



Inland Wetlands and Watercourses Agency
101 Field Point Road, Greenwich, CT 06830
203-622-7736

APPLICATION CHECKLIST

Please Take Note

The Checklist is required with submission of your completed application.

Applications CANNOT be accepted without an appointment.

To schedule an appointment, once your application package is complete and ready for submission, please contact:

Peter Mangs, Applications Coordinator

By email at: peter.mangs@greenwichct.org

During this appointment, the checklist will be used to ensure completeness of your application.

The checklist is designed to expedite the processing of your application. Please have Agency staff review the checklist with you. All checked items should be submitted by the submission deadline.

Name: _____ Phone: _____

Project Location: _____

The Agency and/or staff may require additional information during the review. Please be aware that a timely review depends on the completeness of the information submitted.

FILING FEE \$ _____ (checks made payable to Town of Greenwich)

Reviewed by: _____ Received on: _____

Town of Greenwich Inland Wetlands & Watercourses Agency

Application Checklist Agent Review for Minor Impact Activities

The original, and 2 paper copies, of the following information shall be submitted.

- ___ 1. Completed application form;
- ___ 2. A location map at a scale of 1"=1,000' showing the location of the land which is the subject of the proposed activity (e.g. inset on the site plan of copy of online map);*
- ___ 3. Complete Set of detailed Site Plans, including Erosion and Sedimentation Control Plan;*
- ___ 4. Project narrative describing the proposed activity and its purpose, erosion and sedimentation controls and other management practices, and mitigation measures;
- ___ 5. Recent photographs of the proposed project area and associated wetlands and watercourses, cross referenced and labeled on a reduced copy of the site plan.

And the following, as listed:

- ___ 6. Evidence of compliance with the Town of Greenwich Drainage Manual; **(2 copies)**
- ___ 7. If applicant is not owner of the property, a letter of consent from the owner authorizing the applicant to act as the owner's agent; **(the original letter signed by the owner)**
- ___ 8. Copy of the property record card from the Tax Assessor Office;
- ___ 9. A completed "State Wide Inland Wetland Activity Reporting Form;"
- ___ 10. List of names and mailing addresses of all abutting property owners, including owners of property across the street from the subject property, together with a proof of mailing via affidavit of notification, or Certificate of Mailing, and a copy of the mailed letter;
- ___ 11. If project is located within a public water supply watershed:
 - a. Proof of notification (certified mail, return receipt requested) of the appropriate water company
 - b. Proof of notification to the Connecticut State Department of Public Health.
Fill out online form at the CT Department of Public Health website @ **(http://www.ct.gov/dph/lib/dph/drinking_water/pdf/Watershed_or_Aquifer_Area_Project_Notification_Form.pdf)**
Email one copy of on-line form to the CT Department of Public Health.
Submit one printed copy of the completed form with IWWA application;
- ___ 12. Soils report with sketch of flagged wetlands; **(the original copy signed by the soil scientist);**
- ___ 13. A CD containing a digital copy of the entire application in pdf format, including the Complete Set of detailed Site Plans, Drainage Summary Report and/or Drainage Exemption forms, and other engineering related documents.

*Please note that all site plans should be folded to 9" x 12" at the time of submittal

For further explanation of the application requirements listed above, see section 7 of the IWWA regulations.

SAMPLE NOTIFICATION LETTER & CERTIFICATE OF MAILING

TO BE SUBMITTED WITH EACH APPLICATION:

CERTIFICATE OF MAILING

U.S. POSTAL SERVICE	CERTIFICATE OF MAILING
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER	
Received From: _____	

One piece of ordinary mail addressed to: _____	

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

PS Form **3817**, January 2001

EXHIBIT A

A list of names and addresses of all abutting property owners to subject property, including across the street from the subject property.

EXHIBIT B: Sample notification letter

Your name and address

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Greenwich, Inland Wetlands & Watercourses Agency for (type of application) approval for (address).

Further information concerning this application may be obtained by contacting the Inland Wetlands Agency at 622-7736.

Signature _____