

# TOWN OF ANDOVER

## INLAND WETLANDS AND WATERCOURSES COMMISSION

### APPLICATION PACKET INSTRUCTIONS

#### **INLAND WETLANDS & WATERCOURSES COMMISSION (IWWC) MEETINGS**

The Andover IWWC meets at Town Hall (17 School Road) on the first Monday of each month at 7:00 PM *unless otherwise posted*. **(The Commission may meet virtually via Zoom—please see the meeting agenda or contact the Wetlands Agent for information on how to participate)**

#### **APPLICATION SUBMISSION GUIDELINES**

Please allow the Commission and Wetlands Agent ample time to review your application and supporting documents. It is strongly encouraged that all applications be submitted **at least 5 business days prior to the next regularly scheduled Commission meeting**.

**Please note that the Andover Town Hall is closed on Fridays.** To ensure that your application and any related documents are placed on the meeting agenda, please make sure everything is submitted by the Thursday morning before the Monday meeting. Please refer to the calendar on the Andover town website for exact meeting dates.

The Commission has 65 days from the date of receipt to act upon your application. Business days exclude holidays, weekends, the day of submittal, and the day of the meeting.

#### **CONTACT PERSON**

The Wetlands Agent for the Town of Andover will assist you with any questions that you might have regarding the application process.

The Wetlands Agent works part-time and may be reached via the Building Department at 860-742-7305 x 316 or by email (preferred) at [wetlands@andoverct.org](mailto:wetlands@andoverct.org).

#### **APPLICATION REQUIREMENTS**

The Town of Andover Inland Wetlands and Watercourses Regulations outlines the requirements for all applications. The applicant 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. **Incomplete applications may be denied by the Commission.**

**By regulation, all application fees and 8 copies of the application must be submitted for the application to be deemed complete. (8 Copies may not be required for fully virtual meetings—please contact the Wetlands Agent for more information).**

To review the application requirements, please use the [IWWC Application Requirements Checklist](#) available online: **Please visit [www.andoverct.org](http://www.andoverct.org) or contact the Building Department or Wetlands Agent for the latest revision of the application.**

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## **ANDOVER LAKE ACTIVITIES**

**The Commission regulates all activities within 200 feet of Andover Lake, including any activity within the lake itself.** To avoid being found in violation of the IWW Regulations, lake area residents should consult with the Wetlands Agent prior to the start of any activities within 200 feet of the Lake, including, *but not limited to*, construction of patios, sheds, or any other structure; repair or replacement of a septic system; additions to existing structures; and expansion of parking areas. In addition, any activity within the high water mark where there is placing of material or disturbance of soil, including, but not limited to, lake walls, dock installations, placing of stones at the lakefront, steps or boat landings into the lake also require an IWWC permit.

The Wetlands Commission cannot accept an application for a regulated activity on any property without the owner's consent; therefore, **all applications within the Andover Lake high water mark must include ALMA as a co-applicant.** (Please understand that while ALMA approval may be required/granted for activities as well, *ALMA approval does not constitute an IWWC permit approval.*) Providing a letter of support/approval from ALMA as part of your application submission is encouraged.

## **REVIEW PROCESS**

At the first regular meeting of the IWWC after submittal of your application, the Commission will formally receive your application. If your application was submitted with ample time for the Commission to review, it will discuss your application, including reviewing plans, asking clarifying questions, and possibly scheduling a site walk. The Commission legally cannot act on your application during the meeting that it is received. (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 a petition for such with 25 signatures.)

Depending on the complexity of your application, the Commission may act on the application (i.e., approve or deny the application) at the next regularly scheduled meeting of the Commission. For more complex applications, additional time may be requested to review the application. In certain circumstances, a public hearing may also be required.

## **PERMIT DURATION**

Depending on the approval motion, permits are valid for 2-5 years. **Please refer to the approval motion and your final permit to determine the actual duration of your permit.** Once started, work must be finished within the specific time period as specified in the approval motion, unless otherwise approved. Specific written requests made be made for extensions or renewals.

Date Submitted 4-26-21

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

Application # IWWC21-05

**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) WEDNESDAY of the week before the next regularly scheduled meeting of the IWWC. If Wednesday is a holiday, submit the Tuesday before.**

1. Timothy Gilmore 860-967-4433  
**Name of Applicant** **Evening Phone #**  
191 Long Hill Rd. Same as above  
**Mailing address** **Daytime Phone #**  
Andover, CT 06232 Same as above  
**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?** No  
**Is this land part of a previously Approved Subdivision?** No  
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. None.

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

191 Long Hill Rd. Andover, CT Map Block Lot #180  
Street address Tax Assessor's Reference

Nearest telephone pole # Subdivision & Lot #

Distance to intersection

7. Map/Site Plan (all applications) (**8 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 Residential

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

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(Use a separate 8½ 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.

Removing a few trees within 100 feet of the small stream that borders the property  
The stream dries up in the summer. The project includes cutting down a few trees, and  
removing the stumps with an excavator; grass will then grow up in that areas so children can play  
there.

- 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.

The stumps will be removed, and any large stones pushed to the edge of the property. Fill would only be  
necessary to ensure no notable holes remain. The stumps are in various spots over about a half an acre.

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 diagrammed on a site plan or drawing. A silt fence will be installed prior to any stump removal/excavation.

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

Mike Einsiedel - 173 Long Hill

Alphonso Capetillo - 195 Long Hill

**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

4-24-21

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

4-24-21

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.