



TOWN OF ENFIELD

Inland Wetlands & Watercourses Agency

Planning Division • 820 Enfield Street Enfield, CT 06082

Telephone: 860-253-6355 Website: www.enfield-ct.gov

Permit Application for Inland Wetlands & Watercourses Activity

Application For: Permit Extension Agent Approval Other _____
 Modification (Existing Permit/ Application #'s): _____

Staff Use Only

IW #:		View Permit #:	
IWWA Regulation Section:			

PLEASE REVIEW LAND USE APPLICATION GUIDE FOR INSTRUCTIONS

Property Address: _____ Map #: _____ Lot #: _____

Zone(s): _____ Size of Parcel: _____ Account #: _____

Current Use: _____

Project Name: _____

Summary Description: _____

Applicant's Name: _____

Applicant's Address: _____

Contact #: _____ Email: _____

Applicant's Representative: _____

Representative Address: _____

Contact #: _____ Email: _____

Does Applicant own the Property? Yes (Attach Copy of DEED)
 No (Provide Information Below)



TOWN OF ENFIELD

Owner's Name: _____

Owner's Contact #: _____

Owner's Address: _____

Owner's Email: _____

Project Information:

Septic: Yes No

Public Sewer: Yes No

Well Water: Yes No

Public Water: Yes No

Outdoor Storage: Yes No

Design District: Yes No

Do wetlands and watercourses affect this application? Yes No

Is the property within a Level A or Level B Aquifer Protection Area? Yes No

Does this application include any regulated activity in a floodplain Yes No

(If yes, you will need to also submit a Flood Hazard Development Permit application to the Planning & Zoning Commission)

What is the total lot acreage? _____

What is the length of the property frontage? (List by Street) _____

Name the abutting street(s): _____

What are the existing land uses and zoning districts for abutting properties or across the street(s)?

North _____

East _____

South _____

West _____



TOWN OF ENFIELD

Environmental History:

Is any portion of the property located within 500 feet of an adjoining municipality? Yes No

Name Municipalities: _____

Area of wetlands located on the property: _____ Square Feet

Area of wetlands to be impacted: _____ Square Feet

Watercourses located on the property: Yes No

Name and type of watercourses: _____

Are proposed activities located within the 100-Year floodplain? Yes No

Are proposed activities located within a floodway? Yes No

Are there slopes with grades in excess of 15% located on the property? Yes No

Is any portion of the project located within a public water supply aquifer or watershed area?
 Yes No

Phase I: Land Records reviewed for environmental hazards? Yes No

Phase II: Environmental Hazards Identified? Yes No

If yes, please list the environmental conditions found: _____



TOWN OF ENFIELD

The applicant understands that this application is to be considered complete only when all information and documents required by the Agency have been submitted. The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief. Permission is granted to the Town of Enfield, Inland Wetlands & Watercourses Agency, and its agent(s) to walk the land, at reasonable times, and perform those tests necessary to properly review the application, both before and after a final decision has been issued.

I have reviewed and acknowledge the Land Use Application Guide for further instructions on how to complete my application.

Applicant Signature: _____ **Date:** _____

Print Name: _____

Owner's Signature: _____ **Date:** _____

Print Name: _____

Subscribed and sworn to before me _____ day of _____, 20_____.

Notary Public

My Commission Expires:

For Office Use	
Application #: _____	Date Submitted: _____
DEP Form Submitted Date: _____	



TOWN OF ENFIELD

Enfield Inland Wetlands and Watercourses Agency Application Checklist

Documents Required	
<input type="checkbox"/>	All plans including revised plans must be submitted to the Department 25 days prior to a Board or Commission meeting. Plans will be reviewed, circulated, and commented by appropriate Departments.
<input type="checkbox"/>	An original of the completed application form and site plan and fourteen (14) full size copies of the set of site plans and any report.
<input type="checkbox"/>	Fourteen (14) copies of 24 X 36 plans are to be submitted in complete sets- stapled and map folded. Part II of the DEEP Reporting Form completed.
<input type="checkbox"/>	Four (4) copies of all reports required are to be submitted. i.e. Drainage, stormwater, soils, etc.
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	If any portion of the project is located within a public water supply aquifer or watershed areas Public Act No. 06-53 of the CT G.S. requires the following: <ol style="list-style-type: none"> 1. Written notice including Project Notification Form (PNF) to the involved Water Company within seven (7) days of submittal of any application, petition, request, or plan to the Town of Enfield. 2. Notice to the Water Company by the applicant is to be by certified mail, return receipt requested. The PNF and Level A Aquifer Protection Area mapping can be obtained from the Town of Enfield Planning Department as well as online.
<input type="checkbox"/>	Pre and post development storm water drainage calculation, with drainage area map.
<input type="checkbox"/>	Report on soil types and characteristics from Professional Soil Scientist who delineated wetlands. Report shall include a minimum of one (1) field soil profile for each wetland soil type within project area. Profile shall be presented in data sheet format. As needed as mapped.
<input type="checkbox"/>	The applicant must certify whether any portion of the property is within 500 feet of an adjoining municipality, whether streets from an adjoining municipality will be used for entering or exiting the site, whether sewer or water drainage will flow through or impact and adjoin municipality or whether water run-off will impact streets or adjoining municipal or private property within an adjoining municipality. If the project falls within any of the above mentioned definition, then a letter must be sent by certified mail to the adjoining municipality. <ul style="list-style-type: none"> ▪ If the project falls within any of the above mentioned definitions, then a letter must be sent by certified mail to the adjoining municipalities Inland Wetland Agency along with a copy of the application and site plan being submitted to this Agency. Evidence of submission shall be submitted to the Enfield IWWA.
<input type="checkbox"/>	For proposed wetland impacts, a wetland assessment report from a soil scientist or other qualified individual.



TOWN OF ENFIELD

Site Plan Requirements	
<input type="checkbox"/>	Signed and Sealed by appropriate design professional (Surveyor, Engineer, Architect, and Landscape Architect) registered in the State of Connecticut.
<input type="checkbox"/>	Property boundaries, north arrow, name of project, date and type of drawing, subsequent dates of revision with description, names and addresses of engineers and surveyors (when appropriate), location map, property owner(s) and adjacent property owners.
<input type="checkbox"/>	Existing and proposed topography, structures, utilities, roadways and buildings. Plan/profile sheet shall be included for roads and all off road pipelines.
<input type="checkbox"/>	Soil types as mapped by the National Resource Conservation Service.
<input type="checkbox"/>	Wetlands located on adjacent properties, within approximately 100-feet of subject property.
<input type="checkbox"/>	Alternatives considered and rejected to be either shown on a site plan or explained in narrative form.
<input type="checkbox"/>	Soil and Erosion Control Measures including narrative, per 2002 CT E&S Control Guidelines at a minimum.
<input type="checkbox"/>	Wetlands boundaries delineated by a Professional Soil Scientist whose signatures are required on the site plan.
<input type="checkbox"/>	Limit of Upland Review Areas.
<input type="checkbox"/>	Cuts and fill volumes indicating source and type of fill, destination of removed fill, except for single-family homes or similar.
<input type="checkbox"/>	Limits of woody vegetation clearing.
<input type="checkbox"/>	Well locations and setbacks from septic system and drainage swales.
<input type="checkbox"/>	Septic system locations including reserve areas, existing and proposed grading, spot grades and setbacks from wetland areas.
<input type="checkbox"/>	Storm water drainage systems.
<input type="checkbox"/>	All existing and proposed pipe sizes, length and inverts.
<input type="checkbox"/>	Test pit and soil profile locations.
<input type="checkbox"/>	Acreage of wetlands/watercourses on the site and the acreages presented separately of wetland, watercourses or upland review areas to be altered.
<input type="checkbox"/>	Boundaries of 100-year floodplain or floodway as determined by FEMA.



TOWN OF ENFIELD

Detail Sheet	
<input type="checkbox"/>	Erosion and sediment control details along with a sequence plan.
<input type="checkbox"/>	Test pit logs.
<input type="checkbox"/>	Details of all proposed site improvements (i.e. drainage structures, pipes, footing drains, curtain drains, dewatering, cross section of septic system or sewer connection, cross section of detention, retention, or sediment basins, etc.).
<input type="checkbox"/>	Construction sequence specifications.
Public Hearing (If Required)	
<input type="checkbox"/>	Notice to immediate abutters by certified mail not less that twenty-one (21) days prior to the start of the public hearing.
<input type="checkbox"/>	A copy of the abutter's letter and proof of mailing notification is to be provided to the Planning Office 5 days prior to the scheduled public hearing. (If applicable).
<input type="checkbox"/>	Deadline to post public hearing sign(s) is 10 days prior to the scheduled meeting at which the application will be discussed.
	<ul style="list-style-type: none"> ▪ THE ENFIELD IWWA AND/OR THE PLANNING OFFICE MAY REQUEST ADDITIONAL INFORMATION DURING THE PERMIT PROCESS AS NECESSARY.
Additional Information	
	<ul style="list-style-type: none"> ▪ The Planning Department requires an electronic submission of all documents received in CD Format or on a USB drive.
	<ul style="list-style-type: none"> ▪ When multiple Commissions are involved the applicant must meet all conditions of approvals including final plan(s) revisions to obtain the appropriate signature of approval prior to applying to any other Land Use Commission.