EXAMPLE LETTER
FOR NOTIFICATION OF ADJACENT PROPERTY OWNERS
IF COMMISSION REVIEW IS REQUIRED

Date
Mr. and Mrs.

RE: Name and Address of Property
Map, Block, Lot

Dear Mr. and Mrs. ________________:

Please be advised that an application has been submitted to the Inland Wetlands Commission for approval to conduct a regulated activity on the referenced property. [Provide brief description of proposed activity or include site plan with your mailing.] The regulations of the Commission require that notice be given to you because your property is within 100 feet of the subject property. The application is on file at the Inland Wetlands Department. You may review the application during office hours. (Applicant-Send attached “Notice of Adjacent Property Owners.”)

Sincerely,

[Name of person submitting application and contact information]
REGULAR MEETINGS:

The regulations of the Inland Wetlands Commission require that notice be given to you because your property is within 100 feet from that of an application to the Commission. This application has not been scheduled for a Public Hearing at this time. Unless a Public Hearing is scheduled pursuant to Section 11.2, oral and/or written comments from the public are not allowed at the regular meetings of the Commission; however oral and written comments may be submitted to the Agent of the Commission prior to the meeting.

PUBLIC HEARINGS:

Section 11.2 of the Inland Wetlands and Watercourses Regulations of the Town of New Canaan reads as follows: SECTION 11.2

The Commission shall not hold a public hearing on an application unless the Commission determines that (A) the proposed activity may have a significant impact on wetlands or watercourses, or (B) receives, within 14 days of the Commission’s receipt of an application, a petition signed by at least 25 persons who reside in the Town of New Canaan each of whom are eighteen years of age or older, or (C) the Commission finds that a public hearing regarding the application would be in the public interest. If the Commission determines that none of these criteria for a public hearing are met, it may issue a permit for the application. Any person may appear and be heard during a Commission public hearing.