INLAND WETLANDS COMMISSION
APPLICATION FILING INSTRUCTIONS

Pursuant to Chapter 16 of the Town Code and the Inland Wetland and Watercourses Regulations of the Town of New Canaan (effective January 1, 2013), activities in regulated areas affecting inland wetlands and watercourses may be permitted subject to the issuance of a permit by the Inland Wetlands Commission. These instructions are to assist applicants in preparing and filing an application for a permit. In addition to this application, you must complete and submit the Statewide Inland Wetlands & Watercourses Activity Reporting Form (ATTACHED) with your application to Inland Wetlands.

A complete copy of the Inland Wetland and Watercourses Regulations is available for public inspection in the Commission’s office and may be purchased for $25.00 or found on-line at www.newcanaan.info

1. Read the Regulations.
2. Call to schedule a pre-application review appointment with the staff to discuss your proposed activity. Bring available maps, site plans, and other property information, in order to discuss the proposal. At this appointment a Checklist of those requirements for your specific project will be given to you.
3. Prepare your application, providing all of the information that is required by the regulations, on the Application Form and those items noted on the Checklist. Include an original of the Statewide Inland Wetlands & Watercourses Activity Reporting Form.
4. There are two types of review, read carefully:
   - FOR COMMISSION REVIEW: Submit the original (with the completed Checklist) and fourteen (14) copies of the application form, complete with plans and all supporting documents to the Commission’s office, bundled into individual packages with all maps folded. One copy only is needed of the notification letters and certified mail receipts. Include your check, made payable to the “Town of New Canaan”, for the filing fee. (FEE SCHEDULE ATTACHED) In order for an application to be received by the Commission, all material must be submitted no later than the MONDAY before the scheduled meeting of the Commission. (SCHEDULE OF MEETINGS ATTACHED)
   - FOR ADMINISTRATIVE/AGENT REVIEW: Follow all instructions above except provide only two (2) copies of the complete application. Be advised that no neighbor notification by letter is required.

Legal Requirement Reminders: Provide: Names and addresses of adjacent property owners and those within 100 feet of the subject property. In applications where all of the regulated activity is outside of wetlands and a request for administrative approval is submitted to and approved by the Agent of the Commission under Section 10.1 of these regulations, mailed notices to such property owners shall not be required, but the list shall still be submitted. In all other applications, the applicant shall, by certified mail, advise adjacent property owners and those within 100 feet of the property line of the subject property that an application has been filed for the proposed activity. When a condominium is an adjacent property or is within 100 feet of the property line of the subject property that an application has been filed for the proposed activity, notification may be sent to the condominium association in lieu of the individual unit owners. The applicant shall obtain proof of mailing in the form of stamped receipts for certified mail from the United States Postal Service and submit copies of such letters and stamped receipts for certified mail with the application; (EXAMPLE LETTER ATTACHED) The completed application must be filed the same day with your dated Certified Mail Receipts. See Section 9.5 Notice to Adjacent Municipalities and Section 9.6 Notice to Water Companies for additional requirements. Additional notification by the applicant to the Department of Public Health is required for those projects located within a public water supply watershed area or aquifer.

CALL or EMAIL TO SCHEDULE an appointment (203) 594-3036 kathleen.holland@newcanaanct.gov
Town Hall, 77 Main Street, New Canaan 06840
Kathleen Holland, Authorized Agent, Director