



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](mailto: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 Agency Review for Moderate Impact Activities

Applications to conduct regulated activities subject to review by the Agency, but not to include significant impact activities, at a minimum, shall include **the original, plus 11 paper copies** of the following:

- \_\_\_ 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);\*
- \_\_\_ 3. Existing conditions site plan, prepared by licensed professionals, at a scale of 1"=50' or larger;\*
- \_\_\_ 4. Proposed conditions site plan, prepared by licensed professionals, at a scale of 1"=50' or larger;\*
- \_\_\_ 5. Complete Site Plan Set reduced to fit 11"x17" ledger paper;
- \_\_\_ 6. GIS map of the subject property, in color and sized to fit 8.5"x11" paper;
- \_\_\_ 7. Project narrative describing the proposed activity and its purpose, erosion and sedimentation controls and other management practices, and mitigation measures;
- \_\_\_ 8. Biological narrative of existing conditions and impacts;
- \_\_\_ 9. Narrative and sketch(es) of alternative(s) considered;
- \_\_\_ 10. 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:**

- \_\_\_ 11. Complete Set of Site Plans, including Erosion and Sedimentation Control Plan; **(3 copies)\***
- \_\_\_ 12. Evidence of compliance with the Town of Greenwich Drainage Manual; **(2 copies)**
- \_\_\_ 13. 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)**
- \_\_\_ 14. Copy of the property record card from the Tax Assessor Office;
- \_\_\_ 15. A completed "State Wide Inland Wetland Activity Reporting Form;"
- \_\_\_ 16. 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;
- \_\_\_ 17. 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 CT State Department of Public Health  
Fill out online form at the CT Department of Public Health website @
    - [https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking\\_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en](https://portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/drinking_water/pdf/WatershedorAquiferAreaProjectNotificationFormpdf.pdf?la=en)

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.
- \_\_\_ 18. Soils report with sketch of flagged wetlands; **(the original report signed by the soil scientist)**
- \_\_\_ 19. A CD containing a **digital copy of all application documents & plans in pdf format**, including the Complete Set of Site Plans, Drainage Summary Report and/or Drainage Exemption forms, and other 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 \_\_\_\_\_