

# Town of Andover Inland Wetlands & Watercourses Commission

## APPLICATION CHECKLIST



### APPLICANT INSTRUCTIONS:

The IWWC may deny an incomplete application. Please use the following checklist to help complete your application before you submit it.

Applications must be submitted at least one business day prior to a regularly scheduled IWWC meeting. **Please note that the Andover Town Hall is closed on Fridays.** It is strongly encouraged that applications be submitted at least 5 days in advance to allow for adequate review by the Commission. For complex applications, it is recommended that applicants schedule a pre-application meeting with the wetlands agent prior to submission.

Questions? Contact the Wetlands Agent: 860-742-7305 x4221 or [wetlands@andoverct.org](mailto:wetlands@andoverct.org)

### PART 1. Documents Required for ALL Applications

*Refer to Town of Andover IWW Regulations Section 7 – Application Requirements*

☐ **Complete [PERMITLINK ONLINE APPLICATION FORM](#) containing:**

1. Applicant name and contact information (address and phone)
2. Applicant's interest in the land
3. Property owner name, contact information, and signed consent (if not applicant)
4. Name and contact information of licensed engineer, soil scientist, and/or any other environmental professionals involved in the preparation of the application
5. Location of property, including Map and Lot number (available from Assessor)
6. Purpose and description of the proposed activity
7. Calculation of the area (in square feet) of wetlands or watercourses to be disturbed
8. Proposed erosion and sediment controls
9. Other mitigation measures proposed
10. Alternatives considered and reason for not selecting
11. Names and mailing addresses of adjacent land owners (available from Assessor)
12. Applicant's signature

☐ **SITE MAP** containing, at a minimum, the following elements:

1. Map date
2. North arrow
3. Scale
4. Property boundaries
5. Location of wetlands and watercourses
6. Existing conditions (recommend including two maps—one map for existing conditions, and one map for proposed conditions)
7. Proposed conditions

## PART 1 (Continued). Documents Required for ALL Applications

- ☐ Certificate of mailing of **NOTIFICATION TO THE ADJACENT MUNICIPALITY** if:
- Any portion of the property is located within 500 feet of an adjoining municipality.
  - Traffic to and from the completed project will use streets within the adjoining municipality to enter or exit the site.
  - Sewer or water drainage from the project site will flow through and impact the sewage or drainage system within the adjoining municipality.
  - Water run-off from the improved site will impact streets or other municipal or private property within the adjoining municipality.
- ☐ Completed [CT DEEP STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM](#)\*

## PART 2. Additional Documents Requested for Other Application Types

### Permit modification or extension requests:

- ☐ Copy of previously approved permit

### Applications for properties on Andover Lake:

- ☐ Letter of support from ALMA
- OR ☐ Certificate of mailing of notification of application and meeting date to the Andover Lake Management Association: ALMA, P.O. Box 3, Andover, CT 06232

### Septic system installations or repairs:

- ☐ Health Department approval letter

### Applications associated with a previously approved subdivision:

- ☐ Copy of associated subdivision plan

### Applications associated with a Controlled Burn:

- ☐ Copy of complete burn plan, including proposed runoff controls

### Complex Applications:

- ☐ Professionally prepared site plan - dated, signed and stamped by Engineer
- ☐ Wetlands delineation map prepared by a professional Soil Scientist
- ☐ Pre-development and post-development stormwater drainage calculations and drainage area map
- ☐ CT [National Diversity Database](#) (NDDB) report or proof of related correspondence
- ☐ Certificate of mailing of notification of application and meeting date to adjacent property owners  
(\*A list of names and addresses is available from the Assessor)