

### **OTHER FORMS THAT MAY NEED TO BE SUBMITTED**

(These follow the section, "Other Resources about Wetlands and Watercourses.")

#### **Receipt issued by the Town Clerk for Documents Submitted for Public Inspection**

This form is required for proposed changes to wetland regulations or wetland boundaries.

#### **Statewide Inland Wetlands and Watercourses Activity Reporting Form**

Applicants must complete and submit this form with the application. Refer to the accompanying map to identify the USGS Quadrangle map name and number for item 6, Location, on the form.

#### **Public Water Supply Watershed Area Project Notification Form**

See the map that follows the form entitled, "Areas Within the Town of Vernon Which Require Notice to CT Water Co. and CT Dept. of Public Health for Land Use Activities per CT General Statutes Sec. 8-3i and Sec. 22a-42f." If the proposed activity falls within one of the designated areas, the accompanying form must be completed and sent by certified mail, return receipt requested, within seven (7) days of submitting the application, to the address provided on the form and to the CT Department of Public Health via online registration at the web address provided on the form.

### **OTHER RESOURCES ABOUT WETLANDS AND WATERCOURSES**

#### **Connecticut Department of Environmental Protection (DEP)**

##### **General Information**, including

A Citizen's Guide To Participating in the Municipal Regulation Of Inland Wetlands and Watercourses, ([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=325680&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=325680&depNav_GID=1907)) This informative section provides information on your participation in the Municipal regulatory process and the regulation of Inland Wetlands and Watercourses. Sections on participation in public hearings and becoming an "intervener" are included.

Inland Wetlands Management - The following six subsections provide an overview of the regulatory and permitting process for activities in and around wetlands and watercourses in Connecticut:

- How are Wetlands and Watercourses Defined in Connecticut?  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=325684&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=325684&depNav_GID=1907))
- Municipal Permitting:  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443566&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443566&depNav_GID=1907))
- State and Federal Permitting:  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443562&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443562&depNav_GID=1907))
- History:  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443548&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443548&depNav_GID=1907))

## Connecticut Department of Environmental Protection (DEP) – continued

- Societal and Environmental Benefits of Wetlands and Watercourses:  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443564&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=443564&depNav_GID=1907))
- Education & Additional Information:  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=444734&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=444734&depNav_GID=1907))
- Vernal Pools:  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&q=325676&depNav\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&q=325676&depNav_GID=1907))
- Stream Crossing Guidelines:  
([http://usasearch.gov/search?v%3aproject=firstgov&v%3afile=viv\\_1137%4032%](http://usasearch.gov/search?v%3aproject=firstgov&v%3afile=viv_1137%4032%))
- The streaming video called "Introduction: Connecticut's Inland Wetlands and Watercourses Act" is an introduction to issues related to wetlands and watercourses in Connecticut.  
([http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=434010&depNAV\\_GID=1907](http://www.ct.gov/dep/cwp/view.asp?a=2720&Q=434010&depNAV_GID=1907))

### **Legislation and Related Guidance**

Inland Wetlands and Watercourses Act: pertinent information is found at sections 22a-36 through 22a-45: (<http://www.cga.ct.gov/2007/pub/Chap440.htm>)

Upland Review Area Regulations, Connecticut's Inland Wetlands and Watercourses Act: This document provides a guideline for upland review area regulations as found in Appendix C of the DEP Model Regulations.  
([http://www.ct.gov/dep/lib/dep/water\\_inland/wetlands/upland\\_review\\_document\\_june1997.pdf](http://www.ct.gov/dep/lib/dep/water_inland/wetlands/upland_review_document_june1997.pdf))

Agriculture, Forestry, and Wetlands Protection: Pamphlet explaining the relationship of agriculture, farming, and forestry activities to state and federal laws regulating the use of wetlands and watercourses.  
([http://www.ct.gov/dep/lib/dep/water\\_inland/wetlands/agriculture\\_forestry\\_and\\_wetlands\\_protection\\_in\\_ct.pdf](http://www.ct.gov/dep/lib/dep/water_inland/wetlands/agriculture_forestry_and_wetlands_protection_in_ct.pdf))

### Literature from other sources

The Vernon Planning Department has literature from the US Army Corps of Engineers and other organizations that may be helpful in understanding the functions and value of wetlands. Many documents are in Portable Document Format (pdf) and can be emailed or printed. A few are listed here.

- *Recognizing Wetlands* (pdf). US Army Corps of Engineers.
- *Are You Planning Work in a Waterway Or Wetland?* (pdf) US Army Corps of Engineers, New England Division.
- *Riparian Buffers* Fact Sheet (pdf). Delaware Riverkeeper Network: [www.delawareriverkeeper.org](http://www.delawareriverkeeper.org)
- *The Massachusetts Buffer Manual* (pdf), prepared by the Berkshire Regional Planning Commission for the Massachusetts Department of Environmental Protection, 2003.

**PLEASE SEE THE FORMS THAT FOLLOW**

USE THIS FORM ONLY IF THE REQUIREMENTS OF  
22-a-42a(b) OF THE C.G.S. MUST BE MET

RECEIPT FOR DOCUMENTS SUBMITTED FOR PUBLIC INSPECTION

TO: VERNON TOWN CLERK

FROM:

REFERENCE:

DATE"

The attached documents, consisting of:

are being submitted for public inspection under CGS 8-3(a)/22a-42a (b).

Received: \_\_\_\_\_

Vernon Town Clerk \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## **STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15<sup>th</sup> day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only** the **completed** reporting form to:

DEEP Land & Water Resources Division  
Inland Wetlands Management Program  
79 Elm Street, 3<sup>rd</sup> Floor  
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.

# **INSTRUCTIONS FOR COMPLETING THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.  
Do NOT submit a reporting form for withdrawn actions.*

## **PART I: Must Be Completed By The Inland Wetlands Agency**

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
  - A** = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
  - B** = Any Permit Denied by the Inland Wetlands Agency
  - C** = A Permit Renewed or Amended by the Inland Wetlands Agency
  - D** = A Map Amendment to the Official Town Wetlands Map - or -  
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
  - E** = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
  - F** = A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
  - G** = An Agent Approval pursuant to CGS 22a-42a(c)(2)
  - H** = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

**PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant** - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. Click on the following website for USGS Quad Map information: [http://ct.gov/deep/lib/deep/gis/resources/Index\\_NamedQuadTown.pdf](http://ct.gov/deep/lib/deep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn CLEAR's website: [http://clear.uconn.edu/data/map\\_set/index.htm](http://clear.uconn.edu/data/map_set/index.htm) (no roads depicted) or at CTECO: [http://www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp) (depicts roads, choose town and a natural drainage basin map).
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (i.e., don't just state "forestry", provide details such as "20 acre forestry harvest, permit required for stream crossing".)

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

- |  |   |
|--|---|
| <b>A</b> = Residential Improvement by Homeowner                  | <b>I</b> = Storm Water / Flood Control  |
| <b>B</b> = New Residential Development for Single Family Units   | <b>J</b> = Erosion / Sedimentation Control  |
| <b>C</b> = New Residential Development for Multi-Family / Condos | <b>K</b> = Recreation / Boating / Navigation  |
| <b>D</b> = Commercial / Industrial Uses                          | <b>L</b> = Routine Maintenance  |
| <b>E</b> = Municipal Project                                     | <b>M</b> = Map Amendment  |
| <b>F</b> = Utility Company Project                               | <b>N</b> = State Agency Project   |
| <b>G</b> = Agriculture, Forestry or Conservation                 | <b>P</b> = Other (this code includes the approval of<br>concept plans with no-on-the-ground work) |
| <b>H</b> = Wetland Restoration, Enhancement, Creation            |   |

10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

- |  |  |
|--|--|
| <b>1</b> = Filling   | <b>8</b> = Underground Utilities Only (no other activities)  |
| <b>2</b> = Excavation  | <b>9</b> = Roadway / Driveway Construction                   |
| <b>3</b> = Land Clearing / Grubbing (no other activity)            | <b>10</b> = Drainage Improvements                            |
| <b>4</b> = Stream Channelization                                   | <b>11</b> = Pond, Lake Dredging / Dam Construction           |
| <b>5</b> = Stream Stabilization (includes lakeshore stabilization) | <b>12</b> = Activity in an Established Upland Review<br>Area |
| <b>6</b> = Stream Clearance (removal of debris only)               | <b>14</b> = Activity in Upland                               |
| <b>7</b> = Culverting (not for roadways)                           |  |

**Examples:** Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

**PART III: To Be Completed By The DEEP** - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



## Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Please complete and mail this form in accordance with the instructions on pages 2 and 3 to:*

*DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3<sup>rd</sup> Floor, Hartford, CT 06106*

*Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.*

### PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: \_\_\_\_\_ month: \_\_\_\_\_
2. ACTION TAKEN (see instructions, only use one code): \_\_\_\_\_
3. WAS A PUBLIC HEARING HELD (check one)? yes  no
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
(print name) \_\_\_\_\_ (signature) \_\_\_\_\_

### PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING (print name): \_\_\_\_\_  
does this project cross municipal boundaries (check one)? yes  no   
if yes, list the other town(s) in which the action is occurring (print name(s)): \_\_\_\_\_, \_\_\_\_\_
6. LOCATION (see instructions for information): USGS quad name: \_\_\_\_\_ or number: \_\_\_\_\_  
subregional drainage basin number: \_\_\_\_\_
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): \_\_\_\_\_
8. NAME & ADDRESS / LOCATION OF PROJECT SITE (print information): \_\_\_\_\_  
briefly describe the action/project/activity (check and print information): temporary  permanent  description: \_\_\_\_\_  
\_\_\_\_\_
9. ACTIVITY PURPOSE CODE (see instructions, only use one code): \_\_\_\_\_
10. ACTIVITY TYPE CODE(S) (see instructions for codes): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. WETLAND / WATERCOURSE AREA ALTERED (must provide acres or linear feet):  
wetlands: \_\_\_\_\_ acres open water body: \_\_\_\_\_ acres stream: \_\_\_\_\_ linear feet
12. UPLAND AREA ALTERED (must provide acres): \_\_\_\_\_ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): \_\_\_\_\_ acres

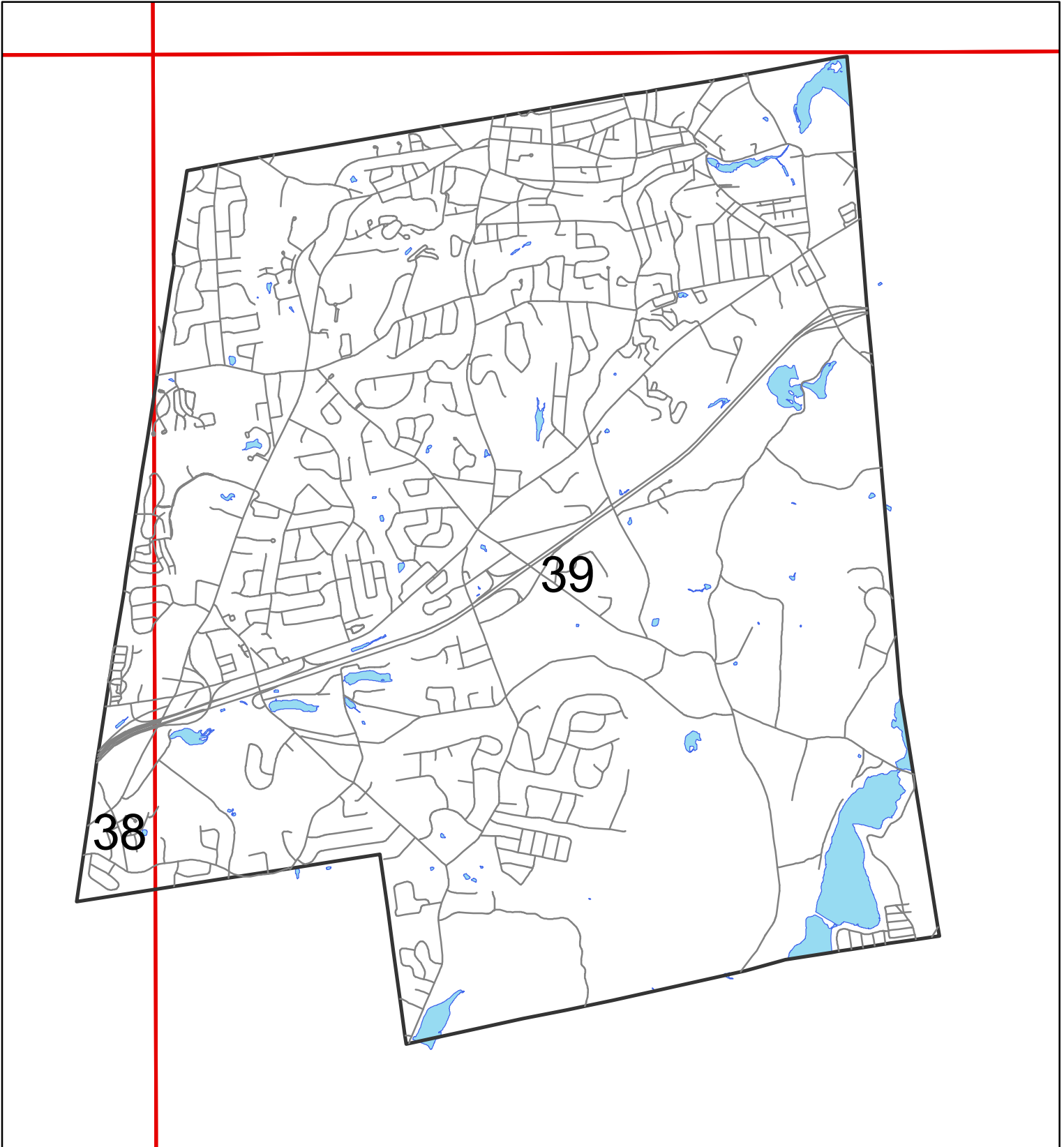
DATE RECEIVED:

### PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO



## Legend

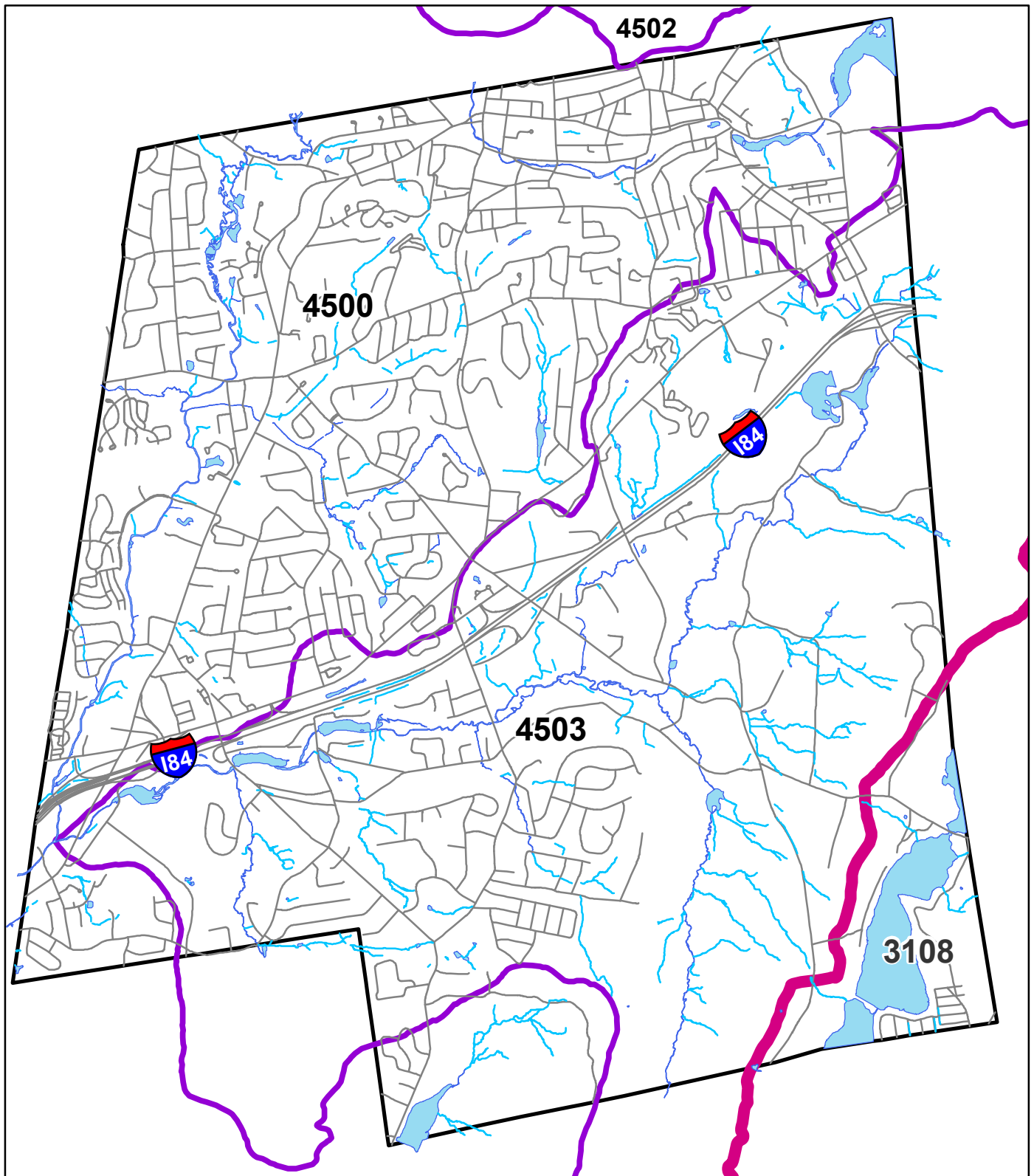
- Street Center Line
- ▭ Town Line
- Water Bodies
- ▭ Quad Index NAD83

## USGS Quadrangles for Vernon, CT




**38 - Manchester**  
**39 - Rockville**







**Legend**

-  Water Bodies
-  Major Basin
-  Subregional Basin
- 4503 Basin ID#

**Town of Vernon  
Subregional Drainage Basins**

Source: CT DEP

This map was created by the  
Vernon Planning Department  
June 2010



This map is for information only, and its utilization and verification shall be the sole responsibility of the user. No warranty, expressed or implied, is made by the Town of Vernon as to the accuracy or completeness of this map, nor shall the fact of distribution constitute any such warranty.

Public Water Supply Watershed Area  
Project Notification Form

Requirement:

All applicants before a municipal Inland Wetland Commission for any project located within a public water supply watershed area are required by Section 22a-42f of the CT General Statutes to notify Connecticut Water Company of the proposed project by certified mail not later than 7 days after the date of the application. The notice should be sent to: Cindy Gaudino, Manager Source Protection and Real Estate, Connecticut Water Company, 93 West Main Street, Clinton, CT 06413. The State Department of Public Health must also be notified via on-line registration at: [http://www.dir.ct.gov/dph/Water/Web\\_form.htm](http://www.dir.ct.gov/dph/Water/Web_form.htm)

General Information:

1. Location map of the project site (please show enough information to locate site).
2. Site plans, including soil erosion and sediment control plan which have been submitted to the town commission for review.
3. Project address \_\_\_\_\_
4. Total acreage of project site \_\_\_\_\_
5. Existing land use \_\_\_\_\_
6. Description of proposed project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Acreage of area to be disturbed including structures, additions, paving, and soil disturbance \_\_\_\_\_  
\_\_\_\_\_
8. Type of sanitary system (circle one)- septic system/public sewer/none
9. Number of **existing or proposed** floor drain and their point of discharge e.g. sanitary sewer, holding tank, or ground \_\_\_\_\_  
\_\_\_\_\_
10. Water accessed by (circle one)- private well/public water/none;  
If other, please specify \_\_\_\_\_

11. Distance of site disturbance to nearest watercourse or wetland\_\_\_\_\_

\_\_\_\_\_

12. Brief description of **existing or proposed** stormwater management system, including roof drainage, paved areas etc., and discharge points e.g. municipal sewers, drywells, streams, vegetated areas, detention basins etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Type of heat for facility\_\_\_\_\_

14. List of **existing and proposed** underground or above-ground storage tanks including age, capacity and contents\_\_\_\_\_

\_\_\_\_\_

15. List of potentially harmful chemicals stored or used on property (**existing and proposed**) and typical onsite volumes, including but not limited to petroleum products, lubricants, solvents, detergents and pesticides\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Describe any wastes generated and their means of disposal\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Date application will be heard by Inland Wetlands Commission\_\_\_\_\_

18. Date application will be heard by Planning and Zoning Commission\_\_\_\_\_

19. Date application will be heard by Zoning Board of Appeals\_\_\_\_\_

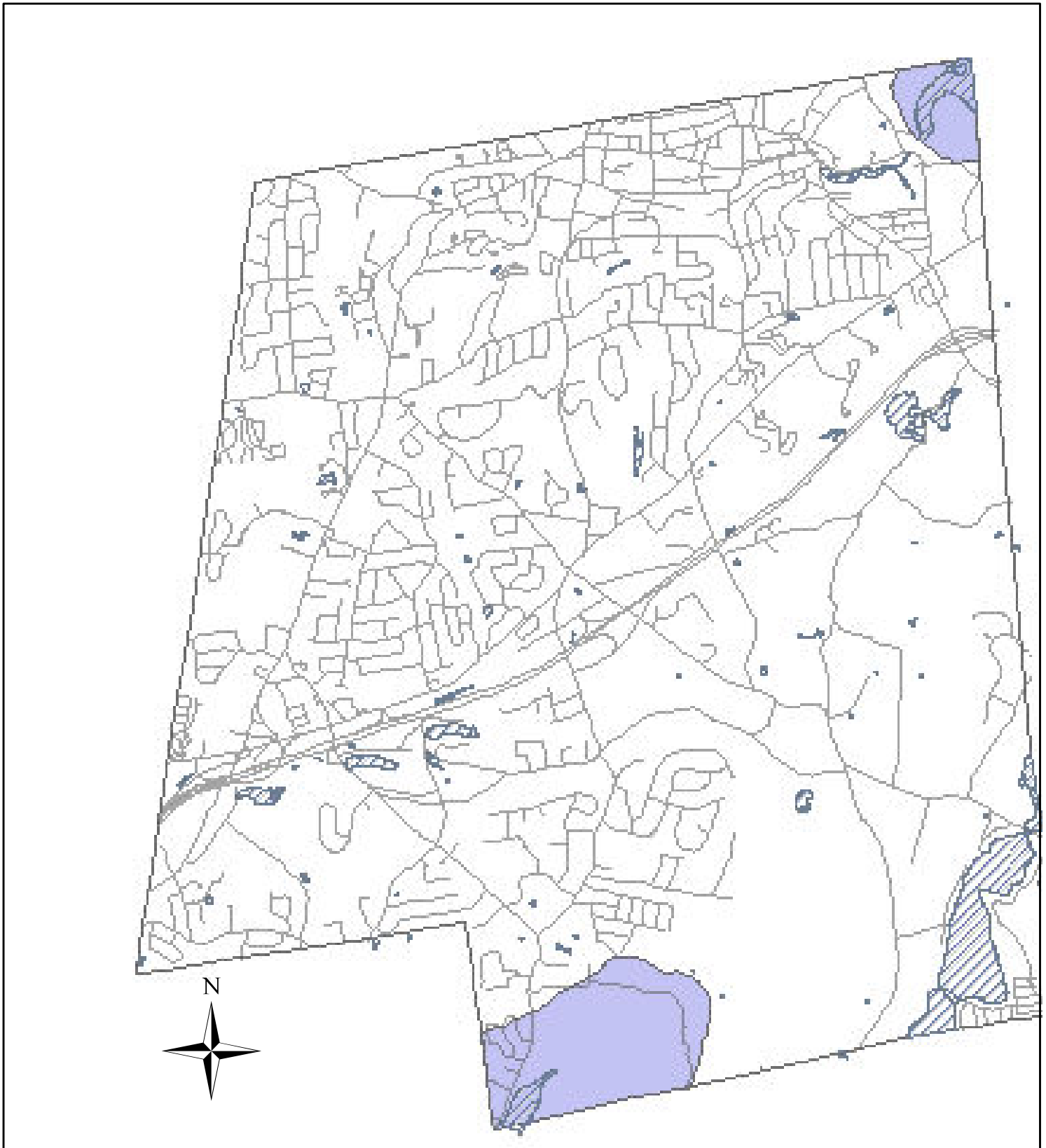
20. Name, address and telephone number of contact person for the project:

\_\_\_\_\_




\_\_\_\_\_  
Name of person completing form

\_\_\_\_\_  
Signature

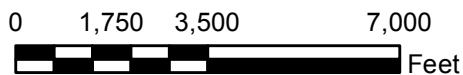
\_\_\_\_\_  
Date



**Legend**

-  Vernon Streets
-  Water Bodies
-  Protected watersheds

Areas Within the Town of Vernon  
Which Require Notice to CT Water Co.  
and CT Dept. of Public Health  
for Land Use Activities per  
CT General Statutes Sec. 22a-42f



Prepared by the Vernon Planning Dept.  
This map is for information only, and its  
utilization and verification shall be the sole  
responsibility of the user. No warranty,  
expressed or implied, is made by the  
Town of Vernon as to the accuracy or  
completeness of this map, nor shall the fact  
of distribution constitute any such warranty.

Data Source: CT Water Co.  
GIS data source: CT Dept. of  
Environmental Protection