

**BEDFORD WETLAND CONTROL COMMISSION**  
**Administrative Permit Procedure**

Owners: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_, \_\_\_\_\_ Zone  
 Project: \_\_\_\_\_

**I - DETERMINATION:**

<b><u>Will Project Require/Entail</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Removal of any trees greater than 4" in diameter		
Excavation or filling for foundation or footings		
Change in grade (surface of the land)		
Alteration of vegetation (removal or cutting)		
Alteration of drainage (piping or rerouting surface water flow)		
Alteration of groundwater flow (e.g. installation of wells or drains)		
Expansion of existing septic system (DOH signoff may be required)		
Creation of new impervious surfaces (e.g. roof, driveway, patio, pool)		

<b><u>Has this property ever had a wetland permit issued or denied?</u></b>		
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**II - INITIAL SITE INSPECTION:**

Site inspection performed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**III - DECISION:**

- Decision Date: \_\_\_\_\_ No Permit Required
- Decision Date: \_\_\_\_\_ Administrative Permit Granted
- Decision Date: \_\_\_\_\_ Administrative Permit Granted with Conditions  
(See Section V)
- Decision Date: \_\_\_\_\_ Candidate for Administrative Permit -  
Further Documentation Required (See Section IV)  
 Action Date: \_\_\_\_\_ Action: \_\_\_\_\_  
 Action Date: \_\_\_\_\_ Action: \_\_\_\_\_
- Decision Date: \_\_\_\_\_ Administrative Permit Denied – needs full Commission  
review – must submit Application for Wetlands Permit  
 Action Date: \_\_\_\_\_ Action: \_\_\_\_\_  
 Action Date: \_\_\_\_\_ Action: \_\_\_\_\_

Person reviewing application: \_\_\_\_\_ Date: \_\_\_\_\_

**IV - FURTHER DOCUMENTATION REQUIRED:**

- Location of construction or area proposed to be disturbed and its relation to property lines, buildings, roads and watercourses within two hundred fifty (250) feet.
- Estimated quantities of material of excavation or fill
- Location of any well and depth thereof and any sewage or wastewater disposal system within one hundred (100) feet of the disturbed area.
- Existing and adjusted contours at two-foot intervals in the proposed disturbed area and to a distance of one hundred (100) feet beyond.
- Details of any drainage system proposed, both for the conduct of the work and after completion thereof, and measures proposed to control erosion and siltation both during and after the work.
- Where creation of a lake or pond or alteration of a watercourse or wetland is proposed, details of the construction of any dams, embankments and outlets or other water control devices.
- A property location map.
- Where the existing septic system on the property is in wetlands or wetlands buffer, provide evidence of periodic cleaning within the previous two years.
- An appropriate mitigation plan
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**V - CONDITIONS OF ADMINISTRATIVE PERMIT:**

- Mitigation Plantings
- Installation of silt fence before construction
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- FINAL/COMPLIANCE INSPECTION UPON COMPLETION OF PROJECT

**VI – FINAL/COMPLIANCE SITE INSPECTION:** *(if required)*

Site inspection performed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII – FEE PAYMENTS:**

- \$150 Application Fee      Date Paid: \_\_\_\_\_      Check Number: \_\_\_\_\_
- \$300 Escrow Payment      Date Paid: \_\_\_\_\_      Check Number: \_\_\_\_\_