



Town of Kent Inland Wetlands Commission

41 Kent Green Blvd.

P.O. Box 678

Kent, CT 06757

Phone: (860)927-4625

Fax: (860)927-4541

FOR OFFICE USE ONLY
Application # _____
Filing fee \$ _____
Date of receipt _____
Approved _____
Denied _____

Application for a permit to conduct a regulated activity within the regulated area of an inland wetland or watercourse in the Town of Kent.

ALL APPLICATIONS REQUIRE THE FOLLOWING (APPLICATIONS NOT INCLUDING ALL REQUESTED INFORMATION WILL NOT BE ACCEPTED):

- A. The original and 8 copies of the completed application form.
- B. If the applicant is not the owner of the property, a letter of consent from the owner authorizing the applicant to act as the owner's agent.
- C. One copy of the completed "Statewide Inland Wetland Activity Reporting Form."
- D. Filing Fee of \$100.00 made out to the Town of Kent.
- E. 8 copies of a site plan and other information noted on the checklist.
- F. List of names and mailing addresses of adjacent land owners.
- G. Field flagging and staking as noted on the checklist.

1. PROPERTY ADDRESS:

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2. MAP: BLOCK: LOT:

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3. APPLICANT'S INFORMATION:

Name
Mailing Address
City ST ZIP Code
Home Phone
Work Phone
E-Mail Address

4. OWNER'S INFORMATION:

Name
Mailing Address
City ST ZIP Code
Home Phone
Work Phone
E-Mail Address

5. APPLICANT'S INTEREST IN THE PROPERTY:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Agent
<input type="checkbox"/>	Other (please list)

6. PLEASE PROVIDE THE FOLLOWING INFORMATION: (Please be exact)

<input type="text"/>	TOTAL ACREAGE OF PROPERTY
<input type="text"/>	TOTAL ACREAGE OF WETLANDS AND/OR WATERCOURSES DISTURBED (sq. ft. divided by 43,560)
<input type="text"/>	TOTAL ACREAGE OF DISTURBED REGULATED AREA (sq. ft. divided by 43,560)

7. PLEASE DESCRIBE, IN DETAIL, THE PROPOSED ACTIVITY:

(If needed, please attach additional pages.)

8. PLEASE DESCRIBE ALTERNATIVES CONSIDERED AND STATE WHY THIS PROPOSAL WAS CHOSEN:

9. ARE THERE ANY EASEMENTS OR OTHER ENCUMBRANCES NOTED ON THE PROPERTY DEED FILED AT THE TOWN HALL? IF SO, PLEASE DESCRIBE OR ATTACH.

10. PLEASE CERTIFY WHETHER:

- A. Any portion of the property on which the regulated activity is proposed is located within five hundred (500 feet of the boundary of an adjoining municipality. ☐ Yes ☐ No (If yes, the applicant shall give written notice of the application by certified mail, return receipt requested, on the same day to the inland wetlands agency of such other municipality).
- B. Traffic attributable to the completed project on the site will use streets within the adjoining municipality to enter or exit the site. ☐ Yes ☐ No
- C. Sewer or water drainage from the project site will flow through and impact the sewage or drainage system within the adjoining municipality. ☐ Yes ☐ No
- D. Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality. ☐ Yes ☐ No

11. AGREEMENT AND SIGNATURE

The undersigned applicant hereby swears that the information supplied in the completed application is accurate, to the best of his/her knowledge and belief and is aware of the penalties for obtaining a permit through deception or through inaccurate or misleading information.

Name (printed)

Signature

Date

SITE PLAN CHECKLIST

	Title of project; name, signature and professional seal, if any, of the individual who prepared the map; date map was prepared and date of latest revision.
	Entire existing property outline and clear north arrow.
	Inset map or portion of street map showing the property and the public road intersecting the drive. Outline of all wetlands and watercourses on and possibly off the property. Please provide distances from all wetlands and watercourses to the proposed project. Soil types and wetlands vegetation should also be identified. Erosion and sediment controls planned to stabilize the site during and after construction
	Limit of disturbance for the project.
	Site plan must be drawn to scale.
	Location and sediment control measures for stockpiled material.

The Commission may also require the following information on the site plan:

Outline of all wetlands and watercourses as delineated and signed by a soil scientist, location of soil flags numbered on the plans and the wetland regulated area.

Topographic contour lines at 2' or smaller intervals.

Location of all significant physical features such as rock ledges, stone walls, utility lines, riding trails, wood roads, tree lines and all existing structures.

The site plan be designed, signed and sealed by a professional engineer licensed to do business in the State of Connecticut.

FIELD WORK CHECKLIST

	Field flag wetlands and watercourses with numbered flags. The Commission may request that a certified soil scientist field flag the wetlands and watercourses.
	Stake in the field for identification the proposed activities including: <ul style="list-style-type: none"> a. Proposed structures/driveways/septic systems/well location b. Regulated area limit c. Limits of clearing e. Limit of disturbance f. Property boundaries g. Any easements or restrictions

ADDITIONAL SITE PLAN INFORMATION IS NEEDED FOR THE FOLLOWING ACTIVITIES:

DECKS, SHEDS AND OTHER MINIMAL ACTIVITIES:

Location and dimensions of proposed activities including grading and clearing.

SINGLE FAMILY RESIDENCES AND ADDITIONS:

Proposed building and location of all other activities including but not limited to: driveways, septic tanks and leaching fields, sewer line, utility lines, proposed fill and excavation areas, well, additional site amenities, landscaping and stockpile areas.

Location and discharge point for all roof leader, curtain, floor and footing drains. Include elevations of inlet and discharge points.

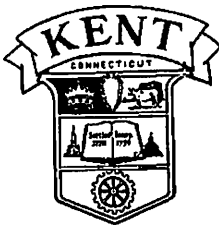
Elevations of the proposed activities noting any retaining walls.

The proposed landscape envelope.

DRIVEWAYS	
	List of materials to be used.
	Detailed cross section of driveway.
	Location and discharge points of any proposed drainage.
	Amount and location of fill material and or excavated material.
	Location of existing septic system and well.
	Location of proposed utility lines and proposed width of disturbance.
	Existing and proposed surface drainage such as swales and ditches.
	Existing and proposed contours at two-foot intervals.
	Proposed driveway grade.
TENNIS COURT OR SWIMMING POOL	
	Amount and location of fill material and or excavated material.
	Location of backwash filter dry well, pool equipment and all fencing.
	Location of existing septic system and well.
	Location and discharge of any proposed drainage.
POND EXCAVATION/DREDGING	
	Proposed pond site and location of all other related structures including existing or proposed leaching fields, septic tanks, wells and drainage.
	Method of dredging to be used and amount of material to be removed.
	Location of spoils disposal site. Indicate the distance from disposal site to any wetland or watercourse.
	Cross-sections of water body showing existing depth and bottom profile, proposed depth and bottom profile and existing and proposed water elevation.
	Cross-section of existing and proposed spillway and dams.
	Specify any trees, stumps and brush to be removed.
SUBDIVISIONS	
	Existing streets and easements immediately adjoining and within the tract.
	Existing drains and sewers with location, size, type and approximate elevations.
	Proposed lot lines with lot areas. Lots shall be numbered.
	Proposed house, driveway, well, septic systems and stockpile locations within the proposed lots.
	Septic data for each lot showing the locations of all deep holes and perc tests.
	Location of proposed utility lines and proposed width of disturbance.
	Location and size of proposed open space.
	Work corridor including excavation, filling and material stockpile sites, location of fire tanks and ponds, areas where vegetation will be disturbed, area of proposed regrading and any elevation changes.
	Proposed roadways showing materials to be used and cross-sections of any roadways which may affect wetlands and watercourses.
	Stormwater detention/retention provisions, catch basins and any other proposed drainage. Please include the size and type of piping to be used. Include elevations of inlet and discharge points.
	Planting and revegetation plan.
	Existing and proposed surface drainage such as swales and ditches.
COMMERCIAL/INDUSTRIAL	
	Existing streets and easements immediately adjoining and within the tract.
	Existing drains and sewers with location, size, type and approximate elevations.
	Proposed building and location of all other activities including but not limited to: driveways, parking areas, septic tank and leaching fields, sewer line, utility lines, proposed fill and excavation areas, stockpile areas, well, additional site amenities, landscaping, elevations of proposed activities noting retaining walls. List material to be used in construction of parking areas.

	Location and discharge points for all roof leader, curtain and footing drains. Include elevations of inlet and discharge points.
	Work corridor including excavation, filling and material stockpile sites, location of fire tanks and ponds, areas where vegetation will be disturbed and area of proposed regarding and any elevation changes.
	Final grading scheme indicating the landscape envelope and planting requirements.
	Septic data for each lot showing the locations of all deep holes and perc tests.
	Location of proposed utility lines and proposed width of disturbance.
	Cross-sections of any activities that may affect wetlands and watercourses.
	Stormwater detention/retention provisions, catch basins and any other proposed drainage.
	Existing and proposed surface drainage such as swales and ditches.
BRIDGE/BOX CULVERT CONSTRUCTION	
	Type of material to be used in construction.
	If concrete is proposed, will it be poured or pre-cast.
	Cross sections showing exact elevations with width, and length of span.
	Show all abutment walls, wing walls, retaining walls, etc.
	Show any provisions for proposed utility lines.
	Is any water diversion needed? If so, please explain process to be used and show the discharge points on the plan.
	The plan should show detailed elevations including cuts, fill and yardage of material to be removed or filled.
	Construction sequence plan.
DRAINAGE REPAIR/INSTALLATION	
	Type and size of materials to be used.
	Construction sequence plan.
	Trenching width, depth and length.
	Location of discharge points.
	The plan should show detailed elevations including cuts, fill and yardage of material to be removed or filled.

***The Commission may also require more detailed information than is listed above.



**TOWN OF KENT
INLAND WETLANDS COMMISSION**

PERMISSION FOR INSPECTION

Property Address:	
Map/Block/Lot:	
Application/Permit #:	

The undersigned applicant hereby consents to necessary and proper inspections of the above-mentioned property by the Inland Wetlands Commission and/or its authorized agents, at reasonable times, both before and after the permit in question has been granted by the Commission.

Name (printed)	
Signature	
Date	



Inland Water Resources Division
Department of Environmental Protection
79 Elm Street, 3rd Floor
Hartford, CT 06106-5127
www.ct.gov/dep

GIS CODE #: _____
For DEP Use Only

Statewide Inland Wetlands & Watercourses Activity Reporting Form

Complete, print, sign, and mail this form in accordance with the instructions on pages 2 and 3.

PART I: To Be Completed By The Municipal Inland Wetlands Agency Only

1. DATE ACTION WAS TAKEN (use drop-down box): Year Month
2. ACTION TAKEN (use drop-down box):
3. WAS A PUBLIC HEARING HELD? (select one only) ☐ Yes ☐ No
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(print): (signature) _____

PART II: To Be Completed By The Municipal Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING:
Does this project cross municipal boundaries? (select one only) ☐ Yes ☐ No
If Yes, list the other town(s) in which the action is occurring:
6. LOCATION: [USGS Quad Map Name](#) (see hyperlink):
[Quad Number](#) (see hyperlink):
Subregional Drainage [Basin Number](#) (see hyperlink):
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER:
8. NAME & ADDRESS/LOCATION OF PROJECT SITE:

Briefly describe the action/project/activity: ☐ Temporary ☐ Permanent
9. ACTIVITY PURPOSE CODE (Use drop-down box):
10. ACTIVITY TYPE CODE(S) (Use drop-down box) , , ,
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:
Wetlands: acres Open Water Body: acres Stream: linear feet
12. UPLAND REVIEW AREA ALTERED [must be provided in acres]: acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: acres
[must be provided in acres]

PART III: To Be Completed By The DEP

DATE RECEIVED: DATE RETURNED TO DEP:
FORM COMPLETED: ☐ YES ☐ NO FORM CORRECTED / COMPLETED: ☐ YES ☐ NO

9. **CAREFULLY REVIEW** the list below and enter **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
H = Wetland Restoration, Enhancement, Creation	concept plans with no-on-the-ground work)

10. Enter between one and four codes to best characterize the project or 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 (buffer, setback). You must provide code 14 if the activity is located **BEYOND** the established upland review area (buffer, setback) or **NO** established upland review area (buffer, setback) exists.

1 = Filling	8 = Underground Utilities (no other activities)
2 = Excavation	9 = Roadway / Driveway Construction
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. Permitted dredging of a pond must use code 11, other possible codes are 12 and 5.

11. Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). 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, 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 that 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. 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 Agency, or as a result of an **AGENT APPROVAL** pursuant to 22a-42a(c)(2). Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form (description). Include areas that are permanently altered, or proposed to be permanently altered, for all agency permits, denials, amendments, and enforcement actions. Inland wetlands agencies may have established an upland review area (also known as a buffer or setback) in which activities are regulated. Agencies may also regulate activities beyond these established areas. You **MUST** provide all information in **ACRES** including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration. Remember that these figures represent only the upland acreage altered as a result of an activity regulated by the Agency, or as a result of an agent approval.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, 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 (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. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no restoration, enhancement or creation.

PART III: To Be Completed By The DEP - Please leave this area blank.

Instructions For Completing

THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

PART I: To Be Completed By Agency Only

Please note: a) Incomplete or incomprehensible forms will be mailed back to the Agency; b) Use a separate form to report each action taken by the Agency; c) Utilize the instructions below and fill in the fields on page 4; d) Print, **sign**, and send to CT-DEP, Wetlands Management Section.

1. Enter the year and month the Agency took the action being reported.
2. Enter **ONE** code letter to describe the final action or decision taken by the Agency. *Do not submit a reporting form for withdrawn applications.* Do not enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
 - A = A Permit Granted by the Agency (*not including map amendments, see code D below*)
 - B = Any Permit Denied by the Agency
 - C = A Permit Renewed or Amended by the 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 Notice of Violation, Order, Court Injunction, or Court Fines
 - F = A Jurisdictional Ruling by the Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
 - G = An Agent Approval pursuant to CGS section 22a-42a(c)(2)
 - H = An Appeal of Agent Approval pursuant to CGS section 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 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 Agency Or The Applicant - If Part II is completed by the applicant, the **applicant must return the form** to the Agency. The 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 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 and 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. See reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map or at: (www.ct.gov/dep/lib/dep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is 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. A town subregional drainage basin map has been mailed to each Agency. Further, sub-regional drainage basin maps can be found at UCONN-CLEAR (www.clear.uconn.edu/data/map_set/index.htm) for each town in an easy to understand format.
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 site. Also provide a brief description of the action/project/activity. Select if the action/project/activity impacts are **TEMPORARY** or **PERMANENT** in nature.



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, Municipal Inland Wetlands Agencies (here after called the Agency) **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 as well.

Please remember, the 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 page.

The Agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Environmental Protection (DEP). **Do not** mail this cover page or the instruction page. **Please print and mail only the completed yellow reporting form to:**

WETLANDS MANAGEMENT SECTION
INLAND WATER RESOURCES DIVISION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET 3RD FLOOR
HARTFORD, CT 06106

Questions may be directed to the DEP's Wetlands Management Section at (860) 424-3019.