

City of Middletown  
Inland Wetlands and Watercourses Agency  
Application Checklist

As part of the IWWA application process, check each applicable item and sign/date the checklist.

A complete application is comprised of the following:

- The applicant's name, home and business address and telephone numbers;
- The owner's name, address and telephone number and written consent if the applicant is not the owner of the property involved in the application;
- Applicant's interest in the land (owner/agent);
- The geographical location of the property which is to be affected by the proposed activity, including:
  - a description of the land in sufficient detail to allow identification of the inland wetlands and watercourses,
  - area(s) of wetlands or watercourse disturbance,
  - soil and vegetation types which will be disturbed
  - the number of acres of wetlands on the property and that will be impacted (temporary and permanent)
- The purpose and a description of the proposed activity;
- Alternatives considered by the applicant and why the proposal to alter wetlands set forth in the application was chosen. At the least, these alternatives should be described in detail and, if necessary, shall be diagrammed on a site plan or drawing and submitted to the Agency as part of the application;
- Site plans which accurately show existing and proposed conditions in relation to wetlands and watercourses (can be submitted as two plans);
- Names and addresses of adjacent-property owners;
- Certification that the applicant is familiar with all the information provided in the application and is aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information.
- Authorization for the Commissioners and agents of the Agency to inspect the property, at reasonable times, both before and after a final decision has been issued; and
- Any other information the Agency deems necessary to the understanding of what the applicant is proposing.

If the proposed activity involves a **SIGNIFICANT ACTIVITY** as determined by the Agency and defined in Section 2.37 of these Regulations, additional information, based on the nature and anticipated effects of the activity, including but not limited to the following is required:

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- A site plan or map shall be submitted, drawn at a scale of 1"=40' and shall be prepared and sealed by a professional engineer licensed by the State of Connecticut. Such plan or map shall show:
  - The property boundaries with the horizontal control based upon the Connecticut coordinate system and the vertical control for elevation and sounding of which is based upon U.S. Geological Survey datum and shall be a **Class A-2 survey** signed and sealed by a land surveyor licensed in the State of Connecticut.
  - This map shall be the same site plan or map as presented to the Planning & Zoning Commission and shall include the following (if a public hearing is required):
    - Property lines of the real property to be affected, the owner of record of that property and of adjoining properties and the structures existing on the affected property;
    - Areas of proposed changes in use or activity;
    - Locations of wetlands or watercourses on or near the affected property;
    - The date the wetlands were delineated and the name of the soil scientist who conducted the delineation;
    - Locations of all borings and soil samples (if applicable) and wetland flags and the map to be signed by the soil scientist;
    - Existing topography and proposed grading at two (2') foot contour intervals;
    - All existing and proposed drainage structures;
    - All soil stockpile areas;
    - Location, installation details/notes, and type of sedimentation and erosion control measures;
    - Boundaries of regulated areas (wetlands, floodplain, CT DEEP protected species habitat) and soils classifications (USDA/NRCS) for each regulated area;
  - For the purpose of adequately locating and identifying the area for which a permit is requested, the following information shall also be incorporated onto the site plan:
    - North arrow;
    - Distance with angles or bearings as appropriate;
    - All merestone or property boundary pins (if applicable);
    - Title block, including: name of project; name of owner; name of applicant; date of original plan;

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- Revision block with appropriate revision dates;
- Scale;
- Approval block;
- Wetland Delineation Report;
- Biological evaluation of affected wetland(s) (Functions and Values assessment and impact to such by the project as proposed);
- Description of the community type(s) (upland forest, shrub, marsh, etc.) throughout the property and any proposed changes as a result of the project;
- Correspondence with CT DEEP Natural Diversity Database regarding rare, threatened or protected species within the project area (if applicable);
- Discussion of mitigation plans for any wetland impact and impact within the upland review area (as appropriate).
- If within 500 feet of another municipality, the applicant shall certify whether:
  - Proper notification to the other municipality;
  - Traffic attributable to the completed project on the site will use streets within the adjoining municipality to enter or exit the site;
  - Sewer or water drainage from the project site will flow through and impact the sewage or drainage system within the adjoining municipality; or,
  - Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.
- A check payable to the City of Middletown for the proper amount indicated in the schedule of fees of these Regulations.

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent Name (Print)