

INLAND WETLANDS COMMISSION

APPLICATION PROCESS

Please email LFrazer@bethany-ct.com as you begin with the process with any questions or concerns or for any forms needed. The Inland Wetlands Regulation of Town of Bethany is found at <https://bit.ly/3XHUnZS> for your reference. Forms are also available on the Inland Wetlands section of the Town of Bethany website.

Only when all the below process is completed by YOU the applicant, the application package will be accepted as a completed package towards acceptance by the Land Use Department. Please keep in mind that the application cannot and will not be accepted if any of the documents from the below list are missing, AND keep in mind that at the time of the application submission eleven (8) copies of the site plan and/or blueprints will be required for review by the Inland Wetlands Commission.

The below documents must be included as a complete application submission:

1. **IWC PERMIT APPLICATION** - provided by the department for submission back to the department.
2. **SITE PLAN**, must be provided by the applicant, delineating the proposed activity within the 150 ft regulated upland review area from the boundary of the wetlands and/or watercourse location, and all setbacks from the abutting property lines for the proposed project, AND
3. **BLUEPRINT** must be provided by the applicant of the proposed activity within the 150 ft regulated upland review area from the boundary of the wetlands and/or watercourse location, and all setbacks from the abutting property lines for the proposed project, AND
 - a. Site plan and Blueprint of the proposed activity **MUST BE APPROVED**, prior to applying with this department, by QVHD – Quinnipiac Valley Health District, they can be reached at (203) 248-4528.
4. **THE CERTIFICATE OF MAILING** – provided by the department, to be brought to the post office where you:
 - a. List each name of the abutters within 100 ft from the property (email the department for the list of abutters).
 - b. Include in each envelope, to be brought to the post office to be mailed out to each abutter “AS CERTIFIED – RETURNED RECEIPT MAIL”, the public hearing letter notice, a regular paper copy of the application that is being submitted, and a regular paper copy of the site plan, AND
 - c. Make sure you receive back the stamped certificate of mailing and certified returned receipt slips from the post office, which you will need to include as part of the application package.
5. **THE SIWWARF FORM** – provided by the department, the “Statewide Inland Wetlands & Watercourses Activity Reporting Form” is to be mailed to DEEP as instructed in the form provided.
6. **THE RWA FORM** - provided by the department to be followed up with the Regional Water Authority. They can be reached at (203) 401-2741 or (203) 401-2743 with any questions you may have.

Thank you in advance for your understanding and cooperation during the application process.

Please feel free to contact me if you have any questions or concerns at any time during office hours if calling or via email.

Best Regards,

Lina V. Cortez-Frazer
Town of Bethany
Land Use & Building Department Supervisor
Inland Wetlands Enforcement Officer
Zoning Enforcement Officer
(203) 393-2100 X1115 (Office)

¹ **Note the Inland Wetlands Commission would require a “Soil Scientists Report or Review” prior to submission for final review from the commission. Call (203) 393-2100 ext. 1115 if you have any questions or concerns.**