

<p style="text-align: center;"><b>TOWN OF ANDOVER</b></p> <p style="text-align: center;"><b>INLAND WETLANDS AND WATERCOURSES COMMISSION</b></p> <p style="text-align: center;"><b>APPLICATION PACKET INSTRUCTIONS</b></p>
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**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.

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

**\*\*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.**

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|-----------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|
| 2. Kimberly Masiuk, P.E.                                                                                        |                         | 860-760-1908           |
| <b>Name of Authorized Agent</b><br>(if different from applicant, example: architect/engineer/surveyor/attorney) |                         | <b>Daytime Phone #</b> |
| BL Companies, Inc.                                                                                              |                         |                        |
| <b>Business Name</b>                                                                                            | <b>Cellular Phone #</b> |                        |
| 100 Constitution Plaza, 10th Floor                                                                              | Hartford, CT 06103      |                        |
| <b>Address</b>                                                                                                  | <b>Town/State/Zip</b>   |                        |

- Home Phone** **Business Phone** **Cellular Phone #**

- 3

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

CT DOT Encroachment Permit

Andover Site Plan Permit

EHHD Septic System Review Permit

Andover Building Permit

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

580 Lake Road

Map 33 Block 34 Lot 2B

Street address

Tax Assessor's Reference

SNET #3037

Lot 2B

Nearest telephone pole #

Subdivision & Lot #

0 feet, property is a corner 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 Survey dated 10/18/21,

3) Zone Classification Industrial (I) Plans dated 12/10/21

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

A portion of the lot is located in Zone B which is identified as  
the "areas between limits of the 100 year flood and 500 year  
flood". The FEMA FIRM has been provided in Appendix A of the  
Stormwater Management report.

(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.

See attached narrative.

- 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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See attached narrative.

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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:**

See attached list

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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.

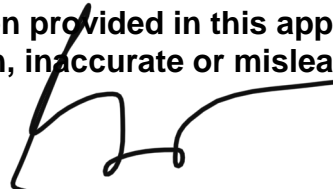
See attached Exhibit B

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

12/21/2021

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.

EXHIBIT B  
Notice of Permitting Rights

The undersigned parties hereby certify that Seller and Purchaser have entered into that certain Purchase and Sale Agreement dated as of August 2<sup>nd</sup>, 2021 (the "Agreement") and that the Agreement contains the following terms:

Seller: Lake Road LLC

Purchaser: Garrett Homes LLC, a Connecticut limited liability company

Property: A Portion of 580 Lake Road, Andover, CT


Purchaser's  
Permitting  
Rights:

Section 4 of the Agreement provides in part, "At Purchaser's request, and at the cost and expense of Purchaser, Seller shall, if necessary as owner of the Property, promptly execute applications for permits, licenses and other governmental and quasi-governmental permits and approvals reasonably deemed to be necessary by Purchaser in connection with the pursuit of the Approvals and shall otherwise cooperate with Purchaser in obtaining the Approvals. Seller shall not, during the term of this Agreement, make any applications for permits, licenses or other governmental and quasi-governmental permits and approvals relating to the Property.

The purpose of this notice is to provide governmental authorities and other parties with notice that Purchaser has the authority to apply for and obtain permits and approvals in connection with the development of the Property without Seller's further consent. This notice is not intended to expand or reduce any of the rights afforded Seller or Purchaser in the Agreement.

SELLER:

LAKE ROAD LLC

By:   
Name: Andrew Minicucci  
Title: Managing Member

PURCHASER:

GARRETT HOMES LLC

By:   
Name: Gary W. Eucalitto  
Title: Member