as (Affiliation), pick one:

Property owner     Consultant     Engineer     Facility owner     Applicant

Biologist     Pesticide Applicator     Other representative:

### Part III: Site Information

This request can only be completed for one site. A separate request must be filed for each additional site.

#### SITE NAME AND LOCATION

If your Project site has a street address, please enter below:

Street Address:

Town:

Zip +4:

If your Project has no street address, please enter a description of the site location:

Location Description:

Town(s):

Project Name:  
(for use in correspondence)

Size in acres, or site dimensions:

Latitude and longitude of the center of the site in decimal degrees (e.g., 41.23456 -71.68574):

Latitude:

Longitude:

Describe existing land conditions:

### Part IV: Project Information

This request can only be completed for one project subtype. A separate request must be filed for each activity.

#### 1. Project Type:

Choose Project Category:

Choose Project Type:

Choose Project Subtype:

Other:

2. Provide a schedule for all phases of the project including the year, the month that the proposed activity will be initiated and the duration of the activity.

3. Is the subject activity limited to the maintenance, repair, or improvement of an existing structure within the existing footprint?  Yes  No If yes, add explanation in No. 4 below.

4. Give a detailed description of the activity which is the subject of this request and describe the methods and equipment that will be used. Include a description of steps that will be taken to minimize impacts to any known listed species.

5. If this is a renewal or extension of an existing Safe Harbor request *with* modifications, explain what about the project has changed.

## Part V: Supporting Documents

Check each attachment submitted as verification that *all* applicable attachments have been supplied with this request form. Label each attachment as indicated in this part (e.g., Attachment A, etc.) and be sure to include the requester's name, site name and the date. **Please note that Attachments A and B are required for all new requests. Attachment C is required for requests associated with: new state or federal permit applications, modifications of existing permits, permit enforcement actions, site management/planning that requires details species recommendations, and state funded projects, state agency activities, and CEPA requests.** Renewals/Extensions with no modifications do not need to submit any attachments. Attachments C and D are supplied at the end of this form.

<input type="checkbox"/> Attachment A:	<b>Overview Map:</b> an 8 1/2" X 11" print/copy of the relevant portion of a USGS Topographic Quadrangle Map clearly indicating the exact location of the site.
<input type="checkbox"/> Attachment B:	<b>Detailed Site Map:</b> fine scaled map showing site boundary and area of work details on aerial imagery with relevant landmarks labeled. (Site and work boundaries in GIS [ESRI ArcView shapefile, in NAD83, State Plane, feet] format can be substituted for detailed maps, see instruction document)
<input type="checkbox"/> Attachment C:	<b>Supplemental Information (attached, DEEP-APP-007C):</b> Site plans, photographs and biological reports
<input type="checkbox"/> Attachment D:	<b>Safe Harbor Report Requirements (attached, DEEP-APP-007D)</b>

## Part VI: Requester Certification

The requester *and* the individual(s) responsible for actually preparing the request must sign this part. A request will be considered incomplete unless all required signatures are provided.

<p>"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief."</p>	
Signature of Requester (a typed name will substitute for a handwritten signature)	Date
Name of Requester (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)

Note: Please submit the completed Request Form and all Supporting Documents to:

NDDB, WILDLIFE DIVISION  
 DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION  
 79 ELM STREET, 6<sup>th</sup> FLOOR  
 HARTFORD, CT 06106-5127

Or email request to: [deep.nddbrequest@ct.gov](mailto:deep.nddbrequest@ct.gov)

## Attachment C: Supplemental Information and Attachments

### 1. Existing & Proposed Conditions

If available provide site plans, drawings or imagery showing existing conditions and proposed changes. If not available, describe all natural and man-made features including wetlands, watercourses with direction of flow, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. Such features should be depicted and labeled on the site plan.

**Annotated Site Plan(s) attached**

### 2. Photographs depicting site conditions can be helpful to reviewers. Provide and label photographs, if available.

**Site Photographs (optional) attached**

### 3. Biological Surveys

Has a biologist visited the site and conducted a biological survey to determine the presence of any endangered, threatened or special concern species  Yes  No

If yes, submit any reports of biological surveys, documentation of the biologist's qualifications, and any NDDDB survey forms. Reports should include biologist(s) name, habitat and/or species targeted by survey, plant and animal species observed, dates when surveys were conducted.

**Reports of biological surveys attached**

**Documentation of biologist's qualifications attached**

**[NDDDB Survey forms](#) for any listed species observations attached**

# Attachment D: Safe Harbor Report Requirements

Submit a report, as Attachment D, that synthesizes and analyzes the information listed below. Those providing synthesis and analysis need appropriate qualifications and experience. A request for a safe harbor determination shall include:

- 1. Habitat Description and Map(s), including GIS mapping overlays, of a scale appropriate for the site, identifying:**
  - wetlands, including wetland cover types;
  - plant community types;
  - topography;
  - soils;
  - bedrock geology;
  - floodplains, if any;
  - land use history; and
  - water quality classifications/criteria.
- 2. Photographs** - The report should include photographs of the site taken from the ground and also all reasonably available aerial or satellite photographs and an analysis of such photographs.
- 3. Inspection** - A visual inspection(s) of the site should be conducted, preferably when the ground is visible, and described in the report. This inspection can be helpful in confirming or further evaluating the items noted above.
- 4. Biological Surveys** - The report should include all biological surveys of the site where construction activity will take place that are reasonably available to a registrant. A registrant shall notify the Department's Wildlife Division of biological studies of the site where construction activity will take place that a registrant is aware of but are not reasonably available to the registrant.
- 5. Based on items #1 through 4 above, the report shall include a Natural Resources Inventory of the site of the construction activity.** This inventory should also include a review of reasonably available scientific literature and any recommendations for minimizing adverse impacts from the proposed construction activity on listed species or their associated habitat.
- 6. In addition, to the extent the following is available at the time a safe harbor determination is requested, a request for a safe harbor determination shall include and assess:**
  - Information on Site Disturbance Estimates/Site Alteration information
  - Vehicular Use
  - Construction Activity Phasing Schedules, if any; and
  - Alteration of Drainage Patterns



Connecticut Department of  
Energy & Environmental Protection  
Bureau of Natural Resources  
Wildlife Division

## Instructions for Completing a Request for Natural Diversity Data Base (NDDDB) State Listed Species Review

Use these instructions if you are unable to use the [ezFile Portal](#) and need to complete the Request for Natural Diversity Data Base (NDDDB) State Listed Species Review form DEEP-APP-007 and to prepare supporting documents.

### Introduction

The Natural Diversity Data Base of the Department of Energy and Environmental Protection's (DEEP) Bureau of Natural Resources compiles information about the status and locations of the state's rare plants, animals and significant natural communities. The purpose of this program is to conserve, protect, restore and enhance state listed species populations and their habitats.

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species. The NDDDB *Request for Review* is designed to assist in complying with the State Endangered Species Act and to provide information to parties interested in conserving state listed species. An NDDDB Review is not a substitute for actual on-site surveys that may be required for a thorough environmental impact assessment, but can provide information on known locations of state listed species. For any questions you may have regarding NDDDB review requirements see the DEEP webpage <https://portal.ct.gov/DEEP-NDDDBRequest> or DEEP-INST-007

call the DEEP Wildlife Division at 860-424-3011. For more information on State Listed Species see the [DEEP Endangered Species](#) webpage .

### How to Submit a Request for Review

Your request must include the following items:

- *Request for Natural Diversity Data Base (NDDDB) Listed Species Review* (DEEP-APP-007)
- All applicable Attachments
- Any additional supporting documents

You must submit the above materials together as a complete package to:

NDDB, WILDLIFE DIVISION  
DEPARTMENT OF ENERGY & ENVIRONMENTAL  
PROTECTION  
79 ELM STREET, 6<sup>TH</sup> FLOOR  
HARTFORD, CT 06106-5127

Or save the request form and supplemental documents in PDF format and email the request to: [deep.nddbrequest@ct.gov](mailto:deep.nddbrequest@ct.gov).

There is a 25 MB limit for email attachments. If the total uncompressed size of the email and attachments exceeds 25 MB, please provide the materials using a secure document sharing service or FTP.

Be sure to label your supporting documents as directed on the request form and always include, on each document, the requester's name, the site name and the date.

If you are filling out the Request for Review form electronically, the text boxes will expand to accommodate additional text. If you are submitting a hardcopy form and additional space is needed to answer a question, insert additional sheets into the form immediately following the page on which the question was asked. Label each sheet with the requester's name along with the corresponding part number and question number indicated on the form. You should retain a copy of all documents for your files.

Once the completed application is received, it will be entered in the ezFile portal and submitted to NDDDB staff for technical review. When the review is complete, we will send you a letter indicating whether there are species present that could be impacted by your project and how to avoid potential harm to the species. If we cannot make a determination based on the information provided you may be asked to have biological surveys conducted at the site. Surveys must be conducted by qualified biologists at the proper time of year using appropriate survey methods specific to each species. DEEP does not maintain a list of qualified biologists.

If a federally listed species is identified in the project area you may be required to contact the US Fish and Wildlife Service (USFWS). You will be provided with the appropriate contact information in our response to you. The USFWS will determine whether a formal consultation is required to decide whether adverse effects from the proposed activity are likely to jeopardize the continued existence of a federally listed species or result in a "take" of that species.

If your project has not been initiated within two years following this review, then you must

submit a new request. The NDDDB is constantly receiving new information and you will be required to address any new species found in the project area. Also, the regulatory list of state-listed species is updated by the DEEP every five years. Reviews will be based on the most current regulatory list. If your follow-up review occurs after a new list has been adopted, you will be required to address newly listed species found in the project area.

## **Request Instructions**

Read the request form and these instructions carefully. They have been designed to obtain specific information needed to conduct the review. Missing or unclear information will cause delays in the review process. If you believe that the information requested does not apply to your specific project, explain, in the space provided, why you believe that is the case. Do not respond with "NA" ("not available" or "not applicable"); your request will be considered insufficient and may be rejected. If a question or supporting document is only required for specific activities it will be noted on the form and in the instructions.

The following instructions correspond to each part of the request form.

### **Part I: Preliminary Screening & Request Type**

DEEP has developed a set of maps to be used as a preliminary screening tool that depict approximate locations of state and federally listed species and significant natural communities. These maps can be viewed on-line at the [DEEP webpage](#) as PDF files organized by town, or on the [CTECO webpage](#) in the Map Catalog and the interactive Map Viewers. Maps can be accessed on-line using computers in the DEEP Public File Room at 79 Elm Street in Hartford. The maps are updated every six months, usually in June and December. You must use the most current version available.

To begin, download the appropriate town map or open the CTECO map viewer. To use the CTECO Simple Map Viewer, navigate to your

site using the “Find” options in the lower left corner of the screen or use the pan and zoom buttons located in the upper left portion of the map. Next Choose a Map Theme from the list in the Map Contents on the left side of the screen. Select the Natural Diversity Data Base Area theme and click the “Refresh Map” button. You should now see the hatched Natural Diversity Data Base Areas around your site. The data will only be visible if you are zoomed in to a scale closer than 1:200,000.

Next, locate your project including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected. Include areas such as equipment and materials staging areas, areas receiving discharge and dredge material disposal areas. Use the following criteria to compare the project site to the shaded NDDDB areas depicted on the map.

### Screening Criteria

If your project and any additionally affected areas intersect or overlap with an NDDDB Area on the maps, then you are in an area of concern for state listed species and should proceed to fill-out the Request for Review form. Be sure to check any related permit applications and follow the instructions for the relevant permits.

If your project does *not* intersect an NDDDB Area, you do **NOT** need to submit the *Request for Connecticut Natural Diversity Data Base (NDDDB) State Listed Species Review* (DEP-APP-007). Bear in mind, however, that although there are no known locations of state listed species documented in the area, this does not preclude the possibility of their discovery should on-site surveys be conducted. If your project does not meet the above screening criteria but you still require a formal determination from the NDDDB, you must submit your project for a full review.

After the initial screening, choose the appropriate request type. The choices include

- New NDDDB Request
- Renewal or Extension of a NDDDB Request without modifications and within

two years of the issued NDDDB determination

- New Safe Harbor Determination associated with an application for GP for Discharge of Stormwater and Dewatering Wastewaters from Construction Activities
- Renewal/Extension of an existing Safe Harbor Determination (with or without modifications)

Safe Harbor Determinations are a new optional category of review and are only available to those seeking a General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. If your project requires multiple DEEP permits in addition to your stormwater construction permit, you may describe the full extent of the project and all the required permits for consideration for inclusion in the Safe Harbor Determination. Any activities not described will require additional consultation with NDDDB.

Renewals and extensions are only available if the form is received before the previous determination has expired and you provide the previous request number. Renewals without modifications do not need to submit any attachments. You may only apply for one one-year extension of a Safe Harbor Determination.

After a Safe Harbor Determination has been extended once, you must apply for a new NDDDB Request if your project has not been initiated.

### Additional Screening Questions

1. *Does your project utilize federal funds or require a federal permit?* Projects that use federal funding or require federal permits may be subject to Federal Endangered Species Act rules and US Fish and Wildlife consultation regarding Northern long-eared bats or other federally listed species. Information on Northern long-eared bats can be found at <https://www.fws.gov/species/northern-long-eared-bat-myotis-septentrionalis>

Information on other federally listed species and Section 7 consultations may be found at:

<https://www.fws.gov/service/esa-section-7-consultation>

<https://ipac.ecosphere.fws.gov/>

2. *Does your project utilize state funding, involve state agency actions, or relate to a Connecticut Environmental Policy Act (CEPA) evaluation?* State agencies are required to ensure that any activity authorized, funded or performed by the state does not threaten the continued existence of endangered or threatened species or their essential habitat. If you answer yes, you may be subject to species protection requirements.
3. *Does your project require state permits, licenses, registrations or authorizations?* Prior to submitting any related DEEP permit applications, you must have a final determination from NDDDB that states it may be utilized to fulfill the Endangered and Threatened Species requirements for state-issued permit applications, licenses, registration submissions, and authorizations. If you answer “No” to this question, the result will not be submittible with your related permit application.

If applicable, enter any enforcement action and permit analyst information.

## Part II: Requester Information

When completing this part, use the following standards:

*Company Name* - Provide the full, legal company/firm name, State agency, municipality or tribal name. If the requester is a corporation, limited liability company, limited partnership, limited liability partnership or statutory trust, it must be registered with the Secretary of the State. If applicable the name shall be stated exactly as it is registered with the Secretary of State.

This information can be accessed at the Secretary of the State’s database CTData SOTS Portal.

(<https://service.ct.gov/business/s/onlinebusinesssearch>)

If the requester works for a state or federal agency or town, put the agency name or town name in the Company field and the individual’s name as Contact.

If the requester is identifying as an individual not affiliated with a company, leave Company blank and provide the legal name (include suffix) in the Contact Name field, using the following format: First Name; Middle Initial; Last Name; Suffix (Jr., Sr., II, III, etc.).

*Contact Name* – Provide the name of an individual whom the DEEP may contact in connection with this request.

*Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during daytime business hours.

*E-mail* – By providing an email address you are agreeing to receive official correspondence from the department concerning this request. Please remember to check your security settings to be sure you can receive emails from “ct.gov” addresses. Also please notify the department if your email address changes.

- a) Choose the box that best describes the requester. If the requester is a business entity you must also complete i-iii.
- b) Choose the box that best describes the requester’s affiliation with this project.

## Part III: Site Information

A separate request form must be filled out for each distinct site. A site should include all areas to be impacted by the project, including equipment and materials staging areas and areas receiving discharge.

## Site Name and Location

If your project site has a *street address*, enter the full street address, *town* and *zip code*. If there is no street address, enter a *Location Description*. Describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge or a river.

Enter a *site, facility or project name* by which the site or project is commonly known and can be uniquely identified

Enter the approximate *size* of the project area in acres, or for linear projects the site dimensions may be more appropriate.

Provide the *latitude and longitude*, in decimal degrees, of the approximate center of the site. In addition, indicate the *method* used to determine the latitude and longitude coordinates. One method is to use the [CTECO Simple Map viewer](#). Navigate to your site using the “Find” choices in the lower left portion of the screen or the pan and zoom buttons on the map. Notice that latitude and longitude coordinates are displayed in the lower right part of the window as you move your mouse over the map. Place your mouse over the desired location and record the coordinates as they are given in decimal degrees. In Google Maps you can right click on a location to get a pop up with coordinates.

## Describe the current land use and land cover of the site

In the space provided, describe the current land use and land cover of the site. (e.g., The site is a 10 acre active marina (commercial property) on a coastal bay with some forested area along the edge of the parcel. The surrounding area is predominantly residential).

## Part IV: Project Information

A separate request form must be filled out for each project subtype.

### 1. Project Type

Choose a *project category, project type and project subtype* from the drop down lists.

Project category values are a broad categories used to narrow the remaining project type choices. Values in the drop down field are: Construction,Development; Natural Resource/Site Management; Stormwater (Industrial), Wastewater, Water Diversion, Solid Waste.

Select the most appropriate type and subtype. Use Other to explain if you cannot find a suitable match. If your project includes multiple activities, you may need to make additional submissions.

2. *Provide a schedule for all phases of the project including year, the month that the proposed activity will be initiated and the duration of the activities.* The time of year can be an important factor for some activities in avoiding negative impacts to animals and plants.
3. *Is the subject activity limited to the maintenance, repair, or improvement of an existing structure within the existing footprint?* If the answer is “No,” check “No” and move on to the detailed description in #4. If yes, explain. It is unlikely that this type of project will impact listed species and your explanation will help make this determination.
4. *Detailed project description-* It is important to give a full and detailed description of the proposed project activities including any land clearing, vegetation disturbance, chemical applications, water diversions or discharges, size and description of new structures or impervious surface to be added, or structures to be removed, etc. Describe the methods and equipment that will be used, e.g. whether heavy equipment will be used or the activities will be done

by hand with a more targeted approach. If you are applying pesticides or herbicides, indicate the target species and the method and the chemicals that will be used and indicate any potential outflows. If you are applying for a discharge permit be sure to include the receiving waters. If your project is a dredge then include the dredge spoil disposal site. If the request is for a preliminary site assessment, give as much detail as possible and explain the purpose of the request. If you are aware of the presence of listed species or critical habitat, include a description of steps that will be taken to minimize impacts to those species. If this is a renewal and you already received recommendations regarding listed species, describe how you will incorporate those recommendations into your project.

5. *Safe Harbor Renewal*: If the request regards a renewal of a Safe Harbor determination *with* modifications, explain what about the project has changed.

## Part V: Supporting Documents

Attachments A and B are required for all new requests and Safe Harbor renewals/extensions with modifications. Renewals with no modifications do not need to submit any attachments. Attachment C is required if you checked any of the boxes in Group 2, under Part V. Attachment C is included as an additional page in the form, (DEEP-APP-007C).

Attachment D is required for a Safe Harbor Determination. Attachment D outlines the requirements for your Safe Harbor Report and is included as an additional page at the end of the form (DEEP-APP-007D). Check the appropriate box next to each attachment being submitted as verification that all required attachments have been submitted. Label all attachments, being sure to include the name of the requester, site name and date.

## Part VI: Requester Certification

After the request has been completed it must be reviewed and signed by both the requester and the individual who actually prepared the request. By their signature, they certify that to

the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete. If you are submitting this form electronically and do not have the ability to provide a digital or scanned signature, you may type your name in the signature box and it will substitute for a handwritten signature.

### Instructions for Attachments:

**Attachment A: *Overview Map*.** Submit an 8 ½ x 11” color print or copy of the relevant portion of a USGS Topographic Quadrangle Map, at a scale between 1:24,000 and 1:12,000 that is clearly labeled and indicates the exact location of the site. Be sure to include relevant landmarks in the map to assist NDDDB staff in locating the site. Outline the parcel of land upon which the proposed project will be located. If the size of the parcel is so small that outlining its boundaries is impractical, simply pinpoint the approximate center of the parcel. If the parcel is too big to fit on an 8 1/2 x 11” page, a larger page size may be used or multiple maps may be submitted. The map should include the quadrangle name, year, north arrow and scale bar. Topographic maps can be viewed and printed or saved to a variety of formats from the [USGS topoView](http://www.usgs.gov/topoview) website. To submit maps electronically, create either a JPEG or PDF file of reasonable file size and quality. If you are unable to obtain a topographic map, a street map or parcel map with sufficient land marks may serve as a suitable substitute.

**Attachment B: *Detailed Site Map*.** Submit a map showing the detailed site boundaries and the area of work at a scale between 1:12,000 and 1:6,000, using a current aerial photo base. Streets, water bodies and other relevant landmarks should be labeled. Outline the parcel of land upon which the proposed project will be located and outline and label the proposed area of work, including any staging and access areas. This map should include the site name, town, north arrow and scale bar. Detailed maps can be created using an application like Google Earth, which allows you to draw on an aerial photo base and print or save it as a JPEG. To submit maps electronically, create either a JPEG of

PDF file of reasonable size and quality. A GIS file in ArcView shapefile format in NAD83, State Plane (feet) can be substituted for the detailed site map. If you are submitting a GIS shapefile, calculate the polygon centroid and add the X and Y coordinates to the attribute table. For large projects covering several towns, GIS data is preferred.

### **Attachment C: Supplement Information, Group 2 requirement (DEEP-APP-007C)**

If you checked one of the boxes in Part V, Group 2, then you must complete Attachment C, (DEEP-APP-007C), which can be found at the end of the request form.

#### **Section i: Supplemental Site Information**

1. **Existing Conditions.** This section should describe the existing conditions of the site, and include all natural and man-made features such as wetlands, watercourses, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. If you are filling out the form electronically, the text boxes will expand to accommodate additional text. If additional space is needed attach additional sheets and label each sheet with the requester's name, along with the corresponding part number and question number indicated on the form.

Photographs of the site may be helpful to NDDDB staff as they review the site. Attach and label photos if available. If you are submitting photographs electronically, they should be in JPEG or PDF format and of reasonable size and quality- no larger than 2MB.

The site description must be accompanied by a site plan or sketch of existing conditions. Label all items mentioned in the description. Include an arrow indicating the direction of flow for streams and rivers.

Acceptable formats include engineering site plans, detailed hand-drawn sketches, or a copy of the detailed site map from Attachment B, provided the aerial imagery

reflects current site conditions, and pertinent features are labeled. Site plans/sketches should contain a title block that indicates who prepared the plan, and the date the plan was prepared. If you are submitting plans electronically, they should be in JPEG or PDF format, and of reasonable size and quality.

2. **Biological Surveys.** Indicate whether a consulting biologist has visited the site and conducted biological surveys to determine the presence of any endangered, threatened or special concern species. Attach all reports of consulting biologists' surveys and the biologists' qualifications. Surveys must be conducted by a biologist with experience surveying in New England for the target species. DEEP does not maintain a list of qualified biologists. Reports must include maps of the search area, descriptions of species and habitat targets, detailed methods, level of effort, timing, and results.

Include [NDDDB Survey forms](#) for all listed species observations, using the forms on the DEEP webpage. If non-biologist personnel have observed listed species on site or in the immediate area, or they have observed signs indicating the likely presence of a listed species, document these observations using the NDDDB Survey forms.

#### **Section ii: Supplemental Project Information**

6. Provide a schedule for all phases of the project including the year, the month and/or season that the proposed activity will be initiated and the duration of the activity. The time of year can be an important factor for some activities in avoiding negative impacts to animals and plants.
7. In Part IV, #2, you gave a detailed description of the project activity. In this section, describe and quantify specific impacts and changes to the site that will result from the proposed activity. Identify and describe any on-site impacts such as clearing land, building access roads, staging areas, or installing fencing). Also,

identify and describe any off-site impacts resulting from discharge, erosion, run-off or other disturbance that will affect the surrounding environment. You must attach an annotated site plan showing the areas of impact. Label all items mentioned in the description. This site plan should be similar in appearance and scale to the Section i, #1 site plan of existing conditions, so that they may be easily compared. Acceptable formats include engineering site plans, detailed hand-drawn sketches, or a copy of the detailed site map from Attachment B, with pertinent features outlined and labeled. Site plans/sketches should contain a title block that indicates who prepared the plan, and a date. If you are applying for a state permit, plans must be the same as those submitted for the permit application so that permit analysts can verify that the correct plan was reviewed. Any changes to the project plan that will result in changes to the areas of impact must be submitted for re-review. Revision dates should be clearly and prominently marked on the site plans.

### **Attachment D: Safe Harbor Report Requirements, Group 3 requirement (DEEP-APP-007D)**

In order to get a Safe Harbor determination you must submit a report that synthesizes and analyzes the information listed in Attachment D.

**1. Habitat Description and Maps.** Provide a comprehensive habitat description of the site including maps, drawings or GIS layers indicating where each element occurs. GIS layers should be current and at a scale appropriate to distinguish features on the site. This section should include information on the location and description of the following features if they occur on the site: any vernal pools and wetlands; description and mapped locations of plant community types, including the scientific names of the dominant plant species in each strata; location and description of any prominent geological features, topography,

soils, bedrock geology, floodplains, land use and management history, waterbodies and their depth and seasonal variation, direction of flow, water chemistry and water quality classifications/criteria. Describe any seasonal or diurnal variations in site conditions due to flooding, tidal activity, etc.

- 2. Photographs.** Include photographs of the site, both those taken on the ground and including all reasonably available aerial or satellite photographs and an analysis of such photographs. Ground-based photos should be taken of each plant community type and should show pertinent seasonal changes such as flooding, temporary vernal pools, or diurnal changes such as high/low tide. All photographs should have pertinent features labeled, including existing structures or infrastructure and notable habitat features.
- 3. Inspection.** A visual inspection of the site must be conducted, preferable when the ground is visible. The report should include a summary of the site walk and visual inspection(s). Observations may include verification of remotely sensed data and information from secondary reports presented in items 1 and 4; any differences from conditions reported by other sources; notes on the condition of various elements on site, the quality of habitats, and the degree or extent of disturbance on site or degree of naturalness; notes on the surrounding context of the site – if it is part of a larger intact tract of habitat or if it is noticeably different from its surroundings.
- 4. Biological Surveys.** The report should include all biological surveys of the site where construction activity will take place that are reasonably available to the registrant. A registrant shall notify the Department's Wildlife Division of any known biological surveys that are not reasonably available to the registrant.

Biological reports should minimally include:

- survey methods used
- effort noted (survey dates and survey duration)
- complete set of raw data (including weather conditions during and timing

of surveys, species observations/detections and habitat descriptions)

- specimen photos, if any (required for state listed plants)
- maps of study site (boundaries should be clearly shown, GPS coordinates of species detections should be in WGS83, decimal degrees)
- Résumé or curriculum vitae of survey contractor and a summary of applicable taxonomic field experience, including a list of surveys/projects in which the contractor has participated.

description of vehicular use; include equipment used during construction and the predicted vehicular use resulting from the site improvements. Provide a schedule for all phases of the project including the year, the month and/or season that the proposed activity will be initiated and the duration of the activity. The time of year can be an important factor for some activities in avoiding negative impacts to animals and plants.

A DEEP scientific collector's permit is required for all activities that involve the capture, marking, salvage, release or disturbance of protected wildlife species or for collecting state listed plants. You should inquire whether your contractor has a current permit. If not, a permit should be secured in advance of on-site survey work. For a plant or wildlife scientific collector's permit application form go to <https://portal.ct.gov/DEEP/NDDDB/Contribute-Data-to-the-NDDDB>

## 5. Natural Resource Inventory

Based on items 1-4, create a Natural Resource Inventory report of the site. Include plant and animal species lists, with special note of rare and invasive species. This inventory should also include a review of reasonably available scientific literature and any recommendations for minimizing adverse impacts from the proposed construction activity on listed species or their associated habitat.

6. **Other Information.** To the extent the following information is available the report should include site plans with descriptions and drawings of the size and location of proposed site disturbance, and the size and location of proposed permanent site alteration, including alteration of drainage patterns. Provide a

## Available Resources:

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEEP website, <https://portal.ct.gov/deep> and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding the subject permit application contact DEEP Wildlife Division at 860-424-3011.

- For the subject application form, instructions and other required documents visit the DEEP website at:  
<https://portal.ct.gov/DEEP-NDDDBRequest>
- State and federal statutes and regulations are available for review at various locations: On the web:
  - State Statutes  
[www.cga.ct.gov/lco/statutes-index.asp](http://www.cga.ct.gov/lco/statutes-index.asp)
  - DEEP website for Statutes and Regulations:  
<https://portal.ct.gov/deep/laws/Laws-and-Regulations>
  - US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy Guidance and Legislation:  
<https://www.epa.gov/laws-regulations>

### Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

## Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.