

**SUFFIELD CONSERVATION COMMISSION APPLICATION CHECKLIST**

<b>N/A</b>	<b>Appl.</b>	<b><u>DOCUMENTS REQUIRED</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	An original and nine (9) copies of the completed application form and site plans.
<input type="checkbox"/>	<input type="checkbox"/>	One-11X17 set of plans
<input type="checkbox"/>	<input type="checkbox"/>	An approval form from North Central Health District for <b>each</b> proposed septic system <b>OR</b> Water Pollution Control Authority capacity letter for connections to existing sanitary sewers. North Central Health District approval for wells.
<input type="checkbox"/>	<input type="checkbox"/>	Pre and post development stormwater drainage calculation, with drainage area map, except single family homes.
<input type="checkbox"/>	<input type="checkbox"/>	Report on soil types and characteristics from Professional Soil Scientist who delineated wetlands.
<input type="checkbox"/>	<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 an adjoining 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 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 plan being submitted to this Commission.
<input type="checkbox"/>	<input type="checkbox"/>	For proposed wetland impacts a wetland assessment report from a soil scientist or other qualified individual.

**SITE PLAN REQUIREMENTS**

<input type="checkbox"/>	<input type="checkbox"/>	Stamped by a Professional Engineer registered in the State of Connecticut.
<input type="checkbox"/>	<input type="checkbox"/>	Property boundaries
<input type="checkbox"/>	<input type="checkbox"/>	Property owner(s) and adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures, roadways and buildings. Plan/profile sheets shall be included for roads and all off road pipelines.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography
<input type="checkbox"/>	<input type="checkbox"/>	The Town's Inland Wetland Map showing adjacent wetlands on abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>	Alternates considered and rejected to be either shown on a site plan or explained in narrative form.
<input type="checkbox"/>	<input type="checkbox"/>	Soil and Erosion Control Measures including Narrative, per 2002 CT E&S Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundaries delineated by a Professional Soil Scientist whose signature is required on site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Limits of Upland Review Areas
<input type="checkbox"/>	<input type="checkbox"/>	Cuts and fill volumes indicating source and type of fill, destination of removed fill except for single family homes.
<input type="checkbox"/>	<input type="checkbox"/>	Well locations and setbacks from septic systems and drainage swales
<input type="checkbox"/>	<input type="checkbox"/>	Septic system locations including reserve areas, existing and proposed grading, spot grades and setbacks (150 feet) from wetland areas.
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage systems
<input type="checkbox"/>	<input type="checkbox"/>	All pipe sizes, lengths and inverts
<input type="checkbox"/>	<input type="checkbox"/>	Test pit locations
<input type="checkbox"/>	<input type="checkbox"/>	Acreages of wetlands/watercourses on the site and the acreage of the upland review areas to be altered.

**DETAIL SHEET**

<input type="checkbox"/>	<input type="checkbox"/>	Erosion and sediment control details along with a sequence plan
<input type="checkbox"/>	<input type="checkbox"/>	Test pit logs
<input type="checkbox"/>	<input type="checkbox"/>	Details of drainage structures, pipes, footing drains, curtain drains
<input type="checkbox"/>	<input type="checkbox"/>	Cross section of septic system or sewer connection depicting any special precautions, i.e. clay plugging
<input type="checkbox"/>	<input type="checkbox"/>	Cross section of proposed detention, retention or sediment basins
<input type="checkbox"/>	<input type="checkbox"/>	Construction sequence specifications

**PUBLIC HEARING (IF REQUIRED)**

<input type="checkbox"/>	<input type="checkbox"/>	Notice to abutters within 100 feet or across the street mailed by certified mail not less than 15 days prior to the start of the public hearing.
<input type="checkbox"/>	<input type="checkbox"/>	(Legal Notice may be obtained from the Conservation Office)
<input type="checkbox"/>	<input type="checkbox"/>	(Green Cards will need to be handed in to the Conservation Office, 5 days prior to the start of the Public Hearing)
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the application, site plans and any other pertinent information to be delivered to the Town Clerk's Office not less than 15 days prior to the hearing.
<input type="checkbox"/>	<input type="checkbox"/>	A signature sheet for information submittals to be signed by the Town Clerk's Office can be obtained from the Conservation Office.

**THE SUFFIELD CONSERVATION COMMISSION MAY REQUEST ADDITIONAL INFORMATION DURING THE PERMIT PROCESS.**