

**ROXBURY INLAND WETLANDS COMMISSION
GENERAL INFORMATION AND INSTRUCTIONS**

- I. 1. When applying for a permit, please refer to the Inland Wetlands and Watercourses Regulations for the Town of Roxbury, Connecticut. Copies of the Regulations are available from the Roxbury Land Use Clerk at the Town Hall during Land Use Office hours.
2. Questions regarding the Application Form should be addressed to the Roxbury Land Use Commission's Clerk at (860) 354-9612. A copy of the Roxbury Inland Wetlands and Watercourses Commission permitting process flow chart is included with this Application to assist those applicants who are unfamiliar with the review and approval process.
3. An Application (together with all supporting documents) must be filed at least three (3) business days prior to the Roxbury Inland Wetlands and Watercourses Commission's regular monthly meeting (normally held on the fourth Tuesday of each month) at 7:30 p.m. in the town Hall. A schedule of meeting dates is on file in the office of the Town Clerk.
4. A regulated activity is any activity within 100 feet of a wetland or watercourse and 200 feet of the Shepaug River.
5. A Connecticut Department of Environmental Protection Statewide Inland Wetlands Activity Reporting Form is included with this Application. The applicant must complete item numbers 3 through 9 and submit this form with the Application (for regulated activities only).
6. Permit fees are those approved in Section 20 of the Inland Wetlands and Watercourses Regulations for the Town of Roxbury and are payable prior upon the issuance of a permit. A copy of Section 20 is included with this Application.
7. The Application Form must be signed by the property owner. If the owner is represented by an agent, the owner's signature authorizes the agent to act on the owner's behalf including amendment of the Application and acceptance of a permit with such conditions as may be determined by the Commission.
8. Applicants are reminded that any proposed development activity within a floodplain, identified as "Areas of Special Flood Hazard on the Flood Insurance Rate Map, Town of Roxbury, Connecticut, Litchfield County," are regulated under the Town of Roxbury Flood Plain Management Ordinance. Information regarding flood plain regulations can be obtained from the Town Building Inspector.
9. The applicant should provide an original and three (3) copies of the Application, together with two (2) copies of any attachment.
10. The applicant must notify the Inland Wetlands and Watercourses Commission forty-eight (48) hours prior to commencement of the work if requested to do so by the Commission.
- II. The Commission may issue a permit for the duration of what is stipulated in its Regulations. It is the responsibility of the permit holder to make timely application for an extension prior to the expiration of the original permit where such privilege is desired.
12. All permits require the use of best management practices and erosion control. Silt fencing and hay bales must be installed to protect wetlands and watercourses. Failure to install these measures could result in a notice of violation and fines.