

Partnering for Protection

Wetlands Workshop for Municipal Officials

May 22, 2008



Please Note: This presentation is for a workshop only and is not meant to be a substitute for the Freshwater Wetlands Act or the *Rules and Regulations Governing the Administration and Enforcement of the Freshwater Wetlands Act*.

Application Requirements & Preparation

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Pre-Application Resources

- www.dem.ri.gov
- www.ri.gov/DEM/wetlands/
- Office of Customer & Technical Assistance
- Freshwater Wetlands Program Staff
- Water Quality/Wetland Restoration Team

Rule 7.07 (B)

Coordination with Municipalities

- Applicants encouraged to review local ordinances as part of application prep.
- Encouraged to coordinate with local officials prior to submission of application
- May invite municipal officials to pre-application meetings, especially for major projects

Application Basics

- Application forms
- Site Work
- Site Plans and Reports
- Fees

**RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
OFFICE OF WATER RESOURCES/FRESHWATER WETLANDS PROGRAM**
235 Promenade Street, Providence, RI 02908
Telephone: 401-222-6820, Telecommunication Device for the Deaf: 401-222-4462

GENERAL APPLICATION FORM

Please type or print

PART A	Purpose of Application:		AGENCY USE ONLY Application No.:
	<input type="checkbox"/> Request to Determine Presence of Wetlands only (Rule 8.02) <input type="checkbox"/> Request to Verify Delineated Edge of Wetlands (Rule 8.03) <input type="checkbox"/> Request for Preliminary Determination (Rule 9.00) <input type="checkbox"/> Application to Alter a Freshwater Wetland (Rule 10.00) <input type="checkbox"/> Application For Renewal (Rule 11.02) Complete Only Parts B,D & H <input type="checkbox"/> Application for Permit Modification (Rule 11.03) <input type="checkbox"/> Application For Permit Transfer (Rule 11.04) Complete Only Parts B, E & H <input type="checkbox"/> Change in Owner during review – (Rule 7.02(E)) Cmpl. Only Parts B, F & H		AGENCY USE ONLY Application Received:
PART B	Applicant Information:		
	<ul style="list-style-type: none"> Name of Applicant (see Rules 7.02): _____ <i>Note: The applicant must be the owner of the property or easement which is the subject of this application or must be the government agency or entity with power of condemnation over such property or easement.</i> Mailing Address of Applicant: _____ 		
	City/Town	Street/Road	P.O. Box
	State	Zip Code	Telephone No.
	<ul style="list-style-type: none"> Location of Property subject to this Application: 		
	City/Town	Street Abutting Site	Street address number (if applicable)
	Nearest street intersection and its distance and direction from site		
	Nearest utility pole number(s): _____ Direction to site from abutting street: N____ S____ E____ W____		
	Tax Assessor's Plat(s) and Lot No.(s): _____		
	Recorded Plat (s) and Lots No.(s) (if no Tax Assessor Plat and Lots available): _____		
PART C	General Information:		
	<ul style="list-style-type: none"> Any previous application for this site? Yes___ No___ Provide Application No.(s) _____ Any previous enforcement action for this site? Yes___ No___ Provide File No.(s) _____ 		

Application Forms

- Available either in our office or on-line
- Part A: Purpose of Application
- Part B: Applicant Information
- Part C: General Info
- Part G: Certification of Professionals
- Part H: Certification of Applicant *

* Signed by Owner or appropriate designee



Who Can Sign It?

- Individual Owner
- Owner's attorney (with notarized power-of-atty)
- **Officers of corporations, clubs, agencies, fire districts, etc.**
- **Elected officials or Executive Officers in the case of Municipalities**
- Executor/Executrix of Estates



If applicant **doesn't** own property: 2 options

- Applicants with condemnation authority with respect to project area, as documented in writing (e.g. copy of authorizing legislation or demonstration of previous exercise of authority)
- Can obtain **notarized** letter of authorization from the property owner to **apply to DEM** for alterations to wetlands on their property

Rule 7.04

Wetland Edge Requirements

- All site plans must accurately depict wetland edges and limits
- Wetland edge flags (where applicable) must be sequentially numbered/lettered, close enough to each other for easy visibility
- The flags must be survey-located accurately onto the site plans

Exceptions to required flagging

- Well-defined edges (i.e. toe-of-slope) provided edges are otherwise accurately depicted;
- Project is within disturbed area & sufficient fixed-reference points available to confirm depicted wetland limits;
- Watercourses, perimeter & riverbank wetlands, floodplain



Other Site Work

- Mark property boundaries
- Stake limits of disturbance
- Corner locations of homes, OWTS
- Centerlines of roadways, utilities, pipelines, labeled with corresponding station numbers
- Locations of culverts, outfalls, lots



Site Plan Basics

- Correct number of site plans for application type
- **Scale:** no smaller than 1 in = 100 ft (scales of 1"=20', 1"=40' usually ideal)



- **Size:** no smaller than 8-1/2" x 11", no larger than 24" x 36"
- Plans sequentially numbered

Site Plan Basics

- Permanent markings (marks added afterwards in pen/marker, etc. are not allowable).
- Title block, original and revision dates.
- Street abutting the site with fixed reference points.
- Distance and direction to nearest street intersection.



Site Plan Basics

- North Arrow.
- Entire property boundary outline and dimension.
- Location map of community.
- Fixed reference points labeled (utility poles, stone walls, large trees, etc.).
- Legend to explain all markings and symbols.

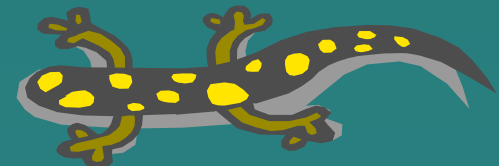


Site Plan Basics

- Limits of Disturbance
- Existing & proposed grades at 2-foot contour intervals
- Erosion/Sediment Controls
- All relevant details of proposed construction
- Maintenance Schedule

Written Documentation

- Impact Avoidance & Minimization Statement
- Drainage Calculations
- Floodplain Calculations
- Written Evaluation of Functions & Values, and Assessment of Impacts



Rule 7.11 Fee Schedule

- Use of flat fees to simplify calculation
- Some fee caps
- Reduced fees in urban core areas
- Fees based on construction costs unchanged
- Payments by check or money order
- Reduced fees in limited circumstances

