

**TOWN OF MONROE  
APPLICATION FOR AGENT APPROVAL**

Application No.: AA-_____
IWC File No.: _____
Application Fee: _____
State Surcharge: _____
Bond Amount: _____ Check #: _____

**INLAND WETLANDS COMMISSION**  
**7 Fan Hill Road, Monroe, CT 06468 Tel. (203)-452-2809, Fax (203) 261-6197**

This application is for activities within regulated areas but not located within a wetland or watercourse. The authorized wetland agent must find that the activity would result in no greater than minimal impact on any wetland or watercourse. **PRIOR TO SUBMITTING THIS APPLICATION, PLEASE DETERMINE IF QUESTION NUMBER FIVE (5) IS APPLICABLE TO ENSURE NOTIFICATION IS DONE WITHIN THE PROPER TIMEFRAME.**

The applicant must publish this approval in accordance with section 12.2 of the Monroe Inland Wetlands and Watercourses Regulations. (Instructions attached).

**The Agent Approval Application Fee is \$100.00 and the Department of Environmental Protection State Surcharge is \$60.00. Applicants paying with a personal check must include their driver's license number and telephone number on the check.**

Please note that a refundable performance bond may also be required.

**SECTION A: Information about the property/applicant**

**1. Location of the Property:**

- a) Street Address: \_\_\_\_\_  
b) Assessor's Map Number: \_\_\_\_\_  
c) Parcel Number: \_\_\_\_\_

**2. Owner's name and contact information:**

- a) Name: \_\_\_\_\_  
b) Address: \_\_\_\_\_  
c) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Applicant's name and contact information:**

- a) Name: \_\_\_\_\_  
b) Business Name: \_\_\_\_\_  
c) Business Address: \_\_\_\_\_  
d) Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please note the following:**

*If the applicant is not the current owner, this application must include a written, witnessed consent to submit this application, signed and dated by the owner. Only the applicant and the agent listed on this application will receive copies of official action and correspondence.*

**SECTION B: Information about the proposed activity**

*(Please attach additional sheets if necessary)*

**5. Please describe the proposed activity covered by this application:**

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**6. Is the proposed activity within a previously disturbed area or established lawn?**

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**7. Describe the extent of anticipated disturbance for vehicle access and temporary construction disturbances:**

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**8. Indicate the proposed methods of protection including sedimentation and erosion control measures for wetlands and remaining upland review areas:** \_\_\_\_\_

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**9. What alternatives to the proposed regulated activity did you consider (Are there alternatives that would result in less impact on wetlands?)**

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**10. Please submit a site plan showing existing and proposed conditions in relation to the wetlands and watercourses and upland review areas. Please delineate on this site plan the 100-foot wetland setback and/or the 150-foot watercourse setback. Indicate plan title, date and preparer:**

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**11. Has a DEEP Reporting Form and verification of public notice been submitted with this form?**

Yes          No

The undersigned applicant hereby consents to necessary and proper access to the above mentioned property by agents of the Commission at reasonable times, both before and after any approval has been granted or denied by the Commission, for the purpose of evaluating the application, monitoring compliance or correcting any violation of the Inland Wetlands and Watercourses Regulations brought about through actions or inactions of the applicant or permittee.

The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of the applicant's knowledge and belief.

The undersigned applicant understands and agrees that this approval may be appealed to the Inland Wetland Commission. The Commission may reject the decision of its agent and require an application in accordance with Section 7 of the Regulations.

The undersigned applicant is responsible for providing and maintaining all appropriate measures needed for the protection and preservation of all inland wetland areas and respective upland review zones.

\_\_\_\_\_  
Type or Print the Name of the Applicant

\_\_\_\_\_  
Signature of the Applicant      Date

**Please be advised that if the proposed work does not include the requirement of issuance of a Certificate of Occupancy (C.O.), the applicant must contact the Town Wetlands Agent once all work has been completed in order to schedule a site inspection and request the final approval/acceptance of work.**

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**TOWN USE ONLY**

(A) \_\_\_\_\_  
Agent Signature (Notice to Proceed)      Date

(B) \_\_\_\_\_  
Agent Signature (Permit issued)      Date

(C) \_\_\_\_\_  
Agent Signature (Acceptance of Completed Work)      Date

Conditions of Approval: 1. Conditions listed in respective Permit issued date    /    / \_\_\_\_\_  
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\_\_\_\_\_  
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