



STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**INLAND WATER RESOURCES DIVISION (IWRD), 3<sup>rd</sup> floor**  
79 Elm Street  
Hartford, CT 06106-5127

## Pre-Application Guidance

It is highly recommended that you, as the applicant, carefully read all application instructions prior to completing and filing an application. You may schedule a pre-application meeting with IWRD staff to discuss your project to clarify expectations for documentation in an application. A complete and sufficient application will enhance the probability for a timely application process. If you are interested in scheduling a pre-application meeting for your project with staff from IWRD, you should complete all of the following instructions:

1. Send in a complete enclosure of all the documentation requested below to the attention of the Director: Denise Ruzicka, titled, "Request for pre-application meeting" to the address indicated above.
2. Include a list of the names of all individuals who will be attending the pre-application meeting;
3. If the proposed project is subject to federal jurisdiction under Section 404/401 of the Clean Water Act, it is the responsibility of the applicant to coordinate with the Army Corps of Engineers and the US Environmental Protection Agency and request their attendance at the pre-application meeting.

IWRD staff will review the pre-application materials and you will be contacted to schedule a meeting.

**You must send in written documentation of the following prior to scheduling a pre-application meeting.**

- The applicant's name, address, and phone number;
- The project contact person's name, address, and phone number (if different than the applicant) *this is the person the IWRD will contact to schedule a pre-application meeting date;*
- The address of the project location with an 8.5" x 11" copy of a United States Geological Survey topographic map with the boundary of the project area demarked;
- A brief description of the project, including the purpose, existing site conditions, and what changes to existing conditions would occur as a result of the project;
- Large scale plan sheet(s), 1"=40' or 1"=100' recommended, showing the following:
  - existing conditions of the site: including but not limited to: project boundary, topography, soils, vegetative cover, stream channel encroachment lines, aquifer protection zones, mapped FEMA floodzones, wetlands and watercourses;
  - the proposed layout of the development including but not limited to: grading, limits of clearing, roadways, hydraulic structures and buildings;
  - the storm water drainage system;
- A description of the environmental resources that will be impacted by the project (wetlands, waters, wildlife, floodplains);
- Clarification if the project will utilize state or federal funds;
- Quantification and evaluation of the project impacts (direct and secondary) to wetlands, waters. Please quantify amounts in square feet, acres and/or linear feet;
- Clarification if the project will involve the withdrawal of water, if so please project the water source, distribution system, discharge location and quantity of water diverted in million gallons per day ("MGD");
- Clarification if the project will impact a vernal pool, impaired water body, aquifer projection area, CT DEP Natural Diversity Database state listed species habitat, or fisheries habitat; and
- Clarification and evaluation of the following engineering information:
  - if the project activities cause an increase in peak flow;
  - is there retention/detention/infiltration proposed in the project design;
  - if any of the project activities take place in a FEMA established floodplain;
  - if any of the project activities take place in a FEMA established floodway;
  - if any of the project activities take place within a Stream Channel Encroachment line;
  - if the project activities include construction, or substantially repairing a dam, dike or similar structure; and
  - if the project involves a critical activity as defined in Section 25-68b(4) of the Connecticut General Statutes