

# **INSTRUCTIONS FOR COMPLETING**

## **THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.  
Do NOT submit a reporting form for withdrawn actions.*

### **PART I: Must Be Completed By The Inland Wetlands Agency**

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
  - A = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
  - B = Any Permit Denied by the Inland Wetlands Agency
  - C = A Permit Renewed or Amended by the Inland Wetlands Agency
  - D = A Map Amendment to the Official Town Wetlands Map - or -  
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
  - E = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
  - F = A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
  - G = An Agent Approval pursuant to CGS 22a-42a(c)(2)
  - H = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

**PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant** - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. Click on the following website for USGS Quad Map information:  
[http://ct.gov/deep/lib/deep/gis/resources/Index\\_NamedQuadTown.pdf](http://ct.gov/deep/lib/deep/gis/resources/Index_NamedQuadTown.pdf)

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn – CLEAR's website: [http://clear.uconn.edu/data/map\\_sel/index.htm](http://clear.uconn.edu/data/map_sel/index.htm)
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (i.e., don't just state "forestry", provide details such as "20 acre forestry harvest, permit required for stream crossing".)

9. Carefully review the list below and enter **ONLY ONE** code letter which best characterizes the action/project/activity. All state agency projects must code "N".

A = Residential Improvement by Homeowner  
B = New Residential Development for Single Family Units  
C = New Residential Development for Multi-Family / Condos  
D = Commercial / Industrial Uses  
E = Municipal Project  
F = Utility Company Project  
G = Agriculture, Forestry or Conservation  
H = Wetland Restoration, Enhancement, Creation

I = Storm Water / Flood Control  
J = Erosion / Sedimentation Control  
K = Recreation / Boating / Navigation  
L = Routine Maintenance  
M = Map Amendment  
N = State Agency Project  
P = Other (this code includes the approval of concept plans with no-on-the-ground work)

10. Enter between one and four code numbers to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You **MUST** provide code 12 if the activity is located in an established upland review area. You **MUST** provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

1 = Filling  
2 = Excavation  
3 = Land Clearing / Grubbing (no other activity)  
4 = Stream Channelization  
5 = Stream Stabilization (includes lakeshore stabilization)  
6 = Stream Clearance (removal of debris only)  
7 = Culverting (not for roadways)

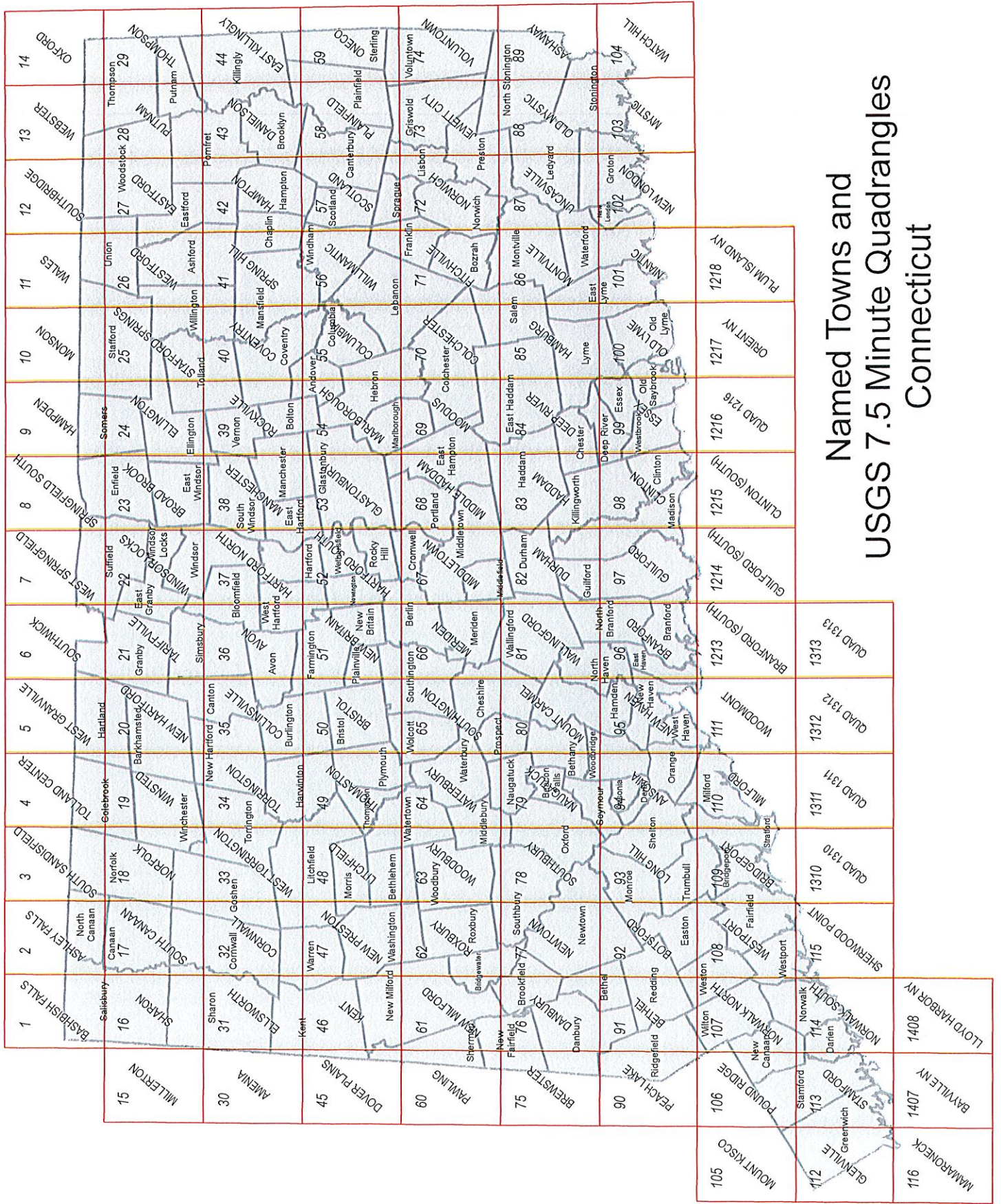
8 = Underground Utilities Only (no other activities)  
9 = Roadway / Driveway Construction  
10 = Drainage Improvements  
11 = Pond, Lake Dredging / Dam Construction  
12 = Activity in an Established Upland Review Area  
14 = Activity in Upland

**Examples:** Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form. For **PERMANENT** alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You **MUST** provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an **ACTIVITY REGULATED BY** the inland wetlands agency, or as a result of an **AGENT APPROVAL** pursuant to CGS section 22a-42a(c)(2). Leave blank for **TEMPORARY** alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You **MUST** provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. **NOTE** restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You **MUST** provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

**PART III: To Be Completed By The DEEP** - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.











Named Towns and  
USGS 7.5 Minute Quadrangles  
Connecticut



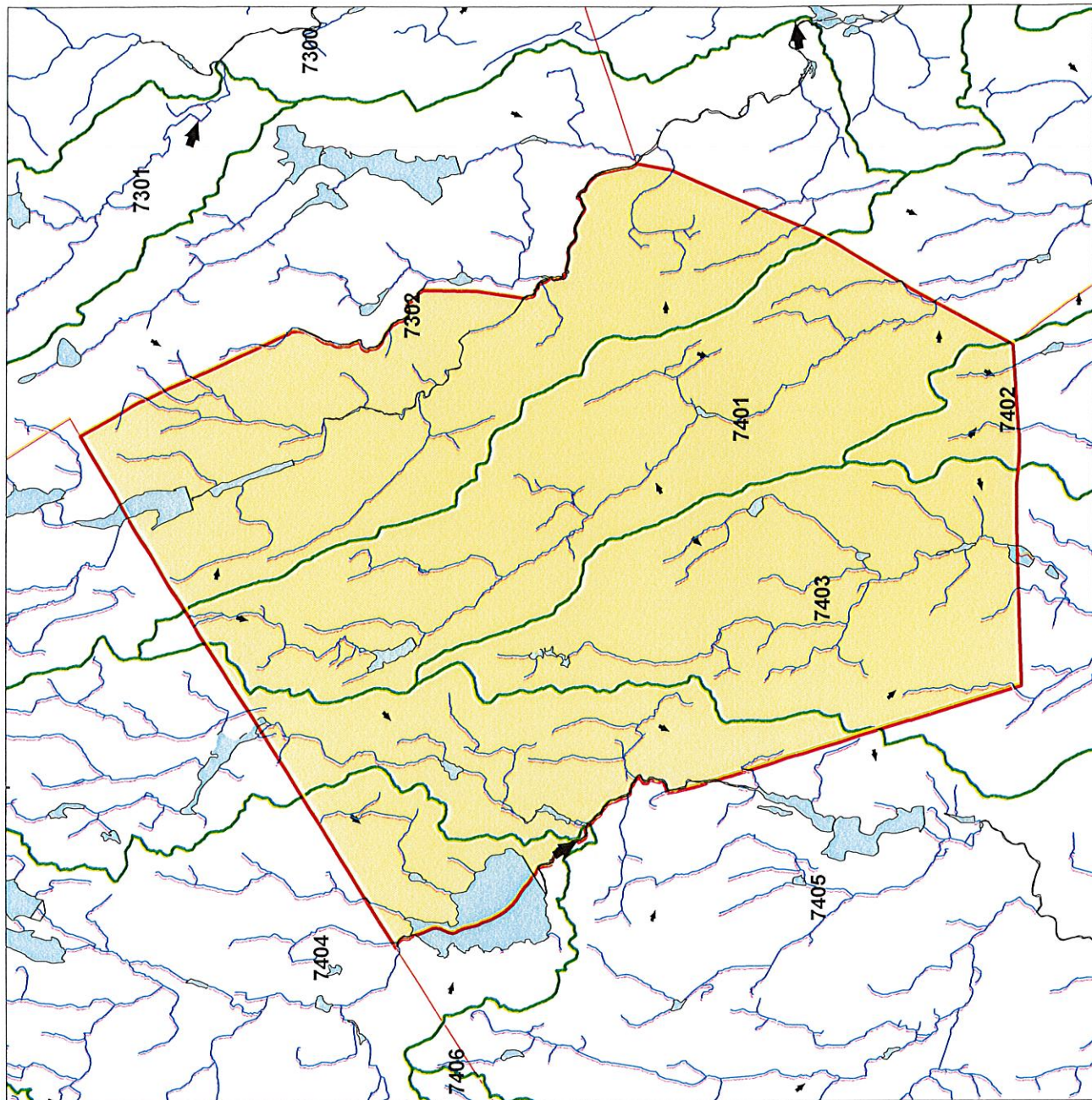
# NEW CANAAN CONNECTICUT SUBREGIONAL BASINS AND SURFACE WATER FLOW DIRECTIONS

## Explanation

-  Town Boundary
-  Subregional Watershed Boundary
- 4201** Subrg. Basin ID# - as designated by CTDEP
-  Watercourse
-  Open Water
-  Basin Outlet
-  Surface Water Flow Direction

The table provides statistics for each subregional basin. Shown are the areas of the basin within the town, the percentage for that area, and the percent of the town covered by each basin.

Sbas_id	AcresInTwn	PercofBsn	Percoftwn
7302	3833.40	26.6	26.6
7401	4179.63	52.3	29.0
7402	415.92	10.5	2.9
7403	3398.25	48.2	23.6
7404	734.63	8.6	5.1
7405	1856.23	12.3	12.9



Town Area: 14418 Acres



Digital layers provided by the CTDEP.  
Map composed by the NEMO project.  
For educational purposes only.





## Statewide Inland Wetlands & Watercourses Activity Reporting Form

*Please complete and mail this form in accordance with the instructions on pages 2 and 3 to:*

*DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3<sup>rd</sup> Floor, Hartford, CT 06106*

*Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.*

### PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: \_\_\_\_\_ month: \_\_\_\_\_
2. ACTION TAKEN (see instructions, only use one code): \_\_\_\_\_
3. WAS A PUBLIC HEARING HELD (check one)? yes ☐ no ☐
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
(print name) \_\_\_\_\_ (signature) \_\_\_\_\_

### PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING (print name): \_\_\_\_\_  
does this project cross municipal boundaries (check one)? yes ☐ no ☐  
if yes, list the other town(s) in which the action is occurring (print name(s)): \_\_\_\_\_
6. LOCATION (see instructions for information): USGS quad name: \_\_\_\_\_ or number: \_\_\_\_\_  
subregional drainage basin number: \_\_\_\_\_
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): \_\_\_\_\_
8. NAME & ADDRESS / LOCATION OF PROJECT SITE (print information): \_\_\_\_\_  
briefly describe the action/project/activity (check and print information): temporary ☐ permanent ☐ description: \_\_\_\_\_
9. ACTIVITY PURPOSE CODE (see instructions, only use one code): \_\_\_\_\_
10. ACTIVITY TYPE CODE(S) (see instructions for codes): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. WETLAND / WATERCOURSE AREA ALTERED (must provide acres or linear feet):  
wetlands: \_\_\_\_\_ acres open water body: \_\_\_\_\_ acres stream: \_\_\_\_\_ linear feet
12. UPLAND AREA ALTERED (must provide acres): \_\_\_\_\_ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): \_\_\_\_\_ acres

DATE RECEIVED:

### PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO