

**TOWN OF CLINTON
INLAND WETLAND AND CONSERVATION COMMISSION**

APPLICATION PROCEDURES

APPLICATIONS

Application documents are available on-line (at clintonct.org) or at the Land Use Office. You will need the following documents:

- IWC Application
- Water Company Application (if applicable)
- Connecticut Public Health Dept. Form (required whenever the water company notification is needed)
- Meeting Schedule

ASSESSOR'S OFFICE

You must submit from the Assessor's Office the following documents as part of your application packet

- Assessor's map for your property
- Assessor's field card for your property

CLOSING DATE

The IWC "closing date" is noted on the Meeting Calendar. Applications received by this date will be noted on the agenda.

State statutes state that applications will be accepted up to the close of business on the day before the meeting. Applications received after the filing of the agenda will be added by motion to the agenda.

SUBMITTAL OF APPLICATION

You must submit to the Land Use Office:

- Application check list (original only)
- Application (original + 21 copies)
- If required, one copy of the water company form with proof of mailing (see form for mailing requirements)
- If required, one copy of the mailing to the Connecticut Department of Public Health (see form for submission procedure to the State).
- Application fee (cash or check payable to the "Town of Clinton"):
 - Application Fee: See Fee Ordinance or clerk
 - + DEP Fee \$30.00
 - + Microfilm Fee \$10.00
- CRAHD form (original and one copy)
- CRAHD fee

“OFFICIAL DATE OF RECEIPT”

The “Official Date of Receipt” of the application will be the next regularly scheduled meeting date or 35 days from the date the application is filed at the Land Use Office, whichever comes first.

MEETINGS

Applications are generally processed over two meetings. Meetings are held on the second Tuesday of the month at 7:00 P.M. unless otherwise stated on the agenda. The agenda will have the room assignment. Meeting notices are sent via E-mail whenever possible; otherwise, they are sent by US Mail. Public hearing notices to applicants are sent by certified mail.

First Meeting. Your application will be on the agenda for the next regularly scheduled meeting after you submit your application. You or your agent should plan on attending. If you cannot attend, you should send a note asking for the site walk to be set and advise any date that is not good for you before the next meeting. A **brief** overview of your project is expected. The commission will accept your application, set a site walk (at its discretion), then table your application to the next regular meeting.

Submitting additional documentation. Documentation submitted to the Land Use Office up to 4:00 PM on the meeting date will be reproduced and distributed to members by the clerk (as long as the document is no larger than 11 x 17). If you will be submitting documents at the meeting, check with the clerk for the number of copies needed. At the meeting the original document should go to the clerk and copies distributed to the members.

Second Meeting. You or your agent will be expected to present your application in detail and address commission concerns. Correspondence will then be read into the record and you will be given a chance for rebuttal. If all documentation is in order, the commission may deliberate at this time and render its decision.

PUBLIC HEARINGS

If a public hearing is called, it must be opened within 65 days from the “Official Date of Receipt”.

Refer to the IWC Regulations for details on posting the property and notification procedures.

The public hearing must close within 35 days from the date it is opened.

The Order of Public Hearing:

- Legal notice of public hearing read into the record
- Presentation by applicant and/or his agent
- Correspondence is read by the IWCC
- Commission questions and concerns
- Public testimony
- Applicant's rebuttal
- The IWCC will continue or close the public hearing

State all your comments and submit all documents prior to the close of the public hearing. Once the public hearing is closed, the commission cannot receive new testimony or new documentation (except for staff's technical comments).

The commission has 35 days from the date the public hearing is opened to close it.

If the public hearing is continued, you will know the date, time and place before you leave. Notice of the public hearing must be posted on the property **CONTINUOUSLY** until the public hearing is closed. Any continuation date and time should be noted on the notice.

Decisions cannot be rendered at the public hearing.

DECISION

Application with no public hearing. A decision must be rendered within 65 days from the "Official Date of Receipt".

Application with public hearing. A decision must be rendered within 35 days from the close of the public hearing.

Legal Notices of Decisions are generally published in the Harbor News on the second Thursday following the date of decision.

Letters of Decision. You will be mailed a letter of decision within 15 days from the date of the decision.

EXTENSIONS OF TIME

Extensions of time may be granted upon the request by the applicant. The total extension time may not exceed 65 days for the entire process (first meeting through decision).

APPEAL PERIOD

The appeal period runs for 15 days from the date of publication of the legal notice of decision in the newspaper. Appeals must be taken to the Superior Court at Middletown. If you have not done so, you may wish to file your building permit application at this time. It takes approximately three weeks to process a building permit. The wetlands enforcement officer cannot sign off on a building permit until the statutory appeal period is over.

WETLANDS PERMIT

Wetlands Boundary Permit: The approved boundary map Mylar (plus a hard copy if the map was revised) should be submitted to the wetlands enforcement officer for review and signature. When signed, the Mylar must **not** be removed from the Town Hall. When the appeal period has ended (provided no appeal is taken), you must file the Mylar at the Town Clerk's Office at your cost. Upon receipt of the return of filing from the Town Clerk's Office, the boundary permit will be processed. Should the commission's decision be appealed, the Mylar will be held up until the appeal is resolved.

Wetlands Permit: Upon the expiration of the appeal period (provided no appeals have been taken) the wetlands permit will be issued. Should the wetlands decision be appealed, the permit will be held up until the appeal is resolved.

BUILDING PERMIT

The building permit application for this project will be signed off by the wetlands officer upon the issuance of the wetlands permits **and** when pre-construction conditions have been met (i.e., inspection of erosion controls posting of bonds).

COMMENCEMENT OF PROJECT

Your project may commence upon the issuance of all permits. Your project must be **completed** within five (5) years from the date of the approval by the IWCC unless otherwise stated on your permit. See the IWC Regulations for conditions and procedures if an extension is desired.

SEQUENCE OF PROCEDURES

1. Submission of application
2. First meeting

3. Site walk
4. Public Haring (if called)
5. Second meeting
6. Deliberation and decision
7. Publication of Legal notice of Decision
8. Statutory appeal period
9. Issuance of wetlands permit(s)
10. Sign-off on building permit application

IWCC STAFF

If you have any questions, you may call us at 669-6133 (we have voice mail if we are away from our desks), visit us or E-mail us.

For planning questions, contact Jay O. Northup, Town Planner,
(jnorthrup@clintonct.org).

For technical questions, contact Thomas W. Lane, Wetlands Enforcement Officer (tlane@clintonct.org).

For assistance in filling out an application, contact Sherry Lee Hynes, Commissioner Clerk (shynes@clintonct.org)

Our office hours are:

Monday, Tuesday, Wednesday – 9 AM to 4 PM
Thursday 9 AM to 7 PM and
Friday 9 AM to 12:00 Noon.

3/01. Revised: 11/02; 11/15/02; 10/4/03; 10/9/03; 11/5/03; 3/12/08; 7/8/08;