



## DEPARTMENT OF ENVIRONMENTAL PROTECTION

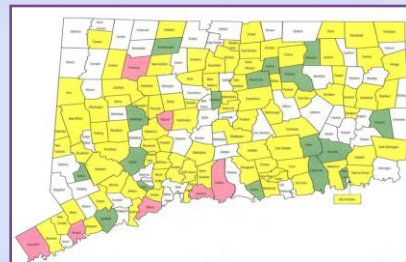
*Gina McCarthy, Commissioner*

### THE MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

# The Statewide Inland Wetlands & Watercourses Reporting Form

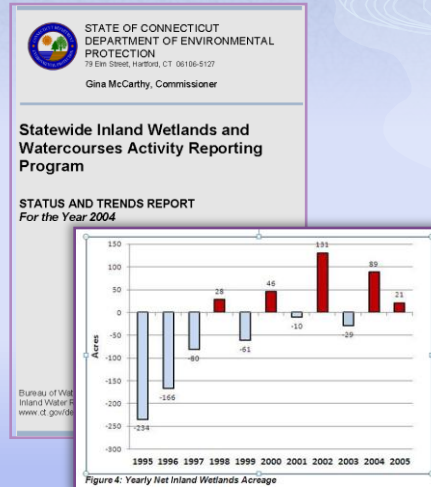
## Introduction

- Background
  - Connecticut is a state where regulation of the wetlands and watercourses occurs at the town level
    - Sec. 22a-36 through 22a-45 Inland Wetlands and Watercourses Act
  - Each of the 170 different Municipal Inland Wetlands Agencies (called Agencies, hereafter) have their own regulations and approach
    - Three times the number of U.S. States!



# Introduction

- Background
  - All actions by a town Agency need to be reported every month using the Statewide Inland Wetlands and Watercourses Activity Reporting Form (also called the SIWWARF)
  - Reporting allows the DEP to track and understand what is happening in the wetlands and watercourses of each town and for CT as a whole
  - An Annual Status and Trends Report is created from this data



# Statutory Requirements

## Relevant Statutes and Regulations

- Sec 22a-39(m) of the General Statutes of Connecticut
  - Establishes reporting requirements for Municipal Inland Wetlands agencies
  - Submitted form must reflect the final action of the town Agency
  - Agencies report on all permits, orders, and other actions to the DEP-Wetlands Management Section (WMS)
  - Reports submitted to DEP are due monthly

**Statewide Inland Wetlands & Watercourses  
Activity Reporting Form**

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, Municipal Inland Wetlands Agencies (here after called the Agency) must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for each action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package as well.

Please remember: the Agency is responsible for ensuring that the information provided is accurate and that it reflects the final action of the Agency. Incomplete or inconspicuous forms will be mailed back to the Agency. Instructions for completing the form are located on the following page.

The Agency shall mail completed forms for actions taken during a calendar month no later than the 15<sup>th</sup> day of the following month to the Department of Environmental Protection (DEP). Do not mail this cover page or the instruction page. Please print and mail only the completed yellow reporting form to:

**WETLANDS MANAGEMENT SECTION  
INLAND WATER RESOURCES DIVISION  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET 3<sup>RD</sup> FLOOR  
HARTFORD, CT 06106**

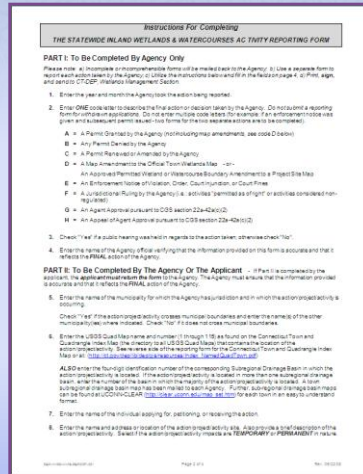
Questions may be directed to the DEP's Inland Wetlands Management Section at (860) 424-3018.

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# Regulatory Requirements

## Relevant Statutes and Regulations

- Sec 22a-39-14 of the Inland Wetlands and Watercourses Regulations of the CT DEP
  - Stipulates what information is requested on the Statewide Inland Wetlands & Watercourses Activity Reporting Form



# Where are Forms Available?

- Available by Mail
  - Color coded by year
- [WMS Website](#)

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- Available by Mail
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The screenshot shows the DEP website interface. On the left is a navigation menu with categories like 'GENERAL INFORMATION', 'TRAINING FOR WETLANDS AGENCIES', 'REGULATION & WET LAW', 'STATUS & TRENDS', 'RESOURCES & REFERENCES', 'INLAND WETLANDS AND WATERCOURSES MAIN PAGE', and 'DEP MAIL MENU'. The main content area is titled 'Inland Wetlands and Watercourses' and features a 'General Information' section with links to 'Inlands Wetlands Management - Overview', 'Citizen's Guide To Participating in the Municipal Regulation Of Inland Wetlands and Watercourses', and 'Vernal Pools'. Below this is a 'Directory' section with a link to 'Inland Wetlands Agent Directory'. The 'Forms and Permits' section is highlighted with a red box and contains links to 'Statewide Inland Wetlands & Watercourses Activity Reporting Form - Word Form' and 'DEP Inland Water Resources Division Permits'.

## Using an Electronic Form

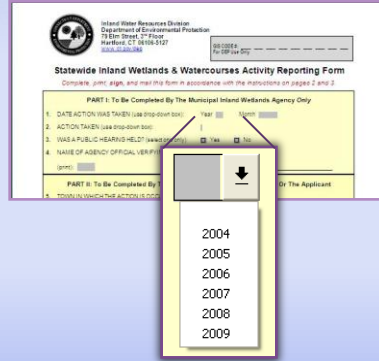
- Form is opened via the internet, see the General Information sub-section for the [Statewide Inland Wetlands & Watercourses Activity Reporting Form](#)
- Fill out and print
- Send back to DEP via regular mail

The screenshot displays the 'Statewide Inland Wetlands & Watercourses Activity Reporting Form'. The form is divided into three main parts:
 

- PART I: To Be Completed By The Municipal Inland Wetlands Agency Only**
  - 1. DATE ACTION (WAS TAKEN) (use drop-down box): Year: [ ] Month: [ ]
  - 2. ACTION TAKEN (use drop-down box): [ ]
  - 3. WAS A PUBLIC HEARING HELD? (select one only):  Yes  No
  - 4. NAME OF AGENCY/ OFFICIAL VERIFIED AND COMPLETED THIS FORM: [ ]
- PART II: To Be Completed By The Municipal Inland Wetlands Agency Or The Applicant**
  - 5. TOWN IN WHICH THE ACTION IS OCCURRING: [ ]
  - 6. CLEAR THE PROJECT FROM MUNICIPAL BOUNDARIES? (select one only):  Yes  No
  - 7. LOCATION: [ ]
  - 8. NAME & ADDRESS/LOCATION OF PROJECT SITE: [ ]
  - 9. ACTIVITY PURPOSE CODES (use drop-down box): [ ]
  - 10. ACTIVITY PURPOSE CODES (use drop-down box): [ ]
  - 11. WETLAND / WATERCOURSE AREA ALTERED? (multiple project areas that total as indicated): [ ]
  - 12. WETLAND REVEALS/A-TERRESTRIAL (use drop-down box): [ ]
  - 13. AREA OF WETLANDS AND/OR WATERCOURSES RESTORED, ENHANCED OR CREATED: [ ]
- PART III: To Be Completed By The DEP**
  - DATE RECEIVED: [ ] DATE RETURNED TO DEP: [ ]
  - FORM COMPLETED:  YES  NO FORM CONNECTED, COMPLETED:  YES  NO

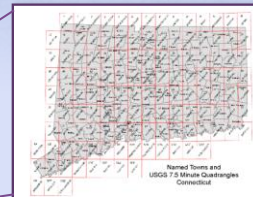
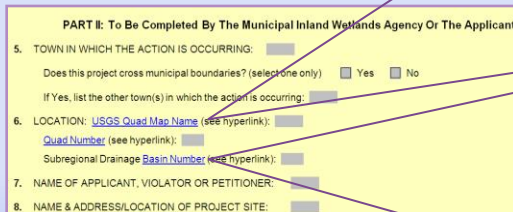
# Using an Electronic Form

- Pull-down menus, yes/no toggle boxes, and fields are used to reduce error rate



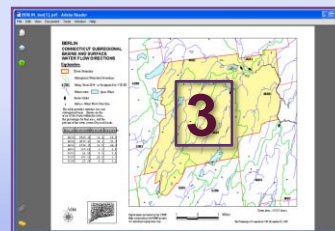
# Using an Electronic Form

- Hyperlinks for important references are imbedded in the document



## Finding the Basin Number

- Select Basin Number [hyperlink](#)
- Use UCONN-CLEAR pull-down and select a town
- Select "Get Basin Map"
- PDF is created
- NOTE: The DEP Wetlands Management Section has mailed a town sub-regional drainage basin map to every Agency showing major roads to assist with orientation. Additional copies can be obtained by contacting us



## Sections

- Part I: Filled out by Agencies
- Part II: Filled out by Agencies or applicants
- Part III: Filled out by DEP

**Statewide Inland Wetlands & Watercourses Activity Reporting Form**

Complete this report only if you are in compliance with the requirements on pages 2, 3 and 4.

**PART I: To Be Completed By The Municipal Inland Wetlands Agency Only**

- DATE ACTION (S/TAKEN) (use drop-down box) Year:  Month:
- ACTION TAKEN (use drop-down box) |
- WAS A PUBLIC HEARING HELD? (select one only)  Yes  No
- NAME OF AGENCY/ OFFICIAL VERIFIED AND SIGNED THIS FORM:

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

- TOWN IN WHICH THE ACTION IS OCCURRING:
- Does the project cross municipal boundaries? (select one only)  Yes  No  
If Yes, list the other town(s) in which the action is occurring:
- LOCATION:
- Sub-Location: (use type-in)
- Sub-Location: (use drop-down)
- NAME OF APPLICANT/ LOCATION OF PROJECT/SITE:
- NAME & ADDRESS/LOCATION OF PROJECT SITE:
- Project description (action project/activities):
- ACTIVITY PURPOSE CODES (use drop-down box) |
- ACTIVITY PURPOSE CODES (use drop-down box) |
- WETLAND/ WATERCOURSE AREA ALTERED (multiple project areas that total as required)  
Wetlands:  Acres Clear Water Body:  Acres Stream:  Near Wet:
- UNPAID REVENUE ASSESSED (enter amount in \$)  Acres
- AREA OF WETLANDS AND/OR WATERCOURSES RESTORED, ENHANCED OR CREATED  Acres  
(that are project in area)

**PART III: To Be Completed By The DEP**

DATE RECEIVED:  DATE RETURNED TO DEP:

FORM COMPLETED:  YES  NO FORM CONNECTED, COMPLETED:  YES  NO

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# Instructions

- ❑ Read the instructions
- ❑ Pay attention to codes for pull-down sections
- ❑ No blanks
- ❑ Fill out town Agency sections
- ❑ The Agencies are responsible for checking accuracy of the forms and they must reflect the final decision of commissioners
- ❑ Call WMS if you need assistance with interpretation of the form's instructions.
  - 860-424-3019

**Instructions For Completing THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

**PART I: To Be Completed By Agency Only**

Please note: a) Incomplete or inconsistent forms will be mailed back to the Agency; b) Use a separate form to report each action taken to the Agency; c) ODOB the instructions below and fill in the fields on page 4 of form; sign and send to CT-DEP, Wetlands Management Section.

1. Enter the year and month the Agency took the action being reported.
2. Enter **ONE** code letter to describe the first action or decision taken by the Agency. Do not submit a reporting form for withdrawal applications. 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 Agency (not including map amendments; see code D below)
  - B = A City Permit Granted by the Agency
  - C = A Permit Renewed or Amended by the Agency
  - D = A Map Amendment to the Official Town Wetlands Map - (M)
  - E = An Approved Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
  - F = An Enforcement
  - G = A Jurisdictional Determination
  - H = An Agency
  - I = An Appeal

3. **CAREFULLY REVIEW** the list below and enter **ONE** code letter which best characterizes the activity/operation. All state agency projects must code "0".
  - 0 = No Activity
  - 1 = Residential Development for Single Family Units
  - 2 = New Residential Development for Multi-Family Complex
  - 3 = Commercial/Industrial Uses
  - 4 = Municipal Project
  - 5 = Utility Company Project
  - 6 = Agriculture, Forestry or Conservation
  - 7 = Wetland Restoration, Enhancement, Creation
  - 8 = Storm Water / Flood Control
  - 9 = Erosion / Sedimentation Control
  - 10 = Recreation / Energy / Telegraph
  - 11 = Routine Maintenance
  - 12 = Tree Assessment
  - 13 = State Agency Project
  - 14 = Other (this code includes the equivalent of categories with non-on-the-ground work)
10. State whether the activity has caused the project activity being reported (Enter "No" if this form is being completed for the action of map amendment. You must provide code "C" if the activity is located in an established riparian area (buffer, setback) or "NO" established riparian area (buffer, setback) exists.
  - 1 = Filing
  - 2 = Excavation
  - 3 = Land Clearing / Grubbing (no other activities)
  - 4 = Stream Channelization
  - 5 = Stream Dredging (includes stream stabilization)
  - 6 = Stream Channelization (removal of stream only)
  - 7 = Culverting (no/for instance)
  - 8 = Underground/Offsite (no other activities)
  - 9 = Riparianity / Stream Construction
  - 10 = Drainage Improvement
  - 11 = On-site Land Clearing / Dam Construction
  - 12 = Activity in an Established Riparian Area
  - 13 = Activity in Open

# Summary

- ❑ Monthly reporting is mandatory
- ❑ Fill out all information
- ❑ Town is responsible for checking accuracy of form and it should reflect *final* decision of commissioners

**Statewide Inland Wetlands & Watercourses Activity Reporting Form**

Complete this page and mail form to: **Department of Environmental Protection, 1200 Silas Deane Dr., Hartford, CT 06183-0057**

**PART I: To Be Completed By The Municipal Inland Wetlands Agency Only**

1. DATE TAKEN (use drop-down box) Year:  Month:
2. ACTION TAKEN (use drop-down box) |
3. WAS A PUBLIC HEARING HELD? (select one only)  Yes  No
4. NAME OF AGENCY / OFFICIAL VERIFIED AND COMPLETED THIS FORM:

**PART II: To Be Completed By The Municipal Inland Wetlands Agency Or the Applicant**

5. TOWN IN WHICH THE ACTION IS OCCURRING:
6. Does the project area Municipal boundaries? (select one only)  Yes  No
7. LOCATION:
8. NAME OF APPLICANT / LOCATION OF PROJECTOR:
9. NAME & ADDRESS/LOCATION OF PROJECT SITE:

**PART III: To Be Completed By The DEP**

DATE RECEIVED:  DATE RETURNED TO DEP:

FORM COMPLETED:  YES  NO FORM CONNECTED/COMPLETED:  YES  NO

# Summary

- Sec 22a-39-14 of the Inland Wetlands and Watercourses Regulations of the Department of Environmental Protection (DEP) provide that the Commissioner of DEP may revoke the authority of a municipality to regulate inland wetlands and watercourses should such municipality fail to submit reports.
- This information will be used by the WMS and reported to state and federal officials.
- The long-term reporting record of each town will soon be available through the [Status and Trends](#) section of the WMS Website



DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 Gina McCarthy, Commissioner

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# Questions???

The Statewide Inland Wetlands & Watercourses Reporting Form