



## CHECKLIST FOR PREPARING RIDEM FRESHWATER WETLAND APPLICATION SUBMISSIONS

Please submit the following checklist with the completed materials to the RIDOT Natural Resources Unit (NRU) with “RIDEM FWW Application: [Project Title and PTSID]” in the subject line.

The numbers refer to applicable sections of the current Freshwater Wetland Rules & Regulations and provide additional information. See bottom of p. 3 for helpful links.

### **ALL APPLICATION TYPES REQUIRE THE FOLLOWING:**

\_\_\_ Completed application form with acceptable signature(s) (3.8.2.) (Note- RIDOT does not submit a fee to RIDEM.)

- Request to Determine the Presence of Jurisdictional Area, Request to Verify Wetland Edges, New Freshwater Wetlands Permit, Application for Significant Alteration, Permit Modification ([found here](#)). *There is no application form for Emergency Alterations.*
- Permit Renewal ([found here](#))
- Request for Regulatory Applicability ([found here](#))
- \* If the project requires a RIPDES Construction General Permit, a Stormwater Groundwater Discharge/Underground Injection Control Permit, and/or a Water Quality Certification in addition to a FWW permit, see [here](#) for additional required enclosures under I.4.

### **DEPENDING ON APPLICATION TYPE, APPLICANTS MUST ALSO SUBMIT/CONDUCT THE FOLLOWING:**

**REQUEST TO DETERMINE THE PRESENCE OF JURISDICTIONAL AREA (3.8.1.(A)(1) & 3.9.2.)**

\_\_\_ (2) Site plans (depict safety clear zones if possible) (3.8.4.) or state plat map (*no proposed activities may be depicted*)

\_\_\_ Site work (flag/stake property boundaries if they are not clearly identifiable on property) (3.9.2.(A)(4))

**REQUEST TO VERIFY FRESHWATER WETLAND EDGES (3.8.1.(A)(2) & 3.9.3.)**

\_\_\_ (3) Site plans (3.8.4.) (*no proposed activities may be depicted*)

\_\_\_ Completed freshwater wetlands edge documentation forms (3.9.3(E))

**REQUEST FOR REGULATORY APPLICABILITY (3.8.1.(A)(3) & 3.9.4.)**

\_\_\_ (3) Site plans (3.8.4. & 3.9.4(A)(3))

\_\_\_ (2) Written project description- purpose, size, location, how potential wetland impacts have been avoided to MEP

\_\_\_ Photographs showing current site conditions in area of proposed work

\_\_\_ If a wetland edge verification for the location exists, include it.

**APPLICATION FOR A FRESHWATER WETLANDS PERMIT (3.8.1.(A)(5) & 3.11.2.)**

\_\_\_ (3) Site plans (3.8.4.)

\_\_\_ Site work (3.8.6.)

\_\_\_ (3) Project narrative (3.11.2.(A)(3))

\_\_\_ (2) Engineering requirements (3.11.2.(A)(5) & (6))

\_\_\_ Narrative for variance from standards (*if does not meet all standards in 3.7.1.*) (3.7.3.)

**APPLICATION FOR A SIGNIFICANT ALTERATION (3.8.1.(A)(6) & 3.12.)**

\_\_\_ (3) Site plans (3.8.4.)

\_\_\_ Proof of ownership (*certified copy of deed*)

\_\_\_ Abutter's list and map (3.12.2(A)(2)(e))

\_\_\_ (3) Written evaluations & documentation (3.12.2(A)(3) & (4))

\_\_\_ Site work (3.12.2(A)(2)(h))

**APPLICATION FOR PERMIT MODIFICATION (3.8.1.(A)(9) & 3.14.3)**

\_\_\_ (3) Revised site plans (3.8.4)

\_\_\_ (1) Written narrative describing proposed changes and necessity

\_\_\_ If project involves stormwater design modification, see [here](#) for additional requirements (under VI.3. Application for Permit Modification)

**APPLICATION FOR PERMIT RENEWAL (3.8.1.(A)(8) & 3.14.2)**

\_\_\_ Request is at least 60 days before the expiration date (*no modifications allowed*)

**APPLICATION FOR EMERGENCY ALTERATION (3.8.1.(A)(7) & 3.14.1)**

\_\_\_ Oral or written request to proceed (*used if public health/safety at risk*) that includes project information (3.14.1(A)(2))

\_\_\_ Submit as-built or restoration plan to RIDEM no later than 45 days after the emergency problem corrected

**APPLICATION FOR A FRESHWATER WETLANDS GENERAL PERMIT (3.8.1.(A)(4) & 3.10.) ([Elements of Complete Application](#))**

\_\_\_ Online application form ([found here](#))

\_\_\_ (3) Site plans (3.8.4.)

\_\_\_ (2) Project narrative

\_\_\_ (2) Drainage computations, floodplain documentation (*if required*)

**ADDITIONAL RESOURCES FOR RIDEM SUBMISSIONS:**

- [FWW Rules \(July 2022\)](#)
- [Required Enclosures for Freshwater Wetlands Applications](#)
- [Instructions for Completing a Freshwater Wetlands Application](#)
- [Site Work Affidavit](#)
- [Wetland Edge Delineation Forms](#)
- [Determining Buffer Zones and Applicability of the Buffer Standards](#)
- [FWW General Permit \(GP\): Elements of a Complete Application](#)
- [Basic Q&A Regarding FWW GP](#)
- [Suggestions to Promote the Brevity of Designer's Drainage Analysis Submittals](#)
- [How to Avoid Common Preventable Site Work Delays](#)
- [CRMC/RIDEM Jurisdictional Boundary Clarification](#) (2007 version)
- [Wetland Connections Across Barriers \(to determine wetland size\)](#)