**SUFFIELD CONSERVATION COMMISSION APPLICATION CHECKLIST**

<table>
<thead>
<tr>
<th>N/A</th>
<th>Appl.</th>
<th><strong>DOCUMENTS REQUIRED</strong></th>
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<tr>
<td>☑</td>
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<td>An original and nine (9) copies of the completed application form and site plans.</td>
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<td>One-11X17 set of plans</td>
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<td>An approval form from North Central Health District for each proposed septic system OR Water Pollution Control Authority capacity letter for connections to existing sanitary sewers. North Central Health District approval for wells.</td>
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<td>Pre and post development stormwater drainage calculation, with drainage area map, except single family homes.</td>
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<td>Report on soil types and characteristics from Professional Soil Scientist who delineated wetlands.</td>
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<td>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.</td>
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<td>For proposed wetland impacts a wetland assessment report from a soil scientist or other qualified individual.</td>
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**SITE PLAN REQUIREMENTS**

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

**DETAIL SHEET**

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

**PUBLIC HEARING (IF REQUIRED)**

- 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. (Legal Notice may be obtained from the Conservation Office)
- (Green Cards will need to be handed in to the Conservation Office, 5 days prior to the start of the Public Hearing)
- 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.
- 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.**