

Click **BLUE BOLDED** text below to jump to required form

## Connecticut Standardized Municipal Instructions for Residential Solar Photovoltaic (PV) Permitting Process

Town of New Milford

Building Department, Town of New Milford  
10 Main Street, New Milford CT 06776  
Building Official: Thomas Hackett  
Office Hours: Monday-Friday 8am-4:30pm  
Inspection Hours: 9:30-11:30am, 1:30-3:30pm  
Phone 860-355-6090 Fax 860-210-2664  
[www.newmilford.org](http://www.newmilford.org)

### Accessing Application Materials

All required forms are available in this permit package, on the Building Department's website, and as hard copies in New Milford Town Hall. Please call for any assistance.

### Application Materials Checklist

Below is a checklist of materials needed for roof, ground and pole-mounted applications to be considered complete. Please note that applications with missing attachments will be delayed.

#### Roof Mounted:

- NEW MILFORD BUILDING PERMIT**, and the following attachments:
  - PERMIT SIGNOFF FORM**
  - Structural evaluation by professional engineer
  - One-line electrical diagram
  - One-line site plan with module attachment details
  - Solar PV Module specification sheets
  - Inverter specification sheets
  - Copy of E-1 and HIC license, worker's compensation, and letter of authorization if applicable
    - \* *Provide email address on application*
- Application fee: \$30 per first \$1,000 and \$11.50 per \$1,000 thereafter

#### Ground and Pole Mounted

The following is required **IN ADDITION** to the requirements for Roof Mounted Solar PV. Please call the Building & Land Use Office for assistance

- Submit **ZONING PERMIT APPLICATION**, fee (see fee schedule on application), site plan indicating system location in relation to setbacks, and property owner signature or letter of consent
- If septic on property, health department signoff required. If within 10 feet of septic, submit **HEALTH APPROVAL APPLICATION**, site plan with location of septic (call to check if plans exist), and \$50 fee for inspection if necessary
- Submit **SITE DELINEATION FORM** and pay \$10 fee when picking up approval. If within 100 feet of a wetland, instead submit a **WETLAND ADMINISTRATIVE PERMIT APPLICATION** and \$110 fee. Commission hearing may be required

### Submitting Municipal Permit Applications

Completed Building Applications can be submitted via mail or in person. Completed Zoning Applications, Health Approval Applications, and Site Delineation Forms are encouraged to be mailed to respective Departments. Zoning Department will call applicants to determine fee. **All permit applications require original signatures.** For ground mounts, mail in necessary forms prior to building department submissions if possible. The Building Department will call applicant if information is missing or additional steps are required.

### Process of Approval

The below steps indicate the departments in the order they require approval and the typical processing time. **Once the Land Use Department receives the application, it will be circulated internally for all other signoffs.**

Town Department	Typical Processing Time*	Ground/Pole Mount	Roof Mount
<input type="checkbox"/> Health Department (if applicable)	5-7 Days	✓	
<input type="checkbox"/> Wetlands Commission (If applicable)	30 Days	✓	
<input type="checkbox"/> Zoning Department	2-5 Days	✓	
<input type="checkbox"/> Building	7-10 Days	✓	✓

Typically, approved Building Permits are emailed to applicant within 1 business day of issuance.

### Inspection Requirements

Once all permits to construct the solar installation have been issued and the system has been installed, one on-site inspection is required. Please call Building Department in advance to schedule inspection. Appointments are made in the morning or afternoon inspection hours and given a 30-minute appointment window.

Once the system has passed inspection the Building Department will notify Eversource within one business day.

\*Typical processing times are not guaranteed. Per state statute, municipal building departments have 30 days to approve/deny permits

Town of New Milford  
Building department  
10 main st., New Milford, CT 06776  
(860)355-6090 fax (860)210-2664

DATE \_\_\_\_\_  
PERMIT# \_\_\_\_\_

## BUILDING PERMIT (MECHANICAL)

- |  |   |
|--|---|
| ____ ELECTRICAL SERVICE NEW OR CHANGED                     | ____ ELECTRICAL INSTALLATIONS             |
| ____ FIRE PLACE/CHIMNEY                                    | ____ ELECTRICAL-SWIMMING POOL             |
| ____ ROOFING   | ____ ALARM SYSTEMS-(FM SIGN-OFF)          |
| ____ PLUMBING  | ____ TENTS-(FM / ZONING SIGN-OFF)         |
| ____ HEATING INSTALLATION<br>(FM SIGN-OFF IF COMMERCIAL)   | ____ HOOD SYSTEMS (FM SIGN-OFF)           |
| ____ AIR CONDITIONING<br>(FM SIGN-OFF IF COMMERCIAL)       | ____ FUEL TANK INSTALLATION (FM SIGN-OFF) |
| ____ STOVE (WOOD/PELLET)                                   | ____ SIGNS                                |
| ____ OIL/GASBURNER/GAS LINE<br>(FM SIGN-OFF IF COMMERCIAL) | ____ SIDING                               |
| ____ WINDOW REPLACEMENT                                    | ____ FOUNDATION ONLY                      |

OTHER: \_\_\_\_\_

.....  
PLEASE CHECK ONE:      OWNER  OWNERS AGENT  CONTRACTOR

\*\* PLEASE NOTE: IF THIS APPLICATION IS MADE BY A PERSON OTHER THAN THE OWNER IN FEE, IT SHALL BE ACCOMPANIED BY AN AFFIDAVIT OF THE OWNER OR A SIGNED STATEMENT OF THE APPLICANT WITNESSED BY THE BUILDING OFFICIAL OR SUCH OFFICIALS DESIGNEE TO THE EFFECT THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER IN FEE AND THAT THE APPLICANT IS AUTHORIZED TO MAKE SUCH APPLICATION. IF THE AUTHORIZED AGENT IS A CONTRACTOR, THE PROVISIONS OF SECTION 20-338B OF THE CONNECTICUT GENERAL STATUTES SHALL BE FOLLOWED. THE FULL NAMES AND ADDRESSES OF THE OWNER, AGENT AND THE RESPONSIBLE OFFICER, IF THE OWNER OR AGENT IS A CORPORATION BODY, SHALL BE STATED IN THE APPLICATION.

APPLICANT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS OF WORK TO BE PERFORMED \_\_\_\_\_

REMARKS: \_\_\_\_\_

APPLICANT / OWNERS SIGNATURE \_\_\_\_\_

CONTRACTORS ADDRESS \_\_\_\_\_ LICENSE# \_\_\_\_\_

WORKER COMPENSATION: YES \_\_\_\_ (IF YES PLEASE SUBMITT A COPY OF CERTIFICATE)  
NO \_\_\_\_ (IF NO PLEASE SIGN WORKERS COMPENSATION WAIVER LOCATED ON BACK OF APPLICATION)

**EMAIL ADDRESS** \_\_\_\_\_  
(PERMIT WILL BE EMAILED TO THIS ADDRESS-PERMIT WILL NOT BE MAILED)

.....  
VALUATION OF WORK \$ \_\_\_\_\_ FEE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

\_\_\_\_\_  
THOMAS P. HACKETT  
BUILDING OFFICIAL

\_\_\_\_\_  
WILLIAM MURPHY/ SHAWN MURPHY  
ASSISTANT BUILDING OFFICIALS

# Town of New Milford

## Permit & Approval Requirements

### for Solar

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

Location/Address: \_\_\_\_\_

Single Family      
 Multi-family      
 Commercial

Office

Signature

Date

<b>Tax Collector</b> <small>Ground floor</small>		
<b>Health Dept.</b> <small>Second floor</small>		<b>C.O sign-off</b>
<b>Inland/Wetlands</b> <small>Basement</small>		<b>C.O sign-off</b>
<b>Zoning Dept.</b> <small>Basement</small>		<b>C.O sign-off</b>



# TOWN OF NEW MILFORD

Office of the Zoning Commission  
10 Main Street  
New Milford, Connecticut 06776  
Telephone (860) 355-6095 • Fax (860) 210-2664  
www.newmilford.org

## ZONING PERMIT APPLICATION

### Office Use Only

Tax Map: \_\_\_\_\_

Tax Lot: \_\_\_\_\_

Zone: \_\_\_\_\_

Date Rec.: \_\_\_\_\_

Please review the Zoning procedures on the reverse side before filling out the below information.

### 1) PROPERTY INFORMATION

Site Street # & Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Cell #: \_\_\_\_\_

Mailing Address (if applicable): \_\_\_\_\_

(optional)

Subdivision Name & Lot #: \_\_\_\_\_

Contractor/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

### 2) TYPE OF STRUCTURE

A PLOT PLAN INDICATING THE PROPOSED ACTIVITY, INCLUDING A STREET NUMBER FOR THE ACTIVITY ADDRESS, MUST BE ATTACHED IN ORDER TO PROCESS THIS APPLICATION. LIST EACH ITEM WITH DIMENSIONS INDIVIDUALLY (house, garage, deck, etc.)

Addition  House  Pool  Deck  Garage  Shed  Other

Description: \_\_\_\_\_

Dimensions of Structure: \_\_\_\_\_  
Width Length Max Height # of Stories Average Height Use

Dimensions of Structure: \_\_\_\_\_  
Width Length Max Height # of Stories Average Height Use

Dimensions of Structure: \_\_\_\_\_  
Width Length Max Height # of Stories Average Height Use

Type of Work  New  Replacement  Alteration  Other: \_\_\_\_\_

Interior Renovation: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

### 3) SIGNATURE

Property Owners Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Zoning Permit Fees

Please note that a fee is not required for interior work only

The Zoning fee is based upon the cost of construction

Construction Cost	Zoning Fee	State Fee	Total Fee
\$0 - 2,500	\$15.00	+ \$60.00	\$75.00
\$2,501 - 5,000	\$30.00	+ \$60.00	\$90.00
\$5,001 - 25,000	\$75.00	+ \$60.00	\$135.00
\$25,001 - 50,000	\$150.00	+ \$60.00	\$210.00
\$50,001 - 100,000	\$200.00	+ \$60.00	\$260.00

Construction Cost	Zoning Fee	State Fee	Total Fee
\$100,001 - 200,000	\$250.00	+ 60.00	\$310.00
\$200,001 - 500,000	\$300.00	+ 60.00	\$360.00
\$500,001 - 750,000	\$350.00	+ 60.00	\$410.00
\$750,001 - 1,000,000	\$500.00	+ 60.00	\$560.00
\$1,000,001 and up	see staff	+ 60.00	see staff

If the proposed construction includes earth disturbance and the foundation or slab exceeds 500 square feet, an additional \$100.00 Zoning permit fee will apply.

### Office Use Only

Approved  Denied  N.P.R. #: \_\_\_\_\_

Signature  Z.E.O. /  L.U.I. \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial (if applicable); List Section of the Regulations

C/O Signoff: \_\_\_\_\_  
Initials Date

# **ZONING APPLICATION PROCEDURES**

Please read carefully as some of the application procedures have changed.

Before you start the Zoning permit process, please contact or visit the New Milford Building Department, as there may be additional paperwork that will need to be signed by the Zoning Department.

The following information is needed to process a Zoning Permit Application:

- If you are not the property owner, the property owner will need to sign the application form or a letter of consent with the property owner's signature will need to be submitted to the Zoning Department.
- Sections 1, 2, & 3 on the Zoning application form must be filled out completely. Structures (house, garage, deck, etc.) and dimensions should be listed separately in section 2.
- A plot plan or survey of the property, showing the property lines, must be attached indicating the proposed activities and dimensions of the structure(s).
- For any interior renovations a floor plan of existing and proposed changes will need to be submitted with the application.

Once submitted, the application will be reviewed by Zoning personnel. Please allow a minimum of five (5) business days to process the application. After the permit has been reviewed the Zoning office will contact you with the status of your application. Payment is required at the time the permit is issued. To determine the permit fee, please refer to the section located at the bottom of the application entitled "Zoning Permit Fees". A fee will not be required for interior work only.

**NOTE:** Detached accessory buildings that have a footprint greater than 900 square feet; a maximum peak height greater than 20 feet or is proposed to have a separate septic system will require special permit approval by the Zoning Commission. A special permit application can be obtained online at [www.newmilford.org](http://www.newmilford.org) or at the Zoning Office.

The Zoning regulations defines Height of a Building as *"The vertical distance measured from the average level of the finished grade at the four (4) corners of the building to the highest point of the roof for flat roofs; to the deck line for mansard roofs and to the mean height between eaves and ridge for gable, hipped or gambrel roofs."*

The hours of the New Milford Zoning Office are Monday - Friday, 8am to 4:30pm.



# New Milford Department of Health

Town Hall – 10 Main Street

New Milford, CT 06776

(860) 355-6035 ♦ Fax: (860) 210-2664

## Application for Approval for Building Addition/Conversion

Name of Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Location of Property \_\_\_\_\_  
(Street No.) (Street Name)

Subdivision Name: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
(If different from owner)

Applicant Address: \_\_\_\_\_

Property is:  Residential No. of Bedrooms: \_\_\_\_\_

Commercial Square Feet: \_\_\_\_\_

Describe type and size of addition/conversion proposed.

\_\_\_\_\_  
\_\_\_\_\_

If Residential:

- Addition conversion will change building from seasonal to full time use.
- A new foundation will be constructed for the addition.
- If tool or garden shed, it will have a permanent foundation.
- Addition will be detached from the other building(s).
- Addition has already been constructed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Department of Health Use Only.

Department of Health Record on file?  Yes  No

On site inspection and/or soil tests required?  Yes  No

Addition reduces lot area available for septic system construction?  Yes  No

Findings/Recommendations \_\_\_\_\_

Inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Approved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Inspector \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_



# TOWN OF NEW MILFORD

Office of the Inland Wetlands Commission  
10 Main Street  
New Milford, Connecticut 06776  
Telephone (860) 355-6083 • Fax (860) 210-2664  
[www.newmilford.org](http://www.newmilford.org)

## Inland Wetlands Site Determination Form

### IW Office Use Only ~ No Permit Required

Date Form Rec.: \_\_\_\_\_ Authorized by: \_\_\_\_\_ Authorization Date: \_\_\_\_\_  
Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Date Fee Rec.: \_\_\_\_\_

#### 1) PROPERTY INFORMATION:

Property Owner: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Site Address & Street #: \_\_\_\_\_ Cell number: \_\_\_\_\_  
Mailing Address (if applicable): \_\_\_\_\_ (optional)  
Subdivision name: \_\_\_\_\_ Lot #: \_\_\_\_\_

#### NOTE: If you are NOT the property owner filling out this form, please complete the following:

Contractor/Agent: \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Cell number: \_\_\_\_\_  
(optional)

#### 2) TYPE OF ACTIVITY:

Addition  House  Deck  Pool  Garage  Shed  Other

Description: \_\_\_\_\_

Dimensions of Structure: \_\_\_\_\_  
Width Length Height (if applicable)

Type of Work:  New  Replacement  Extension/Alteration

#### NOTE: Failure to attach a plot plan indicating the proposed activity, including a street number for the activity will cause a delay in processing this application.

Site Marked in Field:  YES  NO Start Up Date: \_\_\_\_\_

Any Apparent Wetlands/Watercourses on Property:  YES  NO

If YES, distance (feet) from wetland/watercourse to proposed activity: \_\_\_\_\_

#### 3) SIGNATURE:

Applicant/Property Owner/Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Site Determination Review Fees

<u>Residential</u>	<u>FEE</u>
Decks/Sheds/Above ground pools	\$10.00
In-ground pools	\$25.00
Addition/Garage/Barn	\$25.00
New Construction	\$50.00

<u>Commercial/Industrial</u>	<u>FEE</u>
Addition	\$50.00
New Construction	\$100.00

## INLAND WETLANDS SITE DETERMINATION FORM



# TOWN OF NEW MILFORD

Office of the Inland Wetlands Commission  
10 Main Street  
New Milford, Connecticut 06776  
Telephone (860) 355-6083 • Fax (860) 210-2664  
[www.newmilford.org](http://www.newmilford.org)

## Inland Wetlands Site Determination Form

### IW Office Use Only ~ No Permit Required

Date Form Rec.: \_\_\_\_\_ Authorized by: \_\_\_\_\_ Authorization Date: \_\_\_\_\_  
Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Date Fee Rec.: \_\_\_\_\_

#### 1) PROPERTY INFORMATION:

Property Owner: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Site Address & Street #: \_\_\_\_\_ Cell number: \_\_\_\_\_  
Mailing Address (if applicable): \_\_\_\_\_ (optional)  
Subdivision name: \_\_\_\_\_ Lot #: \_\_\_\_\_

#### NOTE: If you are NOT the property owner filling out this form, please complete the following:

Contractor/Agent: \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Cell number: \_\_\_\_\_  
(optional)

#### 2) TYPE OF ACTIVITY:

Addition  House  Deck  Pool  Garage  Shed  Other

Description: \_\_\_\_\_

Dimensions of Structure: \_\_\_\_\_  
Width Length Height (if applicable)

Type of Work:  New  Replacement  Extension/Alteration

#### NOTE: Failure to attach a plot plan indicating the proposed activity, including a street number for the activity will cause a delay in processing this application.

Site Marked in Field:  YES  NO Start Up Date: \_\_\_\_\_

Any Apparent Wetlands/Watercourses on Property:  YES  NO

If YES, distance (feet) from wetland/watercourse to proposed activity: \_\_\_\_\_

#### 3) SIGNATURE:

Applicant/Property Owner/Contractor Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Site Determination Review Fees

<u>Residential</u>	<u>FEE</u>
Decks/Sheds/Above ground pools	\$10.00
In-ground pools	\$25.00
Addition/Garage/Barn	\$25.00
New Construction	\$50.00

<u>Commercial/Industrial</u>	<u>FEE</u>
Addition	\$50.00
New Construction	\$100.00

## INLAND WETLANDS SITE DETERMINATION FORM

# WETLAND FEE SCHEDULE

## Effective Date March 6, 2010

Residential- Minimal activities within regulated and upland review areas

Decks under 175 SF, fences, sheds under 150SF \$30

<u>Residential - Single Family</u>	<u>Additions</u>	<u>New Construction</u>
Less than 500 SF regulated and upland review area disturbance	\$50	\$250
501 to 10,000 SF regulated and upland review area disturbance	\$200	\$400
10,001 to 20,000 SF regulated and upland review area disturbance	\$300	\$500
20,001 to 30,000 SF regulated and upland review area disturbance	\$400	\$600
30,001 to 40,000 SF regulated and upland review area disturbance	\$500	\$800
over 40,000 SF regulated and upland review area disturbance	\$600	\$1,000
	+ \$100 per 1,000 SF over 40,000	
	+ wetland impact fee if applicable	

<u>Residential - Multi family</u>	<u>Additions</u>	<u>New Construction</u>
Less than 500 SF regulated and upland review area disturbance	\$150	\$300
501 to 10,000 SF regulated and upland review area disturbance	\$250	\$400
10,001 to 20,000 SF regulated and upland review area disturbance	\$300	\$600
20,001 to 30,000 SF regulated and upland review area disturbance	\$600	\$800
30,001 to 40,000 SF regulated and upland review area disturbance	\$800	\$1,000
over 40,000 SF regulated and upland review area disturbance	\$1,000	\$1,200
	+ \$100 per 1,000 SF over 40,000	
	+ wetland impact fee if applicable	

<u>Commercial Industrial uses</u>	<u>Additions</u>	<u>New Construction</u>
Less than 500 SF regulated and upland review area disturbance	\$250	\$400
501 to 10,000 SF regulated area and upland review disturbance	\$300	\$500
10,001 to 20,000 SF regulated and upland review area disturbance	\$500	\$600
20,001 to 30,000 SF regulated and upland review area disturbance	\$600	\$800
30,001 to 40,000 SF regulated and upland review area disturbance	\$900	\$1,000
over 40,000 SF regulated and upland review area disturbance	\$1,200	\$1,500
	+ \$100 per 1,000 SF over 40,000	
	+ wetland impact fee if applicable	

Subdivisions

Residential single-family residences	\$200 per lot with regulated and upland review area \$100 per lot without regulated and upland review area
Residential - Multi family	\$400 per first 10 units + \$40 each additional unit
Commercial / Industrial	\$400 per lot + regulated and upland review area disturbance fee
Subdivision Improvement (Road, Combined Drive, Drainage)	\$500 per occurrence + wetland impact fee if applicable

Stormwater discharge to regulated and upland review areas \$200 per Acre of impervious surface

Watercourse Crossing (any application) \$400 + wetland impact fee

Pond dredging (Existing Ponds Only)

Less than 20,000 SF	\$300
20,001 to 40,000 SF	\$500
over 40,000 SF	\$1,000

Map amendment \$300

<u>Extension and transfers</u>	\$50
<b><u>Wetland Impact Fees</u></b>	
Up to 1,000 SF of impact	\$100
1,001 to 3,000 SF of impact	\$200
3,001 to 10,000 SF of impact	\$300 + \$20 per 1,000 SF over 3,000 SF
10,001 to 20,000 SF of impact	\$500 + \$20 per 1,000 SF over 10,000 SF
20,001 to 40,000 SF of impact	\$800 + \$20 per 1,000 SF over 20,000 SF
Over 40,000 SF	\$1,000 + \$20 per 1,000 SF over 40,000 SF
<b><u>Significant Activity Fee</u></b>	
Residential – Single Family Addition	\$250
Residential – Single Family New Construction	\$350
Residential - Multi family – Addition	\$500
Residential – Multi Family – New Construction	\$2,000
Subdivision under 10 lots	\$1,000
Subdivision ten lots and above	\$2,000
Commercial/ Industrial- Addition	\$1,000
Commercial / Industrial – New Construction	\$2,000
<b><u>Public Hearing Fees</u></b>	
Residential – Single Family Addition	\$50
Residential – Single Family New Construction	\$150
Residential - Multi family – Addition	\$500
Residential – Multi Family – New Construction	\$1,500
Subdivision under 10 lots	\$500
Subdivision ten lots and above	\$1,500
Commercial/ Industrial- Addition	\$500
Commercial / Industrial – New Construction	\$1,000
<b><u>Permit Determination Application Review Fees for staff approvals:</u></b>	
Residential- Decks under 175 SF, fences, sheds under 150SF	\$10
Residential – Single Family Addition	\$25
Residential – Single Family New Construction	\$50
Residential - Multi family – Addition	\$25
Residential – Multi Family – New Construction	\$50
Commercial/ Industrial- Addition	\$50
Commercial / Industrial – New Construction	\$100

If any activities, that require a permit from the Wetlands Commission, have commenced prior to obtaining a wetlands permit then the application fee will be charged at \$75.00 per hour of enforcement officer time or the filing fee is doubled whichever ever is greater. This additional filing fee is to cover staff and consultant review costs associated with the more complex application. These costs may include but are not limited to field inspections, public hearings, public notices, consultants and technical staff research time. This additional filing fee shall not include significant activity fees and public hearing fees.

In the event that the Wetlands Commission determines that the use of outside consultants is required for fair review and monitoring of the project, then the applicant shall be responsible for any other expenses incurred in processing the application including professional consultants such as, but not limited, to engineering fees, soils scientist fees, hydrologist fees, environmental fees and transcription fees. The Wetlands Commission will estimate the cost of consultants and the applicant shall submit payment of this amount prior to the start of the public hearing. Any unused portion of this fund will be returned to the party who submitted the payment.

A State fee is required for all Inland Wetland Applications. This fee is determined by the governing State Statute and is subject to change.