



State of Rhode Island  
**Coastal Resources Management Council**  
Oliver H. Stedman Government Center  
4808 Tower Hill Road, Suite 3  
Wakefield, RI 02879-1900

(401) 783-3370  
Fax (401) 783-2069

**FRESHWATER WETLANDS IN THE VICINITY OF THE COAST**  
**APPLICATION PACKAGE**

**THIS APPLICATION PACKAGE IS PROVIDED TO AID YOU IN COMPLETING YOUR FRESHWATER WETLAND IN THE VICINITY OF THE COAST APPLICATION. PLEASE READ THIS ENTIRE PACKAGE PRIOR TO COMPLETING THE APPLICATION.**

This application package contains general information necessary to complete any application submitted to CRMC Freshwater Wetlands in the Vicinity of the Coast program. The applicant should refer to the 650-RICR-20-00-2 (Rules and Regulations for the Protection and Management of Freshwater Wetlands in the Vicinity of the Coast) and 650-RICR-10-00-1 (CRMC's Management Procedures) for specific requirements and criteria as well as for a detailed explanation of the CRMC's practices and procedures for individual application types.

Please note that the application form and all supporting documentation must be delivered or mailed **DIRECTLY TO** the Coastal Resources Management Council, 4808 Tower Hill Road, Suite 3, Wakefield RI 02879.

All applications require a fee. Please refer to the general fee requirements and fee schedule herein. All fees must be paid by check or money order made payable to the "Coastal Resources Management Council" or "CRMC".



State of Rhode Island and Providence Plantations  
**Coastal Resources Management Council**  
 Oliver H. Stedman Government Center  
 4808 Tower Hill Road, Suite 3  
 Wakefield, RI 02879-1900

(401) 783-3370  
 Fax (401) 783-2069

**FRESHWATER WETLANDS IN THE VICINITY OF THE COAST**  
**APPLICATION PACKAGE**

**Purpose of Application (Part A)**

- Request to Determine Presence of Wetland Only § 2.8(B)
- Request to Verify Wetland Edge § 2.8(C)
- Request for Regulatory Applicability § 2.8(D)
- Request for Preliminary Determination § 2.9
- Application to Alter § 2.10
- Application for Permit Extension – Part D required § 2.11(B)
- Application for Permit Modification § 2.11(C)
- Application for Permit Transfer – Part E required § 2.11(D)

**Applicant Information (Part B)**

<b>File No.</b> (CRMC use only): _____		
<b>Owner's Name:</b> _____	<b>Contact Number:</b> _____	
<b>Mailing Address:</b> _____		
City/Town: _____	State: _____	Zip Code: _____
<b>Location of Property Subject to this Application:</b>		
_____ City/Town	_____ Street Abutting Site	_____ Street Address (if applicable)
<b>Direction to site from abutting street:</b> <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West		<b>Plat:</b> _____ <b>Lot(s):</b> _____
<b>Nearest intersection &amp; distance from site:</b> _____		
<b>Nearest Utility Pole &amp; number:</b> _____		

**General Information (Part C)**

<b>Any previous applications for this site?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	Application No.: _____
<b>Any previous Enforcement action?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	File No.(s): _____
<b>Amount of Wetland Area to be altered (§ 2.10(D)):</b> Square Feet: _____		
Linear Feet of Watercourse: _____		
<b>Amount of Fee Submitted for Application (§ 2.7(K)):</b> \$ _____		

**For Permit Extension (Part D)**

<b>Name of Original/Subsequent Permittee:</b> _____	
<b>Application/Permit No.:</b> _____	<b>Expiration Date:</b> _____
<b>Number of Previous Extensions:</b> _____	
<b>Statement of Applicant:</b> <i>I hereby state that I am requesting extension of the original or subsequently modified permitted project under Application/Permit No.: _____ . I fully understand the permit limitations and will comply with any and all conditions of the permit.</i>	
<b>Applicant's Name:</b> _____	
<b>Applicant's Signature:</b> _____	

**For Change in Owner During Application Processing Only (Part E)**

<b>Application No.:</b> _____
<b>Name of Original Applicant:</b> _____
<i>NOTE: A certified copy of the deed of transfer must be enclosed for Applications to Alter only.</i>

**Certification of Professional (if applicable) (Part F)**

<i>Note: Any professional (engineer, biologist, landscape architect etc.) who participated in the submission and/or preparation of this Application and supporting documentation must sign below.</i>	
<b>I hereby certify that I have been authorized by the applicant to prepare documentation to be submitted in support of this application; that such documentation is in accordance with the CRMC Rules and Regulations for the Protection and Management of Freshwater Wetlands in the Vicinity of the Coast; and that such documentation is true, accurate and complete to the best of my knowledge.</b>	
Name of Professional:	Title:
Address:	Company:
Signature:	Date:

**Certification of Applicant (Part G)**

<b>I hereby certify that I have requested and authorized the investigation, compilation, and submission of all the information, in whatever form, contained in this Application; that I have personally examined and am familiar with the information submitted herein; and that such information is true, accurate and complete to the best of my knowledge.</b>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**\*See § 2.7(B) Regarding Signatories to Applications\***

Applicant's Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Instructions - Required Enclosures**

*Note: Incomplete Applications will delay processing*

**\*\*PLEASE NOTE\*\* When submitting large scale plans, four (4) physical copies as well as one (1) digital copy (sent via email to [cstaff1@crmc.ri.gov](mailto:cstaff1@crmc.ri.gov)) are both REQUIRED. This is for submitting new applications as well as any revisions or modifications made.**

**All Applicants must ensure that:**

- All applicable sections of the application form are completed.
- All necessary signatures are provided on the application form (*see § 2.7(B) for Signatories to Applications*)
- The appropriate fee has been submitted with all supporting documents, studies, reports or additional information where required and applicable.

**Required Enclosures for Individual Application Types:**

**Request to Determine Presence of Wetlands Only (§ 2.8(B))**

- Quadruplicate (4) site plans of the subject property which clearly indicate the property location and property boundaries.
- Proof of property ownership (Letter from local tax assessor)

**Request to Verify Delineated Wetland Edge (§ 2.8(C))**

- Quadruplicate (4) site plans which identify the wetlands and their edge which the applicant wants CRMC to verify on the property.
- Proof of property ownership (Letter from local tax assessor)

**Request for Preliminary Determination (§ 2.9)**

- Quadruplicate (4) site plans which include the overall project proposed or contemplated.
- Proof of property ownership (Letter from local tax assessor)
- Documentation in compliance with impact avoidance and minimization requirements (see § 2.9(B)(1)(d)).
- Quadruplicate (4) copies of any and all documents, studies, reports and information in support of any project seeking a permit as an insignificant alteration (if applicable)
- Building Official form

**Application to Alter (§ 2.10)**

- Quadruplicate (4) site plans which include the overall project proposed or contemplated. *Note: Following initial CRMC review for completeness, the applicant will be contacted to provide additional full and reduced sized copies of the site plans for notice purposes. The number will vary based upon the number of municipalities, abutters, and interested parties involved.*
- Proof of ownership in the form of a current certified copy of the deed of the property, or Proof of property ownership (Letter from local tax assessor).
- A current list of the property owners whose property lies immediately adjacent to the project site. This list must contain the current mailing address of each property owner and must be accompanied by a radius map drawn to scale of not less than one inch to one hundred feet (1":100') showing the properties, lot numbers, and corresponding owners adjacent to the property site.
- Quadruplicate (4) copies of all documentation in compliance with the impact avoidance and minimization requirements (§ 2.10(B)(4))

- Quadruplicate (4) copies of all documentation in compliance with the wetland functions, values, and impact evaluation requirements (§ 2.10(B)(5))
- Building Official form

Application for Permit Extension (§ 2.11(B))

- No additional enclosures required

Application for Permit Modification (§ 2.11(C))

- Quadruplicate (4) site plans which clearly depict the proposed modification.
- Proof of property ownership (Letter from local tax assessor)
- Written narrative and any additional data which describes and details the proposed minor changes and/or modification proposed, and the reasons for the modification.

Application for Permit Transfer (§ 2.11(D))

- Certified copy of the deed of transfer, or Proof of property ownership (Letter from local tax assessor)

**SITE PLAN REQUIREMENTS**

Site plans for applications must meet the criteria specified in § 2.7(C). These requirements are as follows:

- A. Site plans must be submitted with the following application types: Request to Verify Wetland Edges (§ 8.03); Request for Preliminary Determination (§ 2.9); Application to Alter a Freshwater Wetland (§ 10.00); and Request for Permit Modification (§ 2.11(C)). Site plans may be required for other application types as specified below and in § 2.8 through 2.11.
  - 1) For a Request to Determine the Presence of Wetlands, a site plan, while desirable, is not required, as described in § 2.8(B).
  - 2) For a Request for Regulatory Applicability, plan requirements are described in § 2.58(D).
  - 3) For a Request for Emergency Alteration, a site plan may be required, as described in § 2.11(A).
- B. The correct number of site plans required by the application package must be provided at the time of submission. If additional plans are required, the applicant will be informed and must submit them.
- C. All site plans must be drawn to scale. The scale of all plans must be no smaller than one (1) inch = one hundred (100) feet (1" = 100'); however, a larger scale is preferred (e.g., one (1) inch = forty (40) feet (1" = 40')). Where additional detail is required to complete its evaluation, the CRMC may require larger scaled details.
- D. All site plans must be at least 8 ½" x 11" in size but no larger than 24" x 36".
- E. All site plans must contain a title block, the original date of the plan, and the latest revision date of the plan if applicable. The title block must include the name of the person or party involved, the proposed project title, if any, the principal street or road abutting the site, the tax assessor's plat and lot number(s), the city or town, the name of the preparer, and the scale of the plan.
- F. All site plans containing more than one (1) sheet must be numbered consecutively (specifically: "page 1 of [total number of sheets]," and so forth).
- G. All site plans must contain a legend which explains all markings or symbols.
- H. All site plans must have all markings permanently fixed. Site plans that are pieced together with tape or contain markings of pen, pencil, crayon, markers or other items that can be changed or altered at a later date are not acceptable. Blue-line or black-line prints or photocopies of originals are acceptable.
- I. All site plans must depict at least the following:
  1. Street(s) abutting the site with fixed reference points, (e.g., utility poles and numbers, house

- and number, and any other similar structures);
  2. Distance and direction to nearest street intersection;
  3. Magnetic North Arrow;
  4. Entire property boundary outline and dimensions, which may be shown on a separate plan sheet;
  5. Inset map showing location of site in the community;
  6. Any other fixed referenced points including, but not limited to, stone walls, buildings, fences, edge of fields/woods, trails, access roads, and parking lots; and
  7. Scale of plans.
- J. All site plans indicating physical features, distances, contour elevations, property lines, wetland edges, or other information provided as baseline data must clearly note whether such information was obtained by on-site survey, by aerial photogrammetry sources, or by reproduction from other maps or plans. Site plan information obtained from aerial photogrammetry sources or by reproduction from other plans or maps must provide an estimate of the maximum possible horizontal or vertical error between the information provided and the actual on-site conditions. Site plans developed from on-site surveys must clearly note what class or standard the survey meets.
- K. All site plans submitted with a Request to Verify Wetland Edges, a Request for Preliminary Determination or an Application to Alter a Freshwater Wetland must accurately depict the edge of all freshwater wetlands in accordance with § 2.7(D).
- L. All site plans submitted for review or approval of a proposed project shall include and depict the following, where applicable:
- 1) Where changes to grades are proposed, both current and proposed contour line elevations at maximum intervals of two feet (2') and where no changes to grades are proposed, include a notation which so indicates;
  - 2) Profiles and cross sections drawn to scale;
  - 3) A labeled 'limit of disturbance' that encloses all proposed temporary and permanent vegetative clearing and surface or subsurface disturbance associated with the proposed project;
  - 4) All temporary and permanent erosion and *sediment* controls;
  - 5) All temporary and permanent stormwater, flood protection and water quality management controls, and all best management practices;
  - 6) All proposed measures to conduct, contain or otherwise control the movements of surface water, groundwater, or stormwater flows; and the ultimate destination of such flows;
  - 7) Any and all construction activities either above or below the earth's surface which may affect any wetland including the height of planned buildings;
  - 8) Any additional specific requirements contained in the application package checklist for proposed projects; and
  - 9) A maintenance schedule of all proposed water quality and stormwater control structures.
- M. Each site plan sheet prepared by a registered professional must bear the stamp of that professional, along with the date and his or her signature. Site plans submitted for an Application to Alter a Freshwater Wetland must, pursuant to R.I. General Laws § 2-1-22, bear the stamp and signature of a Registered Professional Engineer.

**Site Work to be Performed by the Applicant**

The following work must be completed prior to application submission for certain application types where site inspections are required. In many cases, CRMC will not be able to complete its site investigation or evaluation without certain information visible onsite. This could either delay CRMC's completion of application processing or possibly result in inaccurate assessments. Therefore, in order to facilitate site inspection and investigation, the applicant must perform the following site work where applicable. NOTE: For subdivisions or large projects, site alterations proposed well away from wetland areas need not be marked. However, activity in and adjacent to wetland should be clearly identified. The following list represents important items for onsite identification:

- Property boundaries must be identified with labeled markers such as flags or stakes. This is very important when there are no other or very few fixed reference points available to discern the location and extent of the property in question.
- Boundary of outermost proposed limits of filling, clearing, soil disturbance, excavation or grading must be flagged or staked on site. All flags/stakes must be clearly labeled.
- Ponds, detention/retention basins must be outlined by flagging or staking and clearly marked.
- Subdivision lots must be clearly numbered or otherwise marked on-site.
- Corner locations of proposed septic systems must be staked and labeled if the site is an individual lot for review. If a subdivision, only those systems on lots which contain freshwater wetlands need be staked and labeled.
- Centerlines of roadways, pipelines, or utility lines must be staked or flagged. Stakes or flagging are to be marked with station numbers that are reflected on site plans submitted with the application. The distance between stakes should be no greater than one hundred (100') feet.
- Drainage swale centerlines or proposed relocated river and stream channels must be staked or flagged and labeled.
- All wetland edges that have been flagged or otherwise marked for verification must be clearly labeled.
- Periodic reference points of proposed construction reflected on site plans must be placed on the site for referral in those areas lacking fixed reference points such as in dense vegetation.

### **Application Fees**

#### **General Fee Requirements** (§ 2.7(J))

- A. The applicant must pay all required fees to the CRMC in full at the time the applicant submits any application or request for hearing.
- B. The fees for proposed projects and activities are set forth in the fee schedule under § 2.7(K).
- C. The fees for certain proposed projects (*e.g.*, reconstruction or new construction of roads, railways, or airport facilities and new utility installation, such as installation of major utility lines, pipes, etc.) shall be based on the Estimated Construction Cost ("ECC") of certain portions of such projects. The ECC must include the costs of construction activities such as materials, labor and equipment. The ECC shall not include the cost of land acquisition and consultant fees for planning, design and construction supervision. The ECC must be determined for all portions of the project that are proposed in or above any freshwater wetlands, and for those portions that are proposed in areas sloping/draining into on-site or adjacent freshwater wetlands.
- D. The ECC for proposed projects must be documented and prepared by an appraiser, general contractor, engineer, land surveyor, architect, landscape architect or other appropriately qualified professional. Such documentation must be submitted by the applicant with the application. All ECCs shall be subject to review and acceptance by the CRMC. The CRMC may, when deemed necessary, require additional documentation and specific information regarding the ECC.
- E. The CRMC will process an application only after receipt of the appropriate fee paid in full.
  - 1) Fees not based upon an ECC: If the CRMC determines that a fee not based upon an ECC is incorrect, the CRMC will inform the applicant what additional monies must be submitted.

- 2) Fees based upon an ECC: If the CRMC determines that a fee based upon an ECC is substantially incorrect, the CRMC will so notify the applicant. The applicant must then either submit written documentation supporting its original calculation of the fee or submit additional monies to resolve any deficiency. When, in the opinion of the CRMC, the fee remains substantially incorrect, the CRMC will consider the application withdrawn, and will so notify the applicant.
- F. Unless specified in the Fee Schedule, fees submitted to the CRMC are not refundable once the technical review of the application has commenced; however, for the original applicant only, the CRMC will apply fifty percent (50%) of the fee submitted for a Request for Preliminary Determination to the cost of a new application for the project, if:
  - 1) A determination of significant alteration is issued and the original applicant subsequently files an Application to Alter Freshwater Wetlands for the proposed project within six (6) months of the date the preliminary determination was issued; or
  - 2) A determination of a significant alteration is issued with recommendations to prevent such an alteration, and the original applicant files a second Request for Preliminary Determination that incorporates the recommendations, within six (6) months of the date of issue of the original Preliminary Determination.
- G. All fees must be paid by check or money order made payable to the “Coastal Resources Management Council.”
- H. No application fees pursuant to these § are required for projects where the CRMC is the applicant

Fee Schedule (§ 7.11)

- A. Request to Determine the Presence of Wetlands (§ 2.8(B)) where the total property area is:
  - 1) Less than four (4) acres = \$150.00.
  - 2) Four (4) acres up to twenty (20) acres = \$250.00.
  - 3) Greater than twenty (20) acres up to forty (40) acres = \$300.00.
  - 4) Greater than forty (40) acres = \$400.00.
- B. Request to Verify Wetland Edge (§ 2.8(C)) where the wetland *edges* to be verified are:
  - 1) Less than 500 feet in length. = \$300.00.
  - 2) From 500 to 999 feet in length = \$600.00.
  - 3) For edges 1000 feet or more, the fee shall be \$900.00 plus \$300.00 for every additional 500 feet of edge (examples: 1100 feet = \$900.00 and 1500 feet = \$1200.00)
- C. Request for Regulatory Applicability (§ 2.8(D)) - \$150.00
- D. Request for Preliminary Determination (§ 2.9) and Application to Alter a Freshwater Wetland (§ 2.10)

Project Type	Preliminary Determination	Application to Alter
1) Projects associated with developed individual residential lots, <i>e.g.</i> , additions, garages, decks, sheds, pools, tennis courts, walls, landscaping; OWTS, new wells, new utility lines, <i>etc.</i>	\$150.00	\$300.00
2) Construction of new individual residential lots, <i>e.g.</i> , new single family dwellings and duplexes, and all associated utilities, ISDS, wells, garages, driveways, landscaping, sheds, pools, <i>etc.</i>	\$450.00	\$900.00



<b>Project Type</b>	<b>Preliminary Determination</b>	<b>Application to Alter</b>
3) Limited projects associated with developed apartments, condominiums, offices, schools, churches and commercial/individual lots, <i>e.g.</i> , additions, garages, decks, sheds, pools, tennis courts, walls, landscaping; OWTS, new wells, new utility lines, parking areas.	\$300.00	\$600.00
4) Construction of new apartments, condominiums, offices, schools, churches, commercial/industrial projects, including all associated site amenities, utilities and infrastructure, where all proposed work is confined to existing developed areas (buildings, parking areas, pavement, lawn) and where the ‘total project area’* is: a) less than 1 acre; b) 1 acre to 4 acres; c) greater than 4 acres to 20 acres; and d) greater that 20 acres.  For proposed projects within urban core coastal communities and for properly certified Growth Center projects (when a copy of the certification is submitted with the wetland application and fee):  * The ‘total project area’ is that land area enclosed within the Limit of Disturbance as described in § 2.7(C)(12)(c).	 \$450.00 \$900.00 \$1800.00 \$3600.00  The fee is 25% less than the applicable fee in “a-d” above.	 \$900.00 \$1800.00 \$3600.00 \$4500.00  The fee is 25% less than the applicable fee in “a-d” above.
5) Construction of new apartments, condominiums, offices, schools, churches, commercial/industrial lots including all associated site amenities, utilities and infrastructure, on undeveloped property or where work is not confined to existing developed areas and where the ‘total project area’ is: a) less than 1 acre; b) 1 acre to 4 acres; c) greater than 4 acres to 20 acres; and d) greater that 20 acres.  * The ‘total project area’ is that land area enclosed within the Limit of Disturbance as described in § 2.7(C)(12)(c).	 \$750.00 \$1500.00 \$3000.00 \$6000.00	 \$1500.00 \$3000.00 \$6000.00 \$7500.00
6) New subdivisions and multiple lot projects (including residential, commercial, and industrial development) with all associated infrastructure: 2 lots 3 lots 4 or 5 lots each additional lot* *The maximum total fee for any new subdivision is	 \$900.00 \$1200.00 \$1500.00 \$175.00 \$6500.00	 \$1800.00 \$2700.00 \$3000.00 \$250.00 \$10,500.00

*RICRMC Freshwater Wetlands in the Vicinity of the Coast*

<b>Project Type</b>	<b>Preliminary Determination</b>	<b>Application to Alter</b>
7) Miscellaneous separate projects: a) (1) Individual docks, floats; (2) Wildlife habitat project or water quality improvement project; (3) Dry hydrants, (4) Wetland restoration project	\$100.00	\$300.00
b) (1) Land redevelopment/reuse projects limited to Conversion of sand and gravel banks, mill sites, abandoned commercial/industrial property to public recreation facilities; (2) Rehabilitation of existing parks or recreational areas of any size or new parks less than or equal to 4 acres; (3) Multiple docks, floats, or individual boat launches; (4) Pedestrian trails, paths, foot bridges; (5) Irrigation projects, sub-drains; (6) Low hazard dam repairs; and (7) Dam removal projects.	\$300.00	\$750.00
c) (1) Wells other than for single family house lots; (2) New pond construction; (3) New or replacement drainage structures/facilities, e.g., culverts and detention basins; and (4) Aquatic plant control projects. If done pursuant to a lake management plan in accordance with guidance prepared by the CRMC, the fee will be reduced by 50%.	\$600.00	\$1500.00
d) (1) Construction of all new dams; (2) Substantial alteration of a dam (high, significant, or low hazard).	\$600.00	\$2000.00 plus \$200.00/ acre impoundment
e) (1) New parks or recreational areas where the total project area is greater than 4 acres; (2) Land clearing and/or grading operations; (3) Industrial processing/cooling, hydroelectric projects; and (4) Bike paths.	\$1200.00	\$4000.00
f) (1) Surface mining, e.g. gravel quarry; and (2) New golf courses:	\$6500.00	\$10,500.00
g) River/stream relocation and/or channelization: (1) River/stream length to be altered (2) Area subject to storm flowage to be altered	\$1 0.00/linear ft \$6.00/linear ft to maximum of \$20,000.00	\$50.00/ linear ft \$25.00/ linear ft to maximum of \$20,000.00
h) Other new construction, reconstruction, demolition, or modification projects not otherwise listed above;	\$1200.00	\$4000.00

8) Fees based on Estimated Construction Costs (ECC) including all associated drainage systems/facilities, bridges and utilities (See § 2.8(F) for how ECC is computed). (a) Reconstruction of existing or approved roads, railways, or airport facilities:		
(i) Less than or equal to \$200,000.00	\$1000.00	\$2000.00
a. Greater than \$200,000.00 but less than \$500,000.00	\$2000.00	\$3000.00
b. Greater than \$500,000.00 but less than \$1,000,000.00	\$3000.00	\$4000.00
c. Greater than \$1,000,000.00	\$6000.00	\$8000.00
(b) New road, railway, or airport facility construction:		
(i) Less than or equal to \$200,000.00	\$2000.00	\$4000.00
(ii) Greater than \$200,000.00 but less than \$500,000.00	\$4000.00	\$7000.00
(iii) Greater than \$500,000.00 but less than \$1,000,000.00	\$6000.00	\$10,000.00
(iv) Greater than \$1,000,000.00	\$8000.00	\$20,000.00
(c) New utility installation not exempt under § 2.6(J)		
(i) Less than or equal to \$200,000.00	\$800.00	\$2,000.00
(ii) Greater than \$200,000.00 but less than \$500,000.00	\$1,500.00	\$3000.00
(iii) Greater than \$500,000.00 but less than \$1,000,000.00	\$2,000.00	\$4,000.00
(iv) Greater than \$1,000,000.00	\$4,000.00	\$6,000.00

E. Application for Permit Modification (§ 2.11(C)) = \$150.00

F. Application for Permit Renewal (§ 2.11(B)) = \$200.00

G. Application for Permit Transfer (§ 2.11(D)) = \$50.00

H. All Other Fees: See Fee Schedule in § 10-00-1.4.2 of this Title (Management Procedures).

I. Change in Owner During Application Processing = \$50.00

**ATTENTION to all applicants filing an “Application to Alter a freshwater Wetland”**

The following checklist has been developed to assist you in providing a complete application adequate for public notice as required under § 2.10(C). In order to meet this rule and have CRMC find your application complete for public notice purposes, you must ensure that the following information is submitted with your application. Failure to provide this information will result in an incomplete application and delay processing.

- § 2.10(B)(4)(a) Impact Avoidance. A written report addressing this issue and answering the issues/concerns detailed in subsections §§ 2.10(B)(4)(a)(1) through (6).
- § 2.10(B)(4)(b) Impact Minimization. A written report addressing this issue and answering the issues/concerns detailed in subsections §§ 2.10(B)(4)(b)(1) through (4).
- § 2.10(B)(5) Written Evaluation. Required Elements. This written evaluation must address the separately identified elements of § 2.10(B) as required in subsections §§ 2.10(B)(1) through (6). In particular, your evaluation needs to address the following subsections:
  - § 2.10(B)(5)(d)(1) Wildlife and Wildlife Habitat
  - § 2.10(B)(5)(d)(2) Recreation and Aesthetics
  - § 2.10(B)(5)(d)(3) Flood Protection
  - § 2.10(B)(5)(d)(4) Groundwater and Surface Water Supplies
  - § 2.10(B)(5)(d)(5) Water Quality
  - § 2.10(B)(5)(d)(6) Soil Erosion and Sediment Control

**In some cases, subsections 3, 4, 5, or 6 may not apply to some projects,. If you believe this to be the case, your evaluation must still address the specific element by providing a written explanation as to why you do not believe the element applies to your project.**

CRMC will check the application to determine if the above items have been included or addressed. IF they have not been addressed at all, the application will be considered deficient and will be determined incomplete. NOTE: CRMC, prior to public notice, is checking only for content. The actual evaluation as to whether CRMC agrees or disagrees with the information provided takes place after the public notice.