

This checklist is for the use of the Milford Inland Wetlands Agency in acquiring information for the purpose of evaluating proposed activities. It is not intended to be definitive. As is stated in Section 7.3 of the MIWA regulations "All applications shall contain such information that is necessary for a fair and informed determination of the issues." and in Section 8.6 "At any time during the review period, the Agency may require the applicant to provide additional information about the regulated area or regulated activity which is the subject of the application, or wetlands or watercourses affected by the regulated activity. Requests for additional information shall not stay the time limitations set forth in Section 11.2 of the MIWA regulations."

Number of Copies Necessary to File an Application and Notifications:
Received

_____ Twelve (12) copies of the major items of application materials shall be submitted to comprise a complete application or as is otherwise directed, in writing, by the Inland Wetlands Agency. The applicant may, at the discretion of the Designated Agent of the Agency, submit two (2) copies of the plans/maps for the application on 24" X 36" map sheets and the remaining Ten (10) copies of the plans/maps can be submitted to the Agency as reduced sets no less than 11" X 17" in size. A graphic scale must be shown on all sheets of reduced plans

_____ In the case of any application where any portion of the wetland or watercourse in which the regulated activity is proposed is located within 500 feet of the boundary of Orange, West Haven, Stratford, or Shelton, the applicant shall give written notice, in accordance with C.G.S. Section 22a.- 42c. of the proposed activity, certified mail return receipt requested, to the adjacent municipal wetlands agency on the same day of filing an inland wetland permit application with the Milford Inland Wetlands Agency. Documentation of such notice shall be provided to the Milford Inland Wetlands Agency in accordance with Section 22a.- 42c. of the C.G.S. Sec. 8.2

_____ The Agency shall, in accordance with C.G.S. Section 22a-42b notify the clerk of any adjoining municipality (Notice of the pendency of such application shall be made by registered mail and shall be mailed within seven (7) days of the date of receipt of the application) of the pendency of any application to conduct a regulated activity when:

- a. Any portion of the property on which the regulated activity is proposed is located within 500 feet of the boundary of an adjoining municipality;
- b. A significant portion of the traffic to the completed project on the site will use streets within the adjoining municipality to enter or exit the site;
- c. A significant portion of the sewer and/or water drainage from the project site will flow through and significantly impact the sewage or drainage system within the adjoining municipality; or,
- d. Water runoff from the improved site will impact streets or other municipal or private property within the adjoining municipality. **Sec. 8.3**

_____ When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in Section 16-1 of the C.G.S., the applicant shall provide written notice of the application to the water company provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made and with the Inland Wetlands Agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days of the date of the application. The Water Company, through a representative, may appear and be heard at any hearing on the application. **Sec 8.4**

Information Requested on Application:

All applications shall include the following information in writing or on maps or drawings:

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- _____ The applicant's name, home and business addresses and telephone numbers; **Sec 7.5a**
- _____ 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; **Sec 7.5b**
- _____ Applicant's interest in the land; **Sec 7.5c**
- _____ The geographical location of the property which is to be affected by the proposed activity, and a description of the land in sufficient detail to allow identification of the inland wetlands and watercourses, a computation of the area(s) (in acres or square feet) of wetland or watercourse disturbance, soil type(s) and vegetation; **Sec 7.5d**
- _____ The purpose and a description of the proposed activity and proposed erosion and sedimentation controls and other management practices and mitigation measures which may be considered as a condition of issuing a permit for the proposed regulated activity including, but not limited to, measures to (1) prevent or minimize pollution or other environmental damage, (2) maintain or enhance existing environmental quality, or (3) in the following order of priority: restore, enhance and create productive wetland or watercourse resources; **Sec 7.5e**
- _____ Alternatives considered by the applicant and why the proposal to alter wetlands set forth in the application was chosen. The applicant ***shall*** submit documents including but not limited to maps, surveys, and technical reports which identify or depict all alternatives considered by the applicant; **Sec 7.5f**
- _____ A site plan showing existing and proposed conditions in relation to wetlands and watercourses and identifying any further activities associated with, or reasonably related to, the proposed regulated activity which are made inevitable by the proposed regulated activity and which may have an impact on wetlands or watercourses. **Sec 7.5g**
- _____ Names and addresses of adjacent property owners; **Sec 7.5h**
- _____ 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; **Sec 7.5i**
- _____ 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; **Sec 7.5j**
- _____ Any other information the Agency deems necessary to the understanding of what the applicant is proposing; **Sec 7.5k**
- _____ Submission of the appropriate filing fee based on the fee schedule established by the Inland Wetlands Agency; **Sec 7.5l**
- _____ A completed DEP reporting form. The Agency shall revise or correct the information provided by the applicant and submit the form to the Commissioner of Environmental Protection in accordance with section 22a-39-14 of the Regulations of Connecticut State Agencies. **Sec 7.5m**

Additional Information for Significant Activity**Received**

_____ If the proposed activity involves a significant activity as determined by the Agency and defined in Section 2.1 y. of these regulations, additional information including, but not limited to, the following may be required: **Sec. 7.6**

_____ A site plan or map, drawn to a scale determined by the Agency, contingent upon the size of the area under consideration, and deemed appropriate to provide detail necessary for accurate consideration. Map scale shall usually range from one-inch equals 20 feet to one-inch equals 100 feet. Such site plan or map shall be prepared by a surveyor, architect, or engineer and sealed by a surveyor all of whom are licensed by the State of Connecticut. The horizontal control of such site plan shall be based upon a monumented class A-2 survey and shall be referenced to the Connecticut coordinate system; the vertical control for elevations and soundings shall be based upon U. S. Geological Survey data. Sheet size of site plan shall be 24" X 36", and shall be the same site plan or map submitted to the Milford Planning and Zoning Board. This site plan or map shall include the date, a compass rose indicating true North, and graphic written scales. **Sec. 7.6a**

The site plan shall also include, on additional sheets (24" x 36") where applicable:

_____ A site locus map of scale one-inch equals 400' or one inch equals 800', in sufficient detail to allow identification of the property on the designated Inland Wetlands and Watercourses Map for the City of Milford. The North arrow orientation of the locus map shall match the North arrow orientation of the site plan. **Sec. 7.6b 1**

_____ Topography maps of existing elevations and proposed grading elevations showing contour intervals of two (2) feet or as specified by the Agency. **Sec. 7.6b 2**

_____ Property boundary lines of the real property to be affected, the owner(s) of record of this property and of adjoining properties, and the structures existing on the affected property. For the purpose of adequately locating and identifying the area for which a permit is requested, this sheet shall also include all distances with angles or bearings, and merestones or pins. **Sec. 7.6b 3**

_____ All proposed construction: buildings, structures, parking areas, streets, paved areas, loading areas, fuel oil storage, trash/refuse dumpster areas, and outside storage area locations, including the nature of the material to be stored on site. Grades and elevations or cross section details shall be included where appropriate. **Sec. 7.6b 4**

_____ Locations, dimensions, areas and purpose of all existing and proposed rights-of-way, easements, reservations, and open space areas, dedicated to or offered for public use, or otherwise set aside, both within and adjoining the site. **Sec. 7.6b 5**

_____ Drainage plan including all existing and proposed drainage structures such as catch basins, detention basins, footing drains, storm drainage, rip-rap channel culverts, proposed diversions, sanitary sewage disposal, indicating drainage direction. Grades, elevations, or cross section details shall be included where appropriate. **Sec. 7.6b 6**

_____ Utilities plan which includes lighting plan, and above-and below-grade utilities. This sheet should show location of outside heating/ventilation and air conditioning units, as well as freestanding utility meters. **Sec. 7.6b 7**

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_____ Soils map, indicating areas of poorly drained, very poorly drained, alluvial or flood plain soil types, will be prepared by a qualified soil scientist or professional wetland scientist whose qualifications shall be submitted with the map. Such maps shall indicate locations of all wetlands and watercourses on site, and locations of all soil borings necessary to assess accurately the delineation of the wetland soil types and inland wetland boundaries. All wetland flags on site shall be of the color blue and they shall be sequentially numbered. The flags shall be shown on the site plan with their corresponding numbers. An appropriately shaded area indicating the 50' or 150' regulated area adjoining the wetland boundary should be included.

The accompanying soil report shall contain the following: **Sec. 7.6b 8**

_____ Property location. **Sec. 7.6b 8i**

_____ Dates of site inspection or inspections. **Sec. 7.6b 8ii**

_____ Method used to locate boundaries of wetlands, e.g., flagging, contour map, U.S.G.S. data, aerial photography. **Sec. 7.6b 8iii**

_____ Method used to map wetland soil types, e.g., Soil Conservation Service field sheets, field inspection, etc. **Sec. 7.6b 8iv**

_____ Soil type designation and description; field notes. **Sec. 7.6b 8v**

_____ Any climatic conditions at the time of inspection that might influence findings, e.g., freezing, drought, etc. **Sec. 7.6b 8vi**

_____ Soil Erosion and Sedimentation Control Plan to stabilize site during and after the regulated activity, including details. This sheet shall also indicate areas where material is to be deposited, removed or displaced. An analysis of chemical or physical characteristics of any fill shall be included in an accompanying report. Name of person responsible for implementation of sediment and erosion control shall be included on the sheet. **Sec. 7.6b 9**

_____ Habitat Map of entire site, showing locations of all wetland types (e.g., swamp, marsh, bog, wet meadow, open water, etc.). The map shall include significant vegetation having one or more of the following functions: erosion control, historical, recreational or educational significance, terrestrial and aquatic wildlife habitat. The accompanying report shall include: **Sec. 7.6b 10**

_____ A biological evaluation of each wetland type, including dominant, rare, and characteristic botanical species, and the height, and age classes and density of this vegetation. **Sec. 7.6b 10i**

_____ Qualitative (non-numerical) habitat value for each wetland type for all indigenous and/or migratory wildlife species as determined by using DEP Bulletin #9 for guidance. **Sec. 7.6b 10ii**

_____ Depth of water table below surface or level of water if inundated. **Sec. 7.6b 10jj**

_____ Date of field determination of these data. **Sec. 7.6b 10iv**

_____ The changes, diminution, or enhancement, in (i) through (iii) above as a result of the proposed activity. An overlay may be required to denote the physical changes on its site. **Sec. 7.6b 10v**

_____ Landscaping/planting plan, including trees, shrubs, lawn, other landscape features, and natural terrain not to be disturbed. **Sec. 7.6b 11**

_____ If the proposed activity may affect a watercourse lying within, partly within or flowing through, or adjacent to, the affected property, the applicant may be required to submit further information relative to the present character of, and the projected impact of the proposed activity upon, the watercourse. Such information may include, but not be limited to: **Sec 7.6b 12**

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- _____ Location of the regulatory flood protection elevation, boundaries of flood-prone areas; location and design of all hydraulic modifications, as well as existing and proposed flood protection and erosion control measures. **Sec 7.6b 12_i**
- _____ pH. **Sec 7.6b 12_{ii}**
- _____ Turbidity or solids in parts per million. **Sec 7.6b 12_{iii}**
- _____ Bacteria count in coliforms per milliliter. **Sec 7.6b 12_{iv}**
- _____ Extent of drainage areas to be affected. **Sec 7.6b 12_v**
- _____ Alteration of flow characteristics. **Sec 7.6b 12_{vi}**

_____ Where the applicant proposes to develop in stages, an overall site and staging plan indicating ultimate development shall be presented in accordance with 7.6 a. and b. above. **Sec 7.6c**

_____ Description of the ecological communities and functions of the wetlands or watercourses involved with the application and the effects of the proposed regulated activities on these communities and wetland functions; **Sec 7.6d**

_____ Description of how the applicant will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application, and with each alternative, a description of why each alternative considered was deemed neither feasible nor prudent; **Sec 7.6e**

_____ Analysis of chemical and physical characteristics of any fill material; **Sec 7.6f**

_____ Measures which mitigate the impact of the proposed activity as defined in Section 2 gg; Documentation which shows that the applicant has attempted to sequentially comply with steps 1.- 4. as defined in Section 2 gg. **Sec 7.6g**

Certification of Impacts on Other Municipalities:

The applicant shall certify whether: **Sec. 7.7**

_____ Any portion of the property on which the regulated activity is proposed is located within 500 feet of the boundary of an adjoining municipality; **Sec. 7.7a**

_____ Traffic attributable to the completed project on the site will use streets within the adjoining municipality to enter or exit the site; **Sec. 7.7b**

_____ Sewer and/or water drainage from the project site will flow through and impact the sewage or drainage system within the adjoining municipality; or, **Sec. 7.7c**

_____ Water runoff from the improved site will impact streets or other municipal or private property within the adjoining municipality. **Sec. 7.7d**

_____ The date of receipt of any application shall be the day of the next regularly scheduled meeting of the Agency immediately following the day of submission to the Agency, provided that meeting is no earlier than three business days after submission, or thirty-five days after such submission, whichever is sooner. **Sec 8.5**

_____ All applications shall be open for public inspection. **Sec 8.7**

_____ Incomplete applications may be denied or withdrawn. **Sec 8.8**