

City of Stamford
Environmental Protection Board
Application Checklist

Applications to conduct regulated activities subject to review by the members of the Environmental Protection Board shall be submitted to EPB staff member Shivaun Underwood¹ with a) the required application fee, b) PDFs of all application documents and plans, and c) the following hardcopies:

The original, plus 10 copies of:

1. Completed application form.
2. Full-size existing and proposed conditions site plans*, prepared by licensed professionals, at a scale of 1"= 60' or larger. Proposed conditions plans shall include an inset map at a scale of 1"=1,000' locating the subject property.
3. Complete Site Plan Set reduced to fit 11"x17" ledger paper.
4. Recent GIS aerial image of the subject property, in color and sized to fit 8.5"x11" paper.
5. Project narrative describing the proposed a) activity and its purpose, b) erosion and sedimentation controls and other best management practices, and c) mitigation measures; and d) the wetlands and watercourses, and e) alternatives considered.
6. Recent photographs of the proposed project area and associated wetlands, watercourses, conservation areas, and/or floodplains.

Plus:

7. An original letter of consent signed by the property owner authorizing the applicant to act as the owner's agent if the applicant does not own the subject property.
8. Two complete full-size sets of Site Plans at a scale of 1"= 60' or larger.
9. Two copies of a drainage report or other evidence of compliance with the Stamford Stormwater Drainage Manual.
10. A copy of the property deed.
11. Part II completed on a "Statewide Inland Wetlands & Watercourses Activity Reporting Form".
(<https://portal.ct.gov/-/media/DEEP/water/wetlands/SIWWARF-PDF-Template.pdf>)
12. A list of the names and mailing addresses of property owners advised of the filing of the application, a proof of mailing (i.e., USPS Certificate of Mailing), and a copy of the letter which was sent.
(Detailed notification requirements are available in Section II. of the EPB application instructions)
13. A copy of the notification form submitted to the Connecticut Department of Public Health (see Section III.a. of the EPB application instructions) and proof of notification (certified mail, return receipt requested) of the Aquarion Water Company for projects located within public water supply watersheds.
14. A copy of the notification sent to adjacent municipality's wetlands agency for projects within 500 feet of Stamford border.
(see Section III.b. of the EPB application instructions)
16. An original soil scientist signed soils report with sketch of wetlands and watercourses flagged on subject property.

***Plans shall be folded to 8.5" x 14" and submitted as attachments to the 10 sets of application items 1 - 6.**

Per Section 7 of the EPB Inland Wetlands & Watercourses Regulations, EPB staff and the Board may require submission of additional information in order to complete a comprehensive evaluation of the application.

¹ PDFs shall be submitted on a CD or as email attachments (SUnderwood@stamfordct.gov). *Digital files must be submitted before applications will be included on an EPB agenda.*