

**TOWN OF ANDOVER  
INLAND WETLANDS AND WATERCOURSES COMMISSION  
APPLICATION PACKET**

**Wetlands Commission Meetings**

The Andover Inland Wetlands and Watercourses Commission meets at the Old Firehouse on Center Street on the second Monday of each month at 7:00 PM unless otherwise posted.

**Application Submission Deadline—1 business day prior to meeting**

Connecticut General Statutes require that applications for permits for regulated activities be submitted at least one (1) business day prior to the next meeting of the IWWC in order to be received by the commission. Business days exclude holidays, weekends, the day of submittal and the day of the meeting; this means that your application, plan and fee must typically be submitted to the building department at the Town Hall no later than the Thursday prior to the next Monday meeting. However, it is suggested that you submit your application at least 10 days prior to the meeting to allow for a preliminary review by staff.

**Contact Person**

John Valente, Wetlands Agent for the Town of Andover, will assist you with any questions that you might have regarding the application process. A copy of your application and plan must be made available to the agent so that he may comment on the proposed regulated activity to both the applicant and the commission. Mr. Valente may be reached at The Andover Building Department @742-4036.

**Review Process**

At the first meeting of the IWWC after submittal of your application, the commission will receive your application. Commission members will review plans, ask clarifying questions, and possibly schedule a site walk. The commission may not, however, act on your application at this first meeting; Connecticut General Statutes require a 14-day waiting period after receipt of the application to allow for due process, which gives the public the opportunity to call a public hearing by delivering 25 signatures. The commission will typically act on an application at its next regularly scheduled meeting. The application must provide information necessary for the commission to make an informed decision. The commission or its agent may determine that additional information regarding the proposed regulated activity is necessary in order to act on the application.

**Checklist**

Please use this checklist as an aid in making sure that you have completed the forms completely and correctly. The Commission requires that each item in the application form be filled out. Failure to do so may result in application denial and the need for you to resubmit your application and pay an additional fee.

\_\_\_\_\_ Map w/date/site plan (**10 copies**)

\_\_\_\_\_ Owners signatures

\_\_\_\_\_ Project Description

\_\_\_\_\_ Certified postal receipts to adjoining town (if less than 500' from town line)

\_\_\_\_\_ Names and addresses of abutters

\_\_\_\_\_ Mitigation measures

\_\_\_\_\_ Statewide reporting form

## **CLARIFICATION OF APPLICATION PROCEDURES FOR ANDOVER LAKE ACTIVITIES**

The Wetlands Commission cannot accept an application for a regulated activity on any property without the owners consent. All applications within the Andover Lake high water mark must include ALMA, the landowner, and the homeowner as co-applicants prior to submission to the Andover Inland Wetlands and Watercourses Commission. These activities include, but are not limited to, lake walls, docks requiring excavation for supports, placing of stones at the lakefront, steps or boat landings into the lake or any other activity within the high water mark where there is placing of material or disturbance of soil.

### **Additional Note to Procedures Statement**

The Commission regulates all activities within 200 feet of Andover Lake. Activities that include disturbances of soil and placement of structures may require a permit. Lake area residents should consult with the Wetlands Agent prior to the start of these activities

Date Submitted \_\_\_\_\_

Fee Paid \_\_\_\_\_

Application # \_\_\_\_\_

**TOWN OF ANDOVER  
INLAND WETLANDS & WATERCOURSES COMMISSION  
Application for Permit**

**\*\*You MUST submit application to the Building Department by the close of the workday (3:00pm) THURSDAY of the week before the next regularly scheduled meeting of the IWC. If Thursday is a holiday, submit the Wednesday before.**

1. \_\_\_\_\_  
**Name of Applicant** \_\_\_\_\_ **Evening Phone #** \_\_\_\_\_

\_\_\_\_\_ **Mailing address** \_\_\_\_\_ **Daytime Phone #** \_\_\_\_\_

\_\_\_\_\_ **Town/State/Zip** \_\_\_\_\_ **Cellular Phone #** \_\_\_\_\_

2. \_\_\_\_\_  
**Name of Authorized Agent** \_\_\_\_\_ **Daytime Phone #** \_\_\_\_\_  
(if different from applicant, example: architect/engineer/surveyor/attorney)

\_\_\_\_\_ **Business Name** \_\_\_\_\_ **Cellular Phone #** \_\_\_\_\_

\_\_\_\_\_ **Address** \_\_\_\_\_ **Town/State/Zip** \_\_\_\_\_

3. **Applicants interest in the Property** (please circle):  
Owner      Developer      Builder      Option holder      Other

**If Applicant is NOT the owner, please provide:**

\_\_\_\_\_ **Name and Address of Owner** \_\_\_\_\_

\_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_ **Cellular Phone #** \_\_\_\_\_

4. **Has an application been filed with the Planning & Zoning Commission?** \_\_\_\_\_

**Is this land part of a previously Approved Subdivision?** \_\_\_\_\_

If so, attach copies of all permits.

5. Identify any other State or Town Permits pending for work on this property or required for work on this property.

6. Location of Property where proposed activity is to take place:

\_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Street address Tax Assessor's Reference

\_\_\_\_\_ Subdivision & Lot #  
Nearest telephone pole #

\_\_\_\_\_ Distance to intersection

7. Map/Site Plan (all applications) (**10 copies** of application and plans are required)

1) Attach to the application a map or site plan showing **existing conditions** and the **proposed project** in relation to wetland/watercourses. Scale of map or site plan should be 1"= 20', 1" = 30, or 1" = 40'; if this is not possible, please indicate the scale that you are using. A sketch map may be sufficient for small, minor projects. (See guidelines at end of application)

2) Applicants map date and date of last revision \_\_\_\_\_

3) Zone Classification \_\_\_\_\_

4) Is your property in a flood zone? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ don't know

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

(Use a separate 8 1/2 x 11 sheet if necessary)

8. Project description (attach extra pages if necessary)

• Describe in detail the proposed activity here or on an attached page.  
(see guidelines at end of application)

• Please include a description of all activity or construction or disturbance:

• Type and volume of material to be filled or excavated:

a) **in** the wetland/watercourse

b) **in** the area **adjacent** to (within 100 feet from the edge of) the wetland/watercourse, even if the wetland/watercourse is **off** your property.

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

- Describe the amount and area of disturbance (in percentage of acre or cubic yards of material to be deposited)
- a) ***in*** the wetland/watercourse
- b) ***in*** the area ***adjacent*** to (within 100 feet from the edge of) the wetland/watercourse, even if the wetland/watercourse is ***off*** your property.

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**9. 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; alternatives considered and subsequently rejected by the applicant and why the alternative as set forth in the application was chosen; all such alternatives shall be diagramed on a site plan or drawing.

**10. Names and Addresses of adjacent property owners:**

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**11. Owner's consenting signature:**

**The undersigned, as owner of the property, hereby consents to the applicant seeking a permit for the proposed activity. The owner also consents to the necessary and proper inspections of the above referenced property, by the Andover Inland Wetlands Commission and its Agent, both before and after a final decision has been made by the Commission.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**12. Signature of Applicant:**

**The undersigned is familiar with all the information provided in this application and is aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**13. Additional information – if deemed a significant activity by the commission additional information is required – see section 7.6 of the commission's regulations.**

**14. Filing fee – Consult regulations and Wetlands Agent for appropriate fees.**

### **Sketch Map or Site Plan Guidelines for # 7**

The following 10 details are required for every application:

1. Applicant's name
2. Date and revision date, if applicable.
3. North arrow and scale of map.
4. Abutting road with road name shown on it.
5. Property lines --if a large property, at least those lines within 200' of the proposed work.
6. Wetland and watercourse locations (including those off your property) within 100' of your proposal--draw a line showing the part of @the project that is the closest distance to wetlands and indicate distance in feet.
7. Existing buildings, driveways, well, septic and physical features.
8. Proposed work in detail, including all areas of construction, grading/regrading, excavation, filling. Include stockpiling and staging area locations if applicable. The exact location must be shown of all areas that will be disturbed.
9. Show roof and footing drains by drawing locations.
10. Show location of Erosion & Sedimentation controls (silt fence or hay bale protections) together with any other measures that will protect the wetland/watercourse areas.

### **Project Description Guidelines for # 8**

1. Explain exactly what work you propose to do and how close it will be to a wetland or watercourse.
2. Describe area of disturbance and volume and type of material to be filled or excavated. How much wetlands will be disturbed? Non wetland areas nearby?
3. Does the area of activity drain toward the wetland?
4. Are there alternatives that you considered but eliminated for specific reasons?
5. Describe briefly the construction methods. What kind of heavy equipment will be used? When will the work be done?
6. How are you protecting the wetlands and watercourses against disturbance that will result from construction?
7. Do you have any knowledge of a previous wetlands application for this property? If yes, please explain.

Include any available information that may assist the Agency in understanding your proposal. YOUR PERMIT, WHEN GRANTED, IS VALID FOR 5 YEARS; ONCE STARTED, WORK MUST BE FINISHED WITHIN THE SPECIFIC TIME PERIOD AS SPECIFIED IN THE APPROVAL MOTION UNLESS OTHERWISE APPROVED. SPECIFIC WRITTEN REQUESTS MUST BE MADE FOR EXTENSIONS OR RENEWALS (See Section 7.9) revised August 1, 1998