Inland Wetlands Agency Application Process

1. **Applicant applies to IWA**
2. Inland Wetlands Agent reviews plans and applicants
3. Staff provides initial comments to Inland Wetlands Agency
4. Agency or Town Staff conduct site review
5. Application received at IWA Meeting
6. **IWA: Finding of Significant Impact?**
   - Yes
     - Applicant provides analysis of feasible and prudent alternatives
     - Public Hearing is scheduled and Legal Notice is published
   - No
     - Legal notice of decision is published
     - Applicant receives wetlands permit form
7. If approved
8. **Application reviewed / acted upon at IWA Meeting/Hearing**
9. Approved or denied?
10. If approved

*If plan is within 500' of town boundary or within water company or watershed*

*Town Staff provides comments to Applicant and IWA*

*Planning Staff notifies adjacent town or water company*

*Application reviewed / acted upon at IWA Meeting/Hearing*

*Approved or denied?*

*Legal notice of decision is published*

*Applicant receives wetlands permit form*
Notes on Inland Wetlands Agency Application Process

- When an application involves a regulated activity upon a wetland or watercourse, any portion of which is within 500’ of the Town line, the Town will notify the municipal who will notify the Wetlands Agency of the adjacent municipality. This notification must be in writing and sent by certified mail on the same day the application is filed with the Land Use Office.

- The Wetlands Agency must determine whether a proposed activity will have a significant impact on a wetland or watercourse. If they find it may have such an impact, an analysis of feasible and prudent alternatives must be provided by the applicant. Also, a public hearing will be required in accordance with section 22a-42a(c)(l) of the Connecticut General Statutes. C.G.S. section 22a-42a(c)(l) also requires that a public hearing be held if a petition signed by at least 25 persons requesting a hearing is filed with the IWA not later than 14 days after the day of receipt of such application, or if the Commission finds that a public hearing regarding such application would be in the public interest.

- When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in section 16-1 of the Connecticut General Statutes, the applicant shall provide written notice of the application to the water company provided such water company has filed a map showing the boundaries of the watershed on the land records of the municipality in which the application is made with the Inland Wetlands Agency of such municipality. Such notice shall be made by certified mail, return receipt requested, and shall be mailed within seven days or the date of the application.

- The applicant can submit a Wetlands Agency application up to 4:30 PM on the day before the regularly scheduled IWA meeting for it to be received by the IWA at that meeting.