



**Town of Tolland
Inland Wetlands Commission
APPLICATION FOR PERMIT**

OFFICE USE ONLY

Agent Decision	\$	
Commission Approval	\$	
Other	\$	

An incomplete application may be denied.

1. Applicant & Owner Information

Site Address of Proposed Activity

Applicant Name

Mailing Address

Phone Number

Email Address

Property Owner(s) Name *(if not the applicant)*

Mailing Address

Phone

Email Address

2. Proposed Activity Information * These questions are mandatory

Check all activities occurring within 50 feet of wetlands or 100-feet of watercourses.

- | | | |
|----------------------------------------------|------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Remove soil | <input type="checkbox"/> Deposit fill | <input type="checkbox"/> Divert surface water |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Grade | <input type="checkbox"/> Construct a road or driveway |
| <input type="checkbox"/> Remove Vegetation | <input type="checkbox"/> Restore Vegetation | <input type="checkbox"/> Place a prefabricated structure |
| <input type="checkbox"/> Alter a watercourse | <input type="checkbox"/> Enhance a watercourse | <input type="checkbox"/> Create a watercourse |
| <input type="checkbox"/> Remedy pollution | <input type="checkbox"/> Dredging or construct a dam | <input type="checkbox"/> Other |

* Describe the proposed activity. (use additional paper if necessary)

* What is the proposed use? (use additional paper if necessary)

3. Wetland and Upland Review Area Information * These questions are mandatory

Has the property been delineated by a Certified Soil Scientist? ☐ No ☐ Yes

If YES, what year did the delineation occur? _____

What is **wetland delineation**?

Delineation is an act of locating the boundary or border of a wetland or waterbody. Delineation also includes describing the functions and values the water system provides the geographical location. In the state of Connecticut only a certified Soil Scientist is recognized as being able to perform a wetland or watercourse delineation.

A **watercourse** is defined as:

Rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs, and all other bodies of water, natural or artificial, vernal or intermittent, public or private.

An **upland review area** is defined as:

An area extending a minimum of 50-feet from the edge of wetlands and/or 100-feet from any watercourse (refer to regulations when doubling of an upland review area is required).

***Wetlands** (indicate amount of wetlands and disturbed wetlands on property)

Total area by Town Map = _____ acres

Total area by Soil Scientist _____ acres

Disturbed area by Town Map = _____ acres

Disturbed area by Soil Scientist _____ acres

***Watercourses** (indicate amount of disturbance for each swamp, bog, marsh or ponds)

Total area by Town Map = _____ acres

Total area by Soil Scientist _____ acres

Disturbed area by Town Map = _____ acres

Disturbed area by Soil Scientist _____ acres

***Upland Review Area** (100 ft. measured from nearest point of wetlands or watercourse boundaries)

Total area by Town Map = _____ acres

Total area by Soil Scientist _____ acres

Disturbed area by Town Map = _____ acres

Disturbed area by Soil Scientist _____ acres

4. Alternatives

*** Please explain to the Commission the reason you chose this location for your proposed activity or project. What alternatives have been considered to avoid altering wetlands or watercourses? (use additional paper if necessary)**

*** This question is mandatory for projects deemed to be a significant activity by the commission.**

5. Abutters

Providing abutters only applies if the application requires a public hearing. Tolland’s Planning & Development Department will supply the applicant with the names and addresses of adjacent property owners. **There is a public hearing fee of \$300.**

6. Site Plan Maps ***Application Requirement**

7. Additional Information

Supply any other information that would help in the understanding of the proposed activity.

8. A Complete Application Consists Of

1. This permit application fully filled out.
2. Signatures & Seals of licensed or certified professionals.
3. Filing fee
4. **One (1) electronic copy** of the application.
5. **Three (3) full size and six (6) 11 x 17 hard copies** of the application.

Signature and Authorization

I, as the applicant, do hereby certify that I am familiar with all the information provided in the application and I am aware, that an incomplete application form, as well as a lack of payment of all associated permit fees, are grounds for denial without prejudice by either the Commission or their designated agents.

I am aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information.

I, as the owner, do hereby authorize the members and designated agents of the Inland Wetlands Commission and professionals hired by the Commission for the purpose of reviewing this application to inspect the property from this date forward until the permitted activity is completed or the application is denied.

I, as the applicant, do understand that an engineer review fee may be required and a lack of payment are grounds for denial without prejudice by either the Commission or their designated agents.

I further understand that the Commission may request further information in connection with this application and that if the proposed activity involves a significant activity, an additional filing fee of \$300 be required for a public hearing.

Signature of Applicant	Date
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Signature of Owner (if different)	Date
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FOR OFFICE USE ONLY

Wetland Agent Signature	Date
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Comments/Conditions:

FEE TOTALS	
Amount:	
Paid:	
Agent Issued or Commission Issued:	
Date received by Land Use Department:	
Date received by Commission:	

Site Plan Maps *Application Requirement

Hand drawn or engineered plans?:

Depending on the proposed scope of work, hand drawn maps & plans may be acceptable **OR** professional survey/engineering drawings may be required. The IWWC or its duly authorized agent may waive any portion of these requirements.

Typical required site plan elements:

- ☐ A North Arrow
- ☐ A Legend
- ☐ In the lower right hand corner showing the following information (Title Block):
 - ☐ Name of Project and Address
 - ☐ Name of Applicant/Owner/Developer
 - ☐ Map Scale
 - ☐ Name or initials of who prepared the plan (if not the applicant)
 - ☐ Date prepared (or revision dates)

MAP 1: General Location Map (1 copy) –

Mapping: On-line GIS

- ☐ Use Tolland's GIS mapping system currently found on the Town's website, or on the Planning & Development webpage, [click here](#).
- ☐ Turn on the themes and choose BOTH: "Wetlands – Delineated" and "Wetlands – Soils."
- ☐ Add Topography – For online mapping choose BOTH "Topography" and "Topography 2016".
- ☐ Click on the property of interest
- ☐ Scale the map to 1" = 200 feet –
- ☐ Print out the document or save electronically as a PDF

MAP 2: Existing Conditions (1 electronic / 9 hardcopies)

- ☐ **Scale:** Up to 1" = 100 feet (if conditions do not fit on a 24"x36" sheet scale can be reduced to 1"=200')
- ☐ Use either Tolland's GIS mapping system or an existing A2 Survey from your building file. Ask us.
- ☐ Follow steps 1-4 from above – For online mapping.
- ☐ Topography
- ☐ Existing property lines for entire property
- ☐ Locate all regulated areas on property: wetlands, watercourses, upland review areas 50' or 100'
- ☐ Locate the existing well & septic locations (properties with public utilities mark the general location)
- ☐ Locate significant exiting features or structures, buildings, roads, driveways, stonewalls, easements, ledges, stone outcrops, etc.
- ☐ Total acreage of the property
- ☐ Wetland delineation may be required if a delineation occurred prior to 1990. Call us.

MAP 3: Proposed Site Plan (1 electronic / 9 hardcopies)

- ☐ **Scale:** Any scale between 20 scale - 50 scale is acceptable (e.g. 1"=20 ft., 30 ft., 40 ft., 50 ft.)
- ☐ All items from Map 2 above
- ☐ Limits of disturbance (the boundary line where the proposed activity will occur including layout areas)
- ☐ Property setbacks
- ☐ Distance (linear feet) of proposed activity from property setbacks
- ☐ Area (square footage) of proposed activity within a regulated area (wetland, upland review area) if any
- ☐ Proposed buildings, structures, septic systems, roads (including logging roads), etc.
- ☐ Distance (linear feet) from proposed activity to closest regulated area
- ☐ Label edges and general areas of existing and proposed vegetation (forest, field, lawn, clearings)
- ☐ Temporary storage piles (e.g. fill, topsoil, organic soil)
- ☐ Erosion and sedimentation measures, and/or other measures planned to protect wetlands, watercourses from harmful discharges during or after the proposed activity. *** This question is mandatory**
- ☐ Signature and Seal of Surveyor, Landscape Architect or Professional Engineer *** This is mandatory**
- ☐ If wetlands have been delineated by a certified Soil Scientist the Signature and Certification Number must be on the plans *** This is mandatory**

Additional Site Plan Requirements for Projects deemed a "Significant Activity"

- ☐ A Public Hearing Fee of \$300 may be required
- ☐ An Engineer or Expert review fee may be required – lack of payment are grounds for denial without prejudice for an incomplete application. Call us.
- ☐ Hydraulic modifications to wetlands or watercourses (if any)
- ☐ Soil Scientist report including the observations of existing ecological communities, soil types

FEES

Type of Permit	Fee Amount	Total
Residential Uses – Existing Lots	\$80.00 plus \$60.00 State Fee	\$140.00
Map Amendment	\$300.00 plus \$60.00 State Fee	\$360.00
Modify Previous Approval	\$100.00 plus \$60.00 State Fee	\$160.00
Appeal Agent Issued Permit	\$80.00 plus \$60.00 State Fee	\$140.00
Wetlands Buffer Zone Markers	Fee \$1.00 each	TBD
Other uses	\$200.00 plus \$60.00 State Fee	\$260.00

Additional Fees:

Agent Issued Permits (Activity in Upland Review Area):

Fee \$40.00 **plus** \$60.00 State Fee (Total \$100.00)

Plus Advertisement Costs: Applicants must advertise in Journal Inquirer at own cost.

Subdivision without new roads or storm drainage:

Fee \$200.00 for first 2 lots, **plus** \$50.00 for each additional lot with proposed activity in regulated area **plus** \$60.00 State Fee.

Subdivision with New Roads:

\$200.00 **plus** \$50.00 for each additional lot with proposed activity in regulated area **plus** \$200.00 for each 1,000 linear feet of road (or any part thereof) **plus** \$60.00 State Fee.

Commercial, Industrial, Multi-Family Residential (as defined by Zoning Regulations) Fees:

- ☐ Up to 23,000 square feet impervious surface: \$400
- ☐ 23,001 to 50,000 square feet: \$400 plus \$5 per 1,000 square feet in excess of 23,000 square feet
- ☐ Over 50,000 square feet: \$535 plus \$2 per \$1,000 square feet in excess of 50,000 square feet required.

plus State Fee: \$60

Public Hearing Fee: (When it is determined a Public Hearing is required)

\$300.00 (in addition to above fees, if above fee is less than \$500.00) –

Filing fees may include additional costs incurred by the Town of Tolland, including, but not limited to, the expense of retaining experts to analyze, review and report on areas requiring a detailed technical review in order to assist the Commission in its deliberations. Said costs will be estimated by the Commission, based on preliminary estimates from such experts, and said estimate of costs times 150% will be paid over to the Commission prior to proceeding on the application. Upon completion of the technical review and a determination of the costs incurred, any excess will be refunded to the applicants. The applicant shall not be responsible for costs incurred in excess of 150% of the Commission's estimate.

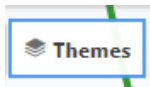
Instructions for using GIS Mapping Online

1. Website address: <https://tollandct.mapgeo.io/>

2. To locate a property:

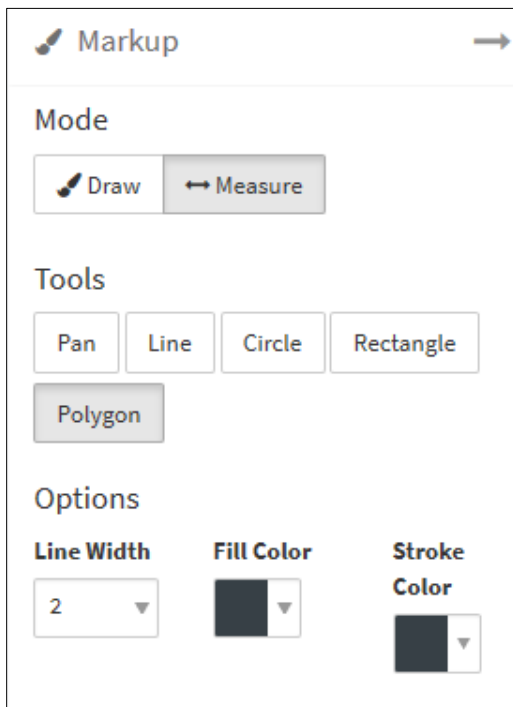
Type property address in search bar in the top right corner of the screen. Click on the correct property address in the search results.

3. To show wetlands:



Click on “Themes” on the top right and choose BOTH “Wetlands – Delineated” and “Wetlands – Soils.”

4. To map the area of wetlands:



Click on “Markup” > “Measure” > “Polygon”

Click on the edge of the wetlands and move your mouse along. Click to anchor the line and to change directions, double click when you have completely outlined the wetlands and are back to the start of the line.

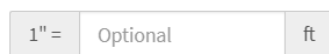
GIS will calculate the area and display it on the screen in the center of the shape and also display it on the right hand side of the screen, in the Markup box.

5. To scale a drawing:



Click on the “Printer” icon next to the search bar in the top right corner of the screen.

Scale:



Common scales include 40, 80, and 160.

Enter your desired Scale: 500 ft., 50 ft., 40 ft., etc.

Click on > “Create Printable Map”

Create Printable Map