

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 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 two separate checks, **made out to the Town of Westbrook**, one for \$75.00 for a residential activity and one for \$30.00 (**made out to the Town of Westbrook**) to cover DEP filing fee. These fees are to be filed in the Land Use Department. You will be placed on the agenda that will be mailed out the Friday before the meeting. If you provide your email address on the application, I will be able to email the agenda as well, which will provide you with more advance notice. Attendance by yourself or a representative to present your application is required 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 not be issued until 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.