

**APPLICATION PACKET  
MANSFIELD INLAND WETLANDS AGENCY  
4 SOUTH EAGLEVILLE ROAD, STORRS, CT 06268  
TEL: 860-429-3334  
OR 429-3331;  
FAX: 860-429-6863**

**Please use this checklist as an aid in making sure that you have completed the forms correctly. The Agency requires that each item in the application form be filled out. Failure to do so may result in application denial and the need for you to resubmit your application and pay an additional fee.**

- Consultation with Wetlands Agent**
- Amount of fee paid \_\_\_\_\_**
- Dated map/site plan**
- Project description**
- Names and addresses of abutters**
- Certified postal receipts to abutters**
- Certified postal receipts to Windham Water Works (if applicable)**
- Certified postal receipts to adjoining town  
(if less than 500' from town line)**
- Statewide Reporting Form**

**Your application goes to Agency members on the Friday before a meeting as part of a large packet of information. It is suggested that you submit your application a full week ahead of the meeting to allow for a preliminary review by staff. The more information you can provide to help the Agency understand your proposal, the easier it will be for them to act on your application.**

**APPLICATION FOR PERMIT  
 MANSFIELD INLAND WETLANDS AGENCY  
 4 SOUTH EAGLEVILLE ROAD, STORRS, CT 06268  
 TEL: 860-429-3334 OR 429-3331  
 FAX: 860-429-6863**

FOR OFFICE USE ONLY

File # \_\_\_\_\_

W \_\_\_\_\_

Fee Paid \_\_\_\_\_

Official Date of Receipt \_\_\_\_\_

*Applicants are referred to the Mansfield Inland Wetlands and Watercourses Regulations for complete requirements, and are obligated to follow them. For assistance, please contact Grant Meitzler, Inland Wetlands Agent at the telephone numbers above.*

Please print or type or use similar format for computer; attach additional pages as necessary.

**Part A - Applicant**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip \_\_\_\_\_

Telephone-Home \_\_\_\_\_ Telephone-Business \_\_\_\_\_

**Title and Brief Description of Project**

\_\_\_\_\_

\_\_\_\_\_

**Location of Project** \_\_\_\_\_

**Intended Start Date** \_\_\_\_\_

**Part B - Property Owner** (if applicant is the owner, just write "same")

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip \_\_\_\_\_

Telephone-Home \_\_\_\_\_ Telephone-Business \_\_\_\_\_

Owner's written consent to the filing of this application, if owner is not the applicant:

Signature \_\_\_\_\_ date \_\_\_\_\_

Applicant's interest in the land: (if other than owner) \_\_\_\_\_

**Part C - Project Description (attach extra pages, if necessary)**





the Inland Wetlands Agency of the adjoining town, by certified mail, return receipt requested.

- 3) The Statewide Reporting Form (attached) shall be part of the application and specified parts must be completed and returned with this application.

**Part J - Other Impacts To Adjoining Towns, if applicable**

- 1) Will a significant portion of the traffic to the completed project on the site use streets within the adjoining municipality to enter or exit the site? \_\_\_Yes\_\_\_No\_\_\_Don't Know
- 2) Will sewer or water drainage from the project site flow through and impact the sewage or drainage system within the adjoining municipality? \_\_\_ Yes \_\_\_No \_\_\_ Don't Know
- 3) Will water run-off from the improved site impact streets or other municipal or private property within the adjoining municipality? \_\_\_ Yes \_\_\_No \_\_\_Don't Know

**Part K - Additional Information from the Applicant**

Set forth (or attach) any other information which would assist the Agency in evaluating your application. (*Please provide extra copies of any lengthy documents or reports, and extra copies of maps larger than 8.5" x 11", which are not easily copied.*)

**Part L - Filing Fee**

Submit the appropriate filing fee. (Consult Wetlands Agent for the fee schedule available in the Mansfield Inland Wetlands and Watercourses Regulations.)

\_\_\_\_\_ \$365. \_\_\_\_\_ \$110. \_\_\_\_\_ \$60. \_\_\_\_\_ \$25.

*Note: The Agency may require you to provide additional information about the regulated area which is the subject of the application, or about wetlands or watercourses affected by the regulated activity. If the Agency, upon review of your application, finds the activity proposed may involve a "significant activity" as defined in the Regulations, additional information and/or a public hearing may be required.*

***The undersigned applicant hereby consents to necessary and proper inspections of the above mentioned property by members and agents of the Inland Wetlands Agency, at reasonable times, both before and after the permit in question has been granted by the Agency.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### **Project Description Guidelines for Part C – page 3**

1. Explain exactly what work you propose to do and how close it will be to a wetland or watercourse.
2. Describe area of disturbance and volume and type of material to be filled or excavated. How much wetlands will be disturbed? Non-wetland areas nearby?
3. Does the area of activity drain toward the wetland?
4. Are there alternatives that you considered but eliminated for specific reasons?
5. Describe briefly the construction methods. What kind of heavy equipment will be used? When will the work be done?
6. How are you protecting the wetlands and watercourses against disturbance that will result from construction?
7. Do you have any knowledge of a previous wetlands application for this property? If yes, please explain.

### **Sketch Map or Site Plan Guidelines for Part F – page 4**

**The following 10 details are required for every application:**

1. Applicant's name
2. Date and revision date, if applicable.
3. North arrow and scale of map.
4. Abutting road with road name shown on it.
5. Property lines --if a large property, at least those lines within 200' of the proposed work.
6. Wetland and watercourse locations (including those off your property) within 150' of your proposal--draw a line showing the part of the project that is the closest distance to wetlands and indicate distance in feet.
7. Existing buildings, driveways, well, septic and physical features.
8. Proposed work in detail, including all areas of construction, grading/regrading, excavation, filling. Include stockpiling and staging area locations if applicable. The exact location must be shown of all areas that will be disturbed.
9. Show roof and footing drains by drawing locations.
10. Show location of Erosion & Sedimentation controls (silt fence or hay bale protections) together with any other measures that will protect the wetland/watercourse areas.

Include any available information that may assist the Agency in understanding your proposal.

**YOUR PERMIT, WHEN GRANTED, IS VALID FOR 5 YEARS; ONCE STARTED, WORK MUST BE FINISHED WITHIN THE SPECIFIC TIME PERIOD AS SPECIFIED IN THE APPROVAL MOTION UNLESS OTHERWISE APPROVED. SPECIFIC WRITTEN REQUESTS MUST BE MADE FOR EXTENSIONS OR RENEWALS (See Section 7.9) rev. 12/21/98**