

## ROXBURY WETLANDS AND WATERCOURSES COMMISSION FACT SHEET

Hours: Tuesdays and Thursdays 9 AM to 1 PM

Phone: (860) 354-9612 Fax: (860) 354-0560

This sheet is an informational document intended to help applicants obtain Wetlands permits from the Town of Roxbury Land Use Department. *This form is only a guide and does not supersede applicable regulations. For complicated projects, the regulations should always be consulted*

**THE SYSTEM:** Generally, all applications must go to the Inland Wetlands Commission first; with the exception of subdivisions, re-subdivisions, interior lots and lot line revisions. These projects go before the Planning Commission first.

**MEETINGS** are usually held the fourth Tuesday of each month at 7:30. To be placed on the agenda for a meeting, applications are due in the Land Use Office at the Town Hall by noon on the Thursday before the meeting. (Rev. 1/03)

### WHEN IS A PERMIT REQUIRED:

Any activity that involves building (including home construction), excavating, filling or storing of soil, installation of storm drains or curtain drains, any drainage work such as swales, construction of decks, pools, tennis courts, riding rinks, etc. and additions; any work near ponds (including the cleaning of ponds), streams or wetlands; any pumping of water from streams, wetlands or water wells requires a Wetland permit. A permit application is required in Roxbury, regardless of the distance to wetlands and/or watercourses. Applications are available in the Land Use Department.

If your activity is *regulated* (within 100 feet of a wetland or watercourse or 200 feet of the Shepaug River), then a completed application must be filed at the Land Use Department by the Thursday prior to the meeting. The application **MUST** include a site plan showing closest distances from the project area (area to be disturbed) to the wetlands/watercourses.

The applicant should be advised that regulated activities cannot be voted on at the first meeting. State law requires a fifteen (15) day waiting period to allow for public comment, therefore, regulated activities will not be voted on until the next regular meeting.

All applications for the construction of new homes and commercial structures must go before the Wetlands Commission regardless of whether there are wetlands or watercourses on the property. The Commission must look at all drainage issues. You should address stormwater runoff (no net increase of runoff is allowed from your property to off site areas). In addition, you cannot direct stormwater onto other properties. You should show (on your plan) how your roof water will be handled, how any driveway run-off will be addressed, and where any curtain drain/stormwater pipes will be located and discharged.

If you propose to work within a wetland/watercourse or a setback area, then you should retain a certified soil scientist to flag the wetlands. **ALL** plans must show the locations of all proposed erosion control measures such as silt fences and hay bales.

*Except in the case of new homes or commercial structures*, if your project area is over 100 feet from a wetland or watercourse *and does not* have the potential to impact a wetland or watercourse, then you may call the Land Use Office (860) 354-9612 to arrange a site visit by the Wetlands Enforcement Officer (WEO) to make a declaratory ruling on whether a permit is required. An (short form) application should be completed prior to the "non-regulated" site visit. The WEO can sign the application at that time if he determines that a permit is not needed and you may proceed to the next Commission. The WEO **CANNOT** make site visits for regulated activities *or for applications for new homes or commercial structures*. Site visits for regulated activities are arranged at an Inland Wetlands Commission regular meeting.

Revised January 2003