

*City of Stamford*  
ENVIRONMENTAL PROTECTION BOARD  
888 Washington Boulevard  
Stamford, CT 06904  
(203) 977-4028

**INSTRUCTIONS FOR MAKING AN APPLICATION TO THE ENVIRONMENTAL PROTECTION BOARD FOR A PERMIT TO CONDUCT REGULATED ACTIVITIES WITHIN OR ADJACENT TO A WETLAND OR WATERCOURSE, OR WITHIN A SPECIAL FLOOD HAZARD AREA.**

## **I. General Instructions**

Prior to the submission of any application, prospective applicants are encouraged to consult with the Environmental Protection Board (EPB) staff for advice and guidance with respect to the proposed regulated activities and the requirements for submittal.

The EPB Inland Wetlands and Watercourses Regulations are available online<sup>1</sup>. “Regulated Activity” is defined in Section 2 of the Regulations. Section 7 describes “Application Requirements”.

The “Application Checklist” itemizes the minimum documentation that must be submitted with an application. Note that written consent of the property owner is required if the applicant is not the owner. Permits approved by the Board are issued to the property owner and shall be filed on the Stamford Land Records at the owner’s expense. Permits are not transferable, except as expressly approved in writing by the Board or EPB staff.

Applicants are encouraged to submit applications to the EPB office well in advance of regularly scheduled meetings in order to verify the submission is complete and the application can be included on an agenda for acceptance by the Board.

The applicant will be notified in writing if additional information is required by the Board, in accordance with Section 7 of the Regulations. Requested additional information should be submitted to staff as soon as possible to avoid delays in application processing.

## **II. Standard Notification**

As stated in #12 of the “Application Checklist”, the owners of nearby properties must be notified when an application is filed. A sample notification letter is provided on the next page of these instructions. The parameters for notification of the surrounding properties varies depending on the proposed activity:

- a) In the case of activities affecting inland wetlands and watercourses, wetland/watercourse upland review areas, and/or flood hazard areas, notification shall be sent by the applicant to all property owners within 250 feet of the boundaries of the subject property of the application.
- b) In the case of activities taking place within or involving alteration of the channel or banks of a watercourse, notification shall be sent by the applicant to all property owners on both sides of the watercourse, upstream and downstream, within 500 feet of the boundaries of the subject property.

When the area of notification extends into an adjoining town, those property owners shall also be notified.

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<sup>1</sup> <https://www.stamfordct.gov/government/operations/environmental-protection-board>

The names and addresses of surrounding property owners can be obtained from the Assessor's Office. The listing of property owners submitted with the application must include each address/lot number and tax identification number per the Assessor's records. If notification must be sent to a condominium development or similar "common interest community" as defined in CT General Statutes Chapter 828 and a unit owner's association has been organized for such common interest community, the applicant need only notify the unit owner's association.

### SAMPLE NOTIFICATION

Dear [Property Owner]:

This correspondence serves as the required notification pursuant to the Inland Wetlands and Watercourses Regulations and/or Flood Prone Area Regulations of the City of Stamford that an application to conduct regulated activities has been filed with the Stamford Environmental Protection Board (EPB).

The applicant is seeking to [INCLUDE A DESCRIPTION OF PROJECT] on property located at [INCLUDE STREET ADDRESS OR LOCATION].

The application procedures of the EPB require that this notice be provided to surrounding property owners. Questions regarding this application may be directed to the EPB staff at 203-977-4028.

Sincerely,

[NAME OF APPLICANT/AGENT]

### III. Special Notifications

- a) If your project is located within a public water supply watershed or Aquifer Protection Area, you must send notification of the application to the Commissioner of the Connecticut Department of Public Health using the online form found at: <https://portal.ct.gov/DPH/Drinking-Water/DWS/Project-Notification-Form>. Notification must also be sent (certified mail, return receipt requested) to the Aquarion Water Company.

A copy of the notification form submitted to the CT DPH and proof of notification of the Aquarion Water Company must be submitted as part of your application to the EPB.

- b) If your project is located within 500 feet of the boundary of an adjacent municipality, you must send written notification of the application by Certified Mail – Return Receipt to the adjacent municipality's wetlands agency. A copy of the notice sent and certified mailing forms must be submitted as part of your application to the EPB.

#### IV. Application Fees

The following fees must be submitted with the application, in accordance with Section 19 of the Regulations:

##### APPLICATION FEES

Applicants are encouraged to consult with EPB staff regarding the fees required for their applications. The required fees shall be submitted in the form of a **check payable to the City of Stamford**. All applicants must pay a base application fee of \$260.00, which includes the base EPB fee of \$200.00 and a required State Land Use Fee of \$60.00.

In addition to the base application fee shown above, the following supplemental fees, where applicable, are payable at the time of application submittal (*fees updated in 2018*):

- Residential: New detached single-family dwelling – \$400.00.
- Residential: New two-family dwelling – \$400.00 plus \$200/unit.
- Residential: New multi-family dwelling (three or more units) – \$400.00 plus \$200/unit.
- Commercial: New buildings less than 5,000 square feet – \$400.00.
- Commercial: New buildings greater than 5,000 square feet – \$400.00 plus \$250/1,000 square feet or portion thereof.
- Subdivisions: \$225.00/lot.
- A fee equal to twice (2X) the application fee shall be required for all permit applications submitted as a consequence of a violation or other enforcement action.

##### OTHER FEES –

The applicant is responsible for the publication costs of all required legal notices.

(Applicants must *prepay* all legal notices required to be published in the Stamford Advocate as part of the application process. A minimum of one notice should be anticipated. The newspaper will contact the applicant directly regarding payment. Failure to prepay will result in a hold being placed on any permit that has been issued.)

An additional fee of \$1,000.00 is required for those applications where a public hearing is held.

A fee equal to the application fee shall be required for all requests for permit modifications.

Active Permits (approved and issued) require an Annual Compliance Fee equal to the application fee. The Board may waive the compliance fee for projects which, at its discretion do not involve a significant degree of follow-up compliance inspection.