

Policy regarding submission of supplemental materials supporting applications to the Stamford Environmental Protection Board

The members of the Stamford Environmental Protection Board are city residents who volunteer their time to serve as the municipal Inland Wetlands and Watercourses Agency, Conservation Commission, and Flood and Erosion Control Board. One of the chief tasks performed by the members is to review applications to conduct regulated activities in and adjacent to inland wetlands and/or flood prone areas. Applications are considered at the regular monthly meetings of the EPB, which are generally held on the third Thursday of each month, except August.

EPB staff reports are generally prepared during the week before each meeting. Supplemental application materials submitted after 12 noon on Tuesday the week before a meeting may not be considered in staff reviews. Paper copies of plans and documents that have been submitted in support of pending applications are delivered to the board members on the Friday afternoon before each meeting so they will have adequate time to review the application materials and the reports prepared by EPB staff analyzing the applications. Paper copies of supplemental material must be submitted by 10 am Friday the week before a meeting in order to be included in the members' packets.

EPB staff will not forward to members any electronic or paper materials that are submitted after the meeting packets have been delivered on the Friday afternoon before each meeting. It is unreasonable to expect the board members to repeatedly check their City of Stamford email inboxes between the distribution of the meeting packets and the following Thursday evening for any last minute information that might be submitted. Pushing such materials out to the members also makes it impossible for staff to provide their input to the members or to ensure that all of the members are reviewing the same information.

To summarize:

- No later than 12 noon on Tuesday of the week before each meeting = deadline to submit to EPB staff the PDFs of materials supplemental to the original application. ***It is the applicant's responsibility to confirm that the staff reviewer has received any materials that are submitted.***
- No later than 10 am Friday of the week before each meeting = deadline to submit to the EPB office the required paper copies of the supplemental materials that have been submitted electronically by the Tuesday noon deadline for inclusion in EPB members' meeting packets. *Any such materials submitted after 10 am the Friday before each meeting will be distributed in the packet for the subsequent month's meeting if the corresponding application is still pending before the Board.*

Adopted by the Environmental Protection Board on January 22, 2026