

City of Stamford
ENVIRONMENTAL PROTECTION BOARD
888 Washington Boulevard
Stamford, CT 06904
(203) 977-4028

APPLICATION FOR A PERMIT TO CONDUCT REGULATED ACTIVITIES WITHIN OR AFFECTING A WETLAND, WATERCOURSE, 100-YEAR FLOODPLAIN/SPECIAL FLOOD HAZARD AREA, SETBACK, OR DESIGNATED OPEN SPACE/CONSERVATION AREA.

INSTRUCTIONS

I. GENERAL CONDITIONS:

Prior to the submission of any application, the prospective applicant is encouraged to consult with the Environmental Protection Board staff for the purpose of seeking advice and guidance with respect to the proposed regulated activities and the requirements for submittal.

Regulated Activities are defined in Section 2.24 of the regulations; Regulated Areas are defined in Section 2.25 of the regulations; and Application Procedures are listed in Section V. of the regulations. A complete version of the regulations is available online at: <http://cityofstamford.org> on the Environmental Protection Board's main page.

A minimum of 12 copies (in addition to the original) of the completed application form, soil survey as prepared by a Soils Scientist, plans, maps and other pertinent information are required.. In addition, a copy of the property deed (available at the Town Clerks Office) should be submitted with this application.

Written consent of the property owner is required if the applicant is not the owner. All permits will be issued to the owner of record and filed accordingly on the Stamford Land Records at the expense of the applicant upon issuance by the board. Permits are not transferable except as expressly approved in writing by the Board or its designated Agent.

Applications must be received before 4:00 P.M. at the EPB office at least three days prior to the regularly scheduled meeting to be included on the agenda of that month's meeting.

The applicant will be notified in writing if additional information is required by the Board in accordance with Section 5.5 of the regulations. Such additional information must be submitted to staff at least 15 days prior to the next scheduled meeting.

II. GENERAL NOTIFICATIONS:

The applicant must provide, at the time of filing, a list of property owners who have been advised of the filing of the application, along with **a copy of the letter sent**, and the CERTIFICATE OF MAILING from the U.S. Postal Service (see the next page of these instructions for a sample letter). The following paragraph denotes the required parameters for notification of the surrounding properties:

1) In the case of activities affecting inland wetland areas, setbacks, flood hazard areas, and/or Open Space/Conservation areas, notification shall be sent by the applicant to all property owners within **250 feet** of the boundaries of the subject property that is the subject of the application.

2) In the case of activities **taking place within** or involving the **altering of permanent watercourses**, notification shall be sent by the applicant to all property owners on both sides of the watercourse, upstream and downstream, within **500 feet** of the boundaries of the subject property.

When the area of notification extends to an adjoining town, the property owners within those towns shall also be notified.

The names and addresses of property owners may be obtained from the records maintained at the Assessors Office. The listing of property owners submitted with the application must include location or address, lot number, and tax identification number to correlate to the Assessors records.

SAMPLE NOTIFICATION

Dear [Property Owner]:

This correspondence serves as the required notification pursuant to the Inland Wetlands and Watercourse Regulations of the City of Stamford that an application to conduct regulated activities has been filed with the Stamford Environmental Protection Board (EPB).

The applicant is seeking to [INCLUDE A DETAILED DESCRIPTION OF PROJECT] on property located at [INCLUDE STREET ADDRESS OR LOCATION].

The application procedures of the EPB require that this notice be provided to surrounding property owners. Any questions may be directed to [NAME OF APPLICANT or AGENT] at [TELEPHONE #].

Sincerely,

[NAME OF APPLICANT/AGENT]

NOTIFICATIONS TO SURROUNDING PROPERTY OWNERS SHOULD BE SENT WITH CONFIRMATION PROVIDED BY U.S. POSTAL SERVICE CERTIFICATE OF MAILING. FORMS ARE AVAILABLE AT POST OFFICE BRANCHES.

III. SPECIAL CONDITIONS:

The applicant must give written notice, CERTIFIED MAIL, RETURN RECEIPT REQUESTED, to the adjacent municipal wetlands agency for applications involving properties that are within 500 feet of the boundary of the adjacent municipality. Proof of such mailing must be submitted with the application at the time of filing.

If the application involves property that is located within a drinking water supply watershed, the applicant must give written notice, CERTIFIED MAIL - RETURN RECEIPT REQUESTED, to the Commissioner of the Connecticut Department of Public Health. Stamford's Watershed Map will help you determine if your property is located within a drinking water supply watershed. This map can be found on the City of Stamford's website <http://cityofstamford.org> by going to the link on the Environmental Protection Board's main page. Proof of such mailing must be submitted with the application at the time of filing. This notice should be addressed as follows:

*J. Robert Galvin, M.D., M.P.H., Commissioner
Connecticut Department of Public Health
P.O. Box 340308
Hartford, CT 06134*

IV. FEES REQUIRED AT THE TIME OF APPLICATION:

The following required filing fees must be submitted with the application in accordance with Section 5.10 of the regulations.

APPLICATION FEES

In addition to the completed application form and Certificate of Mailing, the submittal must also include the required fees in the form of a **check payable to the City of Stamford** in the amount of **\$260.00**. This amount includes the base application fee of \$200.00 and a required State Land Use Fee of \$60.00.

In addition to the base application fee shown above, the following supplemental fees, where applicable, are payable at the time of application submittal:

- New detached single family and two family buildings - \$300.00/building.
- New multi-family buildings (three or more units) - \$150.00/1000 square feet of building area.
- New commercial buildings - \$150.00/1,000 square feet of building area.
- Subdivisions - \$150.00/lot.
- A fee equal to twice (2X) the application fee shall be required for all permit applications submitted as a consequence of a violation or other enforcement action

OTHER FEES –

The applicant is responsible for the publication costs of all required legal notices etc.

A hearing-cost fee of \$750.00 per session shall be required for those applications where a public hearing is held.

A fee equal to the application fee shall be required for all requests for permit modifications.

Active Permits (approved and issued) require an Annual Compliance Fee equal to the application fee . The Board may waive the compliance fee for projects, which at its discretion, do not involve a significant degree of follow-up compliance inspection.

In addition to the fees shown above, applicants must arrange for PREPAYMENT of the costs of all required legal notices that are to be published in the Stamford Advocate as part of the application process. A minimum of two notices should be anticipated. The newspaper will contact the applicant directly regarding prepayment. Failure to prepay will result in removal of your application from consideration and/or the revocation of your permit.

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APPLICATION FOR A PERMIT TO CONDUCT REGULATED ACTIVITIES

1. APPLICANT:

Name of Applicant: _____

Home Address: _____

Telephone: _____

Business Address: _____

Business Phone #: _____

Title of Project (if applicable): _____

Applicant's Interest in the Property (check where appropriate):

Owner: _____ Lessee: _____ Lessor: _____ Agent: _____ Other: _____

2. OWNER:

Name of Property Owner: _____

Home Address: _____

Telephone: _____

Business Address: _____

Business Phone #: _____

If the applicant is not the owner of record, the owner must provide written correspondence authorizing the applicant to file this application to conduct regulated activities.

3. LOCATION / DESCRIPTION:

a) Geographical location of the subject property in sufficient detail to allow identification of the property on the "Inland Wetlands and Watercourses Map" (include orientation sketch)._____

b) Lot Number:_____ List Number:_____

Subdivision #:_____ T-Map Number:_____

Total Acreage:_____ Assessor's Card #:_____

Zone:_____ Block Number:_____

c) The Property is located within 500 feet of a Municipal Boundary
Yes:___ **See "Special Conditions", Section III of instructions** No:___

d) The Property is located within a drinking water supply watershed:
Yes:___ **See "Special Conditions", Section III of instructions** No:___

e) The Property is serviced by (check where appropriate):
Septic system:___ Sewer:___ / Private well:___ Municipal water:___

4. REGULATED ACTIVITIES:

a) License is sought to conduct the following regulated activities (check where appropriate):

Alteration:___ Deposition:___ Construction:___ Removal:___

Pollution:___ Obstruction:___ Other (Specify):_____

b) The proposed activities will affect the following (check where appropriate):

Wetland Soils:___ Open Water:___ Setback:_____

Watercourse:___ Floodplain:___ Open Space/Conservation:___

Other (specify):_____

c) Purpose and brief description of the activity for which authorization is requested: _____

4. REGULATED ACTIVITIES (CON'T.):

d) Existing Conditions - Area Totals (Entire Property):

- i) Square feet of wetlands: _____
- ii) Linear feet of watercourse: _____
- iii) Square feet of open water: _____
- iv) Square feet of floodplain: _____
- v) Square feet of setback: _____
- vi) Square feet of open space/conservation area: _____

e) Proposed Conditions - Total Area Affected:

- i) Square feet of wetlands affected: _____
- ii) Linear feet of watercourses affected: _____
- iii) Square feet of open water affected: _____
- iv) Square feet of floodplain affected: _____
- v) Square feet of setback affected: _____
- vi) Square feet of open space/conservation area affected: _____
- vii) Square feet of wetlands created: _____

5. Notice Requirements (see “General Notifications”, Section II of instructions, for details):

- a) Names and addresses of individuals notified of this pending application as required by “The Inland Wetland and Watercourse Regulations of the City of Stamford.”

NAME	ADDRESS	LIST NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach sheets if necessary.)

- b) See “*Special Conditions*”, *Section III of instructions*, for additional notification requirements.

GENERAL CONDITIONS

The undersigned applicant understands that this application is to be considered complete when all information and documents required by the agency have been submitted.

The agency may request additional information to properly evaluate the proposed activities pursuant to Section 5.5 of the “Inland Wetland and Watercourse Regulations of the City of Stamford.” The applicant will be notified in writing of any further information required or when the application is deemed complete.

The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge.

The undersigned applicant hereby consents to necessary and proper inspections of the above property by authorized agents of the EPB.

Written signature _____

Printed signature _____

Date _____