



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 Rules and Regulations for the Protection and Management of Freshwater Wetlands in the Vicinity of the Coast (650-RICR-20-00-9, effective July 1, 2022) and the CRMC's Management Procedures (650-RICR-10-00-1) 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 **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." **Fees are N/A to RIDOT projects.**

Application Instructions - Required Enclosures

Note: Incomplete Applications will delay processing

All Applicants must ensure that:

- All applicable sections of the application form are completed.
- All necessary signatures are provided on the application form (*see Rule 9.8.3 for Signatories to Applications*)
- The appropriate fee has been submitted with all supporting documents, studies, reports or additional information where required and applicable. **N/A for RIDOT projects**
- **A complete copy of all application materials has been sent electronically to cstaff1@crmc.ri.gov**

Required Enclosures for Individual Application Types:

Request to Determine Presence of Jurisdictional Area (Rule 9.9.2)

- 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)~~ **N/A for RIDOT**

Request to Verify Freshwater Wetland Edges (Rule 9.9.3)

- 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)~~ **N/A for RIDOT**

Application for a Freshwater Wetland Permit (Rule 9.11)

- Quadruplicate (4) site plans which include the overall project proposed or contemplated.
- ~~Proof of property ownership (Letter from local tax assessor)~~ **N/A for RIDOT**
- Documentation in compliance with standards set forth in § 9.7.1.
- 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~~ **N/A for RIDOT**

Application for a Significant Alteration (Rule 9.12)

- 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).~~ **N/A for RIDOT**
- 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 minimization standards as set forth in § 9.7.1.
- ~~Building Official form~~ **N/A for RIDOT**

Application for Permit Renewal (Rule 9.14.2)

- No additional enclosures required

Application for Permit Modification (Rule 9.14.3)

- Quadruplicate (4) site plans which clearly depict the proposed modification.
- ~~Proof of property ownership (Letter from local tax assessor)~~ **N/A for RIDOT**
- 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 (Rule 9.14.4)

- 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 § 9.8.4. These requirements are as follows:

- A. Site plans must be submitted with the following application types:
 - 1. Request to verify freshwater wetland edges (§ 9.9.3);
 - 2. Application for a freshwater wetlands general permit (§ 9.10);
 - 3. Application for a freshwater wetlands permit (§ 9.11);
 - 4. Application for a significant alteration (§ 9.12); and
 - 5. Application for permit modification (§ 9.14.3).
- B. Site plans may be required for other application types as specified in §§ 9.9 through 9.14.
- C. 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.
- D. 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.
- E. All site plans must be at least eight and one half inches by eleven inches (8 ½" x 11") in size but no larger than twenty-four inches by thirty-six inches (24" x 36").
- F. 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.
- G. All site plans containing more than one (1) sheet must be numbered consecutively (specifically: "page 1 of [total number of sheets]," and so forth).
- H. All site plans must contain a legend which explains all markings or symbols.
- I. 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.
- J. All site plans must, at a minimum, depict 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 or developed land including, but not limited to, stone walls, buildings, fences, edges of fields/woods, trails, access roads, bare gravel or paved areas, impervious surfaces, lawns and landscaped areas; and
 - 7. Scale of plans.
- K. All site plans indicating physical features, distances, contour elevations, property lines, freshwater 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.

- L. All site plans submitted with a request to verify freshwater wetland edges, an application for a freshwater wetlands general permit, an application for a freshwater wetlands permit or an application for a significant alteration must accurately depict the edge of all freshwater wetlands, applicable buffer zones, and the limits of other applicable jurisdictional area in accordance with § 9.8.5.
- M. 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 proposed to occur within a jurisdictional area including the height of buildings;
 8. Any additional specific requirements contained in the application package checklist for proposed projects; and
 9. Any area within a buffer zone that is to be created and maintained as buffer in accordance with §9.7.1(B)(4).
- N. 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 for a significant alteration must bear the stamp and signature of a registered professional engineer.

Site Work to be Performed by the Applicant (see: § 9.8.6)

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. Outline of proposed stormwater best management practices required.
- 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.
- 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 Fees N/A to RIDOT

General Fee Requirements (Rule 9.8.8)

- 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 § 9.8.9.
- C. 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 an application for a freshwater wetlands permit to the cost of a new application for the project, if:
 - 1. A determination of a significant alteration is issued and the original applicant subsequently files an application for a significant alteration for the proposed project within six (6) months of the date the significant alteration determination was issued by the CRMC; or
 - 2. A determination of a significant alteration is issued with recommendations to prevent such an alteration, and the original applicant files a second (2nd) application for a freshwater wetlands permit that incorporates the recommendations, within six (6) months of the date of issue by the CRMC of the original determination.
- D. All fees must be paid by check or money order made payable to “CRMC.”
- E. No application fees pursuant to these Rules are required for projects where the CRMC or a municipality is the applicant, or for an application for emergency alterations under § 9.14.1 of this Part.

Fee Schedule (Rule 9.8.9)

A. Table 2: Freshwater wetland application fees:

Application type	Lot size	Fee
1. Determine the presence of jurisdictional area:	0 – 5 acres	\$150.00
	>5 – 20 acres	\$250.00
	>20 acres	\$500.00
2. Verify freshwater wetland edges:	0 – 5 acres	\$300.00
	>5 – 20 acres	\$600.00
	>20 acres	\$1,000.00
3. Regulatory applicability		\$150.00
4. Freshwater wetlands general permit		\$150.00
5. Freshwater wetlands permit and significant alteration		See project types below
6. Permit transfer		\$100.00
7. Permit modification		\$150.00
8. Permit renewal		\$200.00

B. Table 3: Applications fees for various project types

Project type	Lot size / Number of lots	Application for freshwater wetlands permit fee	Application for significant alteration fee
1. Projects associated with existing single-family lot		\$200.00	\$400.00
2. Construction of new single-family lot		\$450.00	\$900.00
3. Projects associated with existing non-single family, not miscellaneous below	0 – 5 acres	\$300.00	\$600.00
	>5 – 20 acres	\$1,000.00	\$2,000.00
	>20 acres	\$2,000.00	\$4,000.00

4. Construction of new non-single family, not miscellaneous below	0 – 5 acres	\$500.00	\$1,000.00
	>5 – 20 acres	\$1,500.00	\$3,000.00
	>20 acres	\$3,000.00	\$6,000.00
5. New subdivisions	1-9 lots	\$250.00 per lot	\$500.00 per lot
	10 or more lots	\$2,500.00 plus \$200.00 per lot	\$5,000.00 plus \$400.00 per lot
6. The maximum total fee for any subdivision is:		\$10,500.00	\$15,000.00

C. Table 4. Application fees for miscellaneous project types

Miscellaneous project type	App. for wetlands permit fee	App. for significant alteration fee		
1. Individual docks, floats	\$100.00	\$300.00		
2. Wildlife habitat project or water quality improvement project				
3. Dry hydrants				
4. Freshwater wetland restoration project				
5. Aquatic plant control project				
6. Land redevelopment/reuse project limited to conversion of sand and gravel banks, mill sites, abandoned commercial/industrial property to public recreation facilities	\$300.00	\$750.00		
7. Rehabilitation of existing parks or recreational areas				
8. Multiple docks, floats or individual boat launches				
9. Pedestrian trails, paths, foot bridges				
10. Irrigation projects, sub-drains				
11. Relocation/channelization of an area subject to storm flowage				
12. Dam repair, alteration or removal projects				
13. Wells other than for single family house lots			\$600.00	\$2,000.00
14. New pond construction				
15. Dredging existing ponds				
16. New or replacement drainage structures/facilities, e.g., culverts				
17. New access drive and roadways				
18. Construction of all new dams	\$1,000.00	\$2,000.00		
19. New parks or recreational areas				
20. Land clearing and/or grading operations				
21. Industrial processing/cooling, alternative energy project				
22. Bike paths				
23. River or stream relocation/channelization				
24. Surface mining, e.g. gravel quarry	\$5,000.00	\$10,000.00		
25. New golf course				
26. Road, bridge, railway, airport facility	a. Reconstruction	\$2,000.00	\$4,000.00	
	b. New construction	\$5,000.00	\$10,000.00	
27. Utility installation, and transmission lines	a. Reconstruction	\$2,000.00	\$4,000.00	
	b. New construction	\$5,000.00	\$10,000.00	
28. Other new projects not listed above	\$1,200.00	\$4,000.00		

ATTENTION: to all applicants filing an “Application for a Significant Alteration”

In accordance with Rule 9.12, an application for a significant alteration will be required if a significant alteration is proposed. Such an application is subject to the application procedures and requirements as set forth in R.I. Gen. Laws § 2-1-22 and within 650-RICR-20-00-9. A significant alteration results from a project that: (1) because of its area, scope or duration, appears to represent more than a minimal change in or modification to the natural characteristics, functions or values of any freshwater wetland, buffer, floodplain, area subject to flooding or area subject to storm flowage; (2) may be detrimental to the

basic natural capabilities or values associated with such freshwater wetland, buffer, floodplain, area subject to flooding or area subject to storm flowage; or (3) appears to be random, unnecessary or undesirable.

Prior to filing an application for a significant alteration, an applicant may file an application for a freshwater wetlands permit to determine whether or not a project appears to represent a significant alteration to freshwater wetlands, buffer, floodplain, area subject to flooding or area subject to storm flowage.

Note: Applicants filing an “Application for a Significant Alteration” must include all application submittal requirements specified in Rule 9.12.2.

The 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.