

WESTBROOK INLAND WETLANDS & WATERCOURSES COMMISSION
APPLICATION INSTRUCTIONS

If your residential proposal lies within the 100' inland wetland regulated area it will require a regulated activity permit from the Inland Wetlands & Watercourses Commission (IWWC).

The IWWC meets on the first Tuesday of the month at 7:00 P.M. in the Multimedia Room in the Mulvey Municipal Center located on 866 Boston Post Road. The application deadline is 3 business days before the meeting (which usually works out to the Thursday prior to the meeting) **by 4:00 P.M. Ten (10)** copies of site plans and applications need to be filed showing the wetland or watercourse and the distance from the boundary of your work (including clearing and soil disturbance) to the wetland or watercourse. Additionally, the 100' regulated area line needs to be drawn on the plan. Silt fence or staked haybales need to be shown at the edge of the soil disturbance/limit of clearing. The application fees need to be submitted in cash or check **made out to the Town of Westbrook**, for \$75.00 for a residential activity and \$60.00 (**made out to the Town of Westbrook**) to cover the CT DEEP filing fee. These fees are to be filed in the Land Use Department. The application item will be placed on the agenda which will be emailed on the Friday before the meeting. Attendance by the applicant or a representative to present the application is required for at least two meetings. Please note that the review and permitting process takes a minimum of two meetings, so please plan accordingly. If the plan should be approved, the permit will be issued after the decision has been published for a period of two weeks to allow for a public appeal period.

If you have any questions, please do not hesitate to leave a message for the Wetland Office with the Building Department at (860) 399-3046.