



Town of Hartland
Inland Wetlands Commission
22 South Road- East Hartland, CT 06027
(860) 653-6800

APPLICANT'S CHECKLIST
REQUIRED INFORMATION FOR INLAND WETLAND PERMITS

ALL APPLICATIONS SHALL BE FILED DIRECTLY WITH THE INLAND WETLANDS COMMISSION. CALL OR EMAIL THE WETLANDS CHAIRMAN OR THE RECORDING SECRETARY TO BE PUT ON THE AGENDA. BRING COMPLETED APPLICATION AND CHECKBOOK WHEN YOU ARE SCHEDULED TO APPEAR.

- ☐ 1. COMPLETE INLAND WETLANDS APPLICATION AS FOLLOWS:
 - a) Top portion of Page 1
 - b) General Information - Page 2 - with original signatures
 - c) Enter Address of Site on Pages 3 and 4
- ☐ 2. INCLUDE PRUDENT AND REASONABLE ALTERNATIVES TO YOUR PROPOSAL.
- ☐ 3. AND include the reasons why your proposal to alter wetlands and/or watercourses as set forth in the application was chosen. (see Section 7.5(a) (5) of Wetlands Regulations)
- ☐ 4. WHEN SCHEDULED TO APPEAR, Submit Original Application and nine (9) copies of Pages 1,2,3,4.
[Public Hearing may require additional copies at applicant's expense]
- ☐ 5. APPLICATION FEES - FEE SCHEDULE ATTACHED - The Commission will determine the Fee amounts due with your specific Application when you appear before the Commission.
- ☐ 6. COMPLETE ATTACHED Statewide Inland Wetlands & Watercourses Activity Reporting Form.
- ☐ 7. ORIGINAL AND NINE (9) COPIES of SITE PLAN FOR THE PROJECT including the following information:
[Public Hearing may require additional copies at applicant's expense.]
 - ☐ a. Map showing the proposed project's location on the property. This map must include:
 - address of site with location of property lines relative to neighboring properties.
 - existing structures, driveways, streams, rivers, culverts, or other bodies of water, and any other significant property features.
 - ☐ b. Detailed drawing of the proposed project (may be combined with map if appropriate) showing:
 - dimensions and elevations from above and from the side.
 - location of erosion control measures (i.e. silt fence, hay bales, etc.)
 - ☐ c. Brief narrative describing the proposed project including:
 - estimated duration of project including time when project will begin and end.
 - quantity of material to be removed and/or deposited and to where it will be removed or stored on the property.
 - description of erosion control measure and other relevant information.
- ☐ 8. COPY OF ASSESSOR'S CARD FOR PROJECT PROPERTY.
- ☐ 9. LIST OF THE NAMES AND MAILING ADDRESSES OF ALL ABUTTING PROPERTY OWNERS.
Refer to Application Requirements -Sec. 7.5 (a)(6) of Wetlands Regulations for further requirements.
- ☐ 10. IF REQUIRED BY THE COMMISSION - Verification in writing from Registered Soil Scientist that all wetlands have been flagged and the property address/location is adequately delineated and/or marked at the property.

The original application must contain all original pages and remain intact. NINE (9) COPIES OF PAGES 1, 2, 3, 4 AND SITE PLAN MATERIALS ARE REQUIRED. Must be collated (sorted) and clipped together. All large drawings MUST be folded to 8 1/2 x 11 size. Rolled drawings will not be accepted.

APPLICATION FORMS MUST BE COMPLETE

NOTE: The Inland Wetlands Commission can deny an application for being incomplete.
The Wetlands Commission may request additional copies of the application for outside consultants.
DO NOT SUBMIT THIS CHECKLIST WITH YOUR APPLICATION



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ORIGINAL AND NINE (9) COPIES NEEDED.
PUBLIC HEARINGS MAY REQUIRE ADDITIONAL COPIES AT APPLICANT'S EXPENSE.

INLAND WETLANDS APPLICATION

APPLICANT'S NAME:

PROJECT SITE ADDRESS:

PROPOSAL:

Below is For Commission Use Only

IWWC Application # _____

Date Application Submitted _____

☐ Application Fee Amount Paid _____

☐ Check # _____ ☐ Cash

☐ State of CT Land Use Surcharge \$60.00

☐ Check # _____ ☐ Cash

(Surcharge required with all applications)

Application Fee and State of CT Land Use Surcharge – two (2) separate checks – Both payable to “Town of Hartland”

Official Date of Receipt of Application _____

Public Hearing Required: ☐ NO ☐ YES

If Yes:

Public Hearing Date _____

Dates of Publication _____

Legal Notice Dates _____

Dates Public Hearing Closed _____

Last available IWWC meeting date before decision due _____

Decision Date: _____

☐ Permit Approved ☐ Permit Denied ☐ Permit Withdrawn ☐ Permit Renewed/Extended/Transferred

Bond Required ☐ Yes ☐ No Amount _____

Bond payment must be received prior to issuance of Permit pursuant to Section 13.1 of the Hartland Wetlands Regulations.

NOTES: _____

SIGNATURE OF WETLANDS CHAIRMAN _____



Town of Hartland
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INLAND WETLANDS APPLICATION

IWWC Application # _____

Recognizing that inland wetlands and watercourses are an indispensable, irreplaceable and fragile natural resource, the Inland Wetlands and Watercourses Act regulates activities in wetlands to provide for their preservation and protection.

This application is required pursuant to Statutes 22a-36 and 22a-45 of the Connecticut General Statutes. Applications received pursuant to the above statute do not relieve the applicant of his/her responsibility for making applications to the other Local, State, or Federal agencies. This includes any approval required by the Connecticut Department of Energy and Environmental Protection and the U.S. Army Corps of Engineers. Obtaining such assents, permits, or licenses is the sole responsibility of the applicant.

General Information

APPLICANT'S NAME _____

Address _____

Phone # Day _____ Evening _____ Email _____

LOCATION OF PROPERTY _____

Assessor's Map # _____ Block# _____ Lot(s)# _____ Zone _____

PROPERTY OWNER(S) OF RECORD _____

Street _____ City _____ State _____ Zip _____

Phone # Day _____ Evening _____ Email _____

CONTRACTOR'S NAME (if applicable) _____

Street _____ City _____ State _____ Zip _____

Phone # Day _____ Evening _____ Email _____

As the applicant, I signify that I understand the application materials and procedure and that I have completed the application to the best of my ability. I also understand that an incomplete application may be denied by the Commission and that a permit obtained through inaccurate or misleading information or through any deception, will be revoked.

The undersigned applicant understands and agrees that the Commission may request additional information and it is the applicant's responsibility to provide this information in a timely fashion and to the Commission's satisfaction. If the information provided is incomplete or inaccurate, in the opinion of the Commission, the applicant understands and agrees that the Commission may deny the application or extend the legal time limit for review of this application in order to act.

I also authorize the members of the Commission and is designated agent(s) to inspect the property involved at reasonable times, with or without notice, both before and after a permit has been issued and throughout the duration of the project.

Applicant's Signature

Date

Applicant's Signature

Date



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Inland Wetlands Commission
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ORIGINAL AND NINE (9) COPIES NEEDED.
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INLAND WETLANDS APPLICATION

IWWC Application # _____

ADDRESS OF SITE: _____

WITH THE FOLLOWING STANDARD CONDITIONS

1. The permittee shall notify the Inland Wetlands Enforcement Officer immediately upon the commencement of work and upon its completion.
2. If the authorized activity is not completed within five (5) years from the issuance date of the permit, said activity shall cease and, if not previously revoked or specifically renewed or extended, this permit shall be null and void. Any request to renew or extend the expiration date of a permit should be filed in accordance with the Inland Wetlands Regulations of the Town of Hartland. Expired permits may not be renewed and the Inland Wetlands Commission may require a new application for regulated activities.
3. All work and all regulated activities conducted pursuant to this authorization shall be consistent with the terms and conditions of this permit. A copy of the permit and plans shall be on site at all times. Any structures, excavation, fill, obstructions, encroachments, or regulated activities not specifically identified and authorized herein shall constitute a violation of this permit and may result in its modification, suspension or revocation.
4. This authorization is not transferable without the written consent of the Inland Wetlands Commission.
5. In evaluating this application, the Inland Wetlands Commission has relied on information provided by the applicant. If such information is subsequently proved to be false, incomplete, or misleading, this permit may be modified, suspended, or revoked and the permittee may be subject to any other remedies or penalties provided by law.
6. The permittee shall employ the best management practices, consistent with the terms and conditions of this permit, to control storm water discharges and to prevent erosion and sedimentation and to otherwise prevent pollution of wetlands or watercourses. Permittee will provide a copy of approved plans to contractor which shall stay on site and be available for review or inspection during the duration of work. For information and technical assistance, contact the Wetlands Enforcement Officer. The permittee shall immediately inform the Commission of any problems involving the wetlands or watercourses that have developed in the course of, or that are caused by, the authorized work.
7. No equipment or material including without limitation, fill construction materials, or debris, shall be deposited, placed or stored in any wetland or watercourse on or off site unless specifically authorized by this permit.



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INLAND WETLANDS APPLICATION

IWWC Application # _____

ADDRESS OF SITE: _____

WITH THE FOLLOWING STANDARD CONDITIONS- continued

8. This permit is subject to and does not derogate any rights or powers of the Town of Hartland, conveys no property rights or exclusive privileges, and is subject to all public and private rights to all applicable federal, state and local laws. In conducting and maintaining any activities authorized herein, the permittee may not cause pollution, impairment, or destruction of the inland wetlands and watercourses of Hartland.
9. If the activity authorized by the inland wetlands permit also involves activity or a project that requires zoning or subdivision approval, special permit, variance, or special exception, no work pursuant to the wetlands permit may begin until such approval is obtained.
10. The permittee shall maintain sediment and erosion controls at the site in such an operable conditions as to prevent the pollution of wetlands and watercourses. Site shall comply with DEP 2002 CT Guidelines for Soil Erosion and Sediment Control. Said controls are to be inspected by the permittee for deficiencies at least once per week and immediately after rains. The permittee shall correct any such deficiencies within twenty-four (24) hours of said deficiency being found. The permittee shall maintain such control measures until all areas of disturbed soils at the site are stabilized.
11. The permittee, contractor and/or owner shall conduct all operations at the site in full compliance with this permit, to the extent provided by law, may be held liable for any violations of the terms and conditions of this permit and are responsible for any violation they may have created.
12. Wetland flagging to stay in place during the construction process. Missing flags to be replaced upon the Wetland Agent's request if required for inspection or enforcement.

Approved and adopted 5/06



79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

Pursuant to section 22a-39(m) of the General Statutes of Connecticut and section 22a-39-14 of the Regulations of Connecticut State Agencies, inland wetlands agencies must complete the Statewide Inland Wetlands & Watercourses Activity Reporting Form for **each** action taken by such agency.

This form may be made part of a municipality's inland wetlands application package. If the municipality chooses to do this, it is recommended that a copy of the Town and Quadrangle Index of Connecticut and a copy of the municipality's subregional drainage basin map be included in the package.

Please remember, the inland wetlands agency is responsible for ensuring that the information provided is **accurate** and that it reflects the **final** action of the agency. Incomplete or incomprehensible forms will be mailed back to the agency. Instructions for completing the form are located on the following pages.

The inland wetlands agency shall mail completed forms for actions taken during a calendar month no later than the 15th day of the following month to the Department of Energy and Environmental Protection (DEEP). Do **not** mail this cover page or the instruction pages. Please mail **only** the **completed** reporting form to:

DEEP Land & Water Resources Division
Inland Wetlands Management Program
79 Elm Street, 3rd Floor
Hartford, CT 06106

Questions may be directed to the DEEP's Inland Wetlands Management Program at (860) 424-3019.

INSTRUCTIONS FOR COMPLETING THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM

*Use a separate form to report EACH action taken by the Agency. Complete the form as described below.
Do NOT submit a reporting form for withdrawn actions.*

PART I: Must Be Completed By The Inland Wetlands Agency

1. Choose the year and month the Inland Wetlands Agency took the action being reported. If multiple actions were taken regarding the same project or activity then multiple forms need to be completed.
2. Choose ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. Do NOT submit a reporting form for withdrawn actions. Do NOT enter multiple code letters (for example, if the same project or activity had both a permit issued and enforcement action, submit two forms for the two separate actions).
 - A** = A Permit Granted by the Inland Wetlands Agency (not including map amendments, see code D below)
 - B** = Any Permit Denied by the Inland Wetlands Agency
 - C** = A Permit Renewed or Amended by the Inland Wetlands Agency
 - D** = A Map Amendment to the Official Town Wetlands Map - or -
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
 - E** = An Enforcement Action: Permit Revocation, Citation, Notice of Violation, Order, Court Injunction, or Court Fines
 - F** = A Jurisdictional Ruling by the Inland Wetlands Agency (activities "permitted as of right" or activities considered non-regulated)
 - G** = An Agent Approval pursuant to CGS 22a-42a(c)(2)
 - H** = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "yes" if a public hearing was held in regards to the action taken; otherwise check "no".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant - If Part II is completed by the applicant, the applicant MUST return the form to the Inland Wetlands Agency. The Inland Wetlands Agency MUST ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.
Check "yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "no" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name or number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. USGS Quad Map information is available at: <https://portal.ct.gov/-/media/deep/gis/resources/IndexNamedQuadTownpdf.pdf>
ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. Town subregional drainage basin maps can be found at UConn CLEAR's website: https://media.clear.uconn.edu/data/watershed_maps/index.htm (no roads depicted) or at CTECO: http://www.cteco.uconn.edu/map_catalog.asp (depicts roads, choose town and a natural drainage basin map).
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity. Check if the action/project/activity is TEMPORARY or PERMANENT in nature. Also provide a brief DESCRIPTION of the action/project/activity. It is always best to provide as much information as possible (for example, don't state "forestry," provide details such as "20 acre forest harvest, permit required for stream crossing.")

9. Carefully review the list below and enter ONLY ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

A = Residential Improvement by Homeowner	I = Storm Water / Flood Control
B = New Residential Development for Single Family Units	J = Erosion / Sedimentation Control
C = New Residential Development for Multi-Family / Condos	K = Recreation / Boating / Navigation
D = Commercial / Industrial Uses	L = Routine Maintenance
E = Municipal Project	M = Map Amendment
F = Utility Company Project	N = State Agency Project
G = Agriculture, Forestry or Conservation	P = Other (this code includes the approval of concept, subdivision or similar plans with no on-the-ground work)
H = Wetland Restoration, Enhancement, Creation	

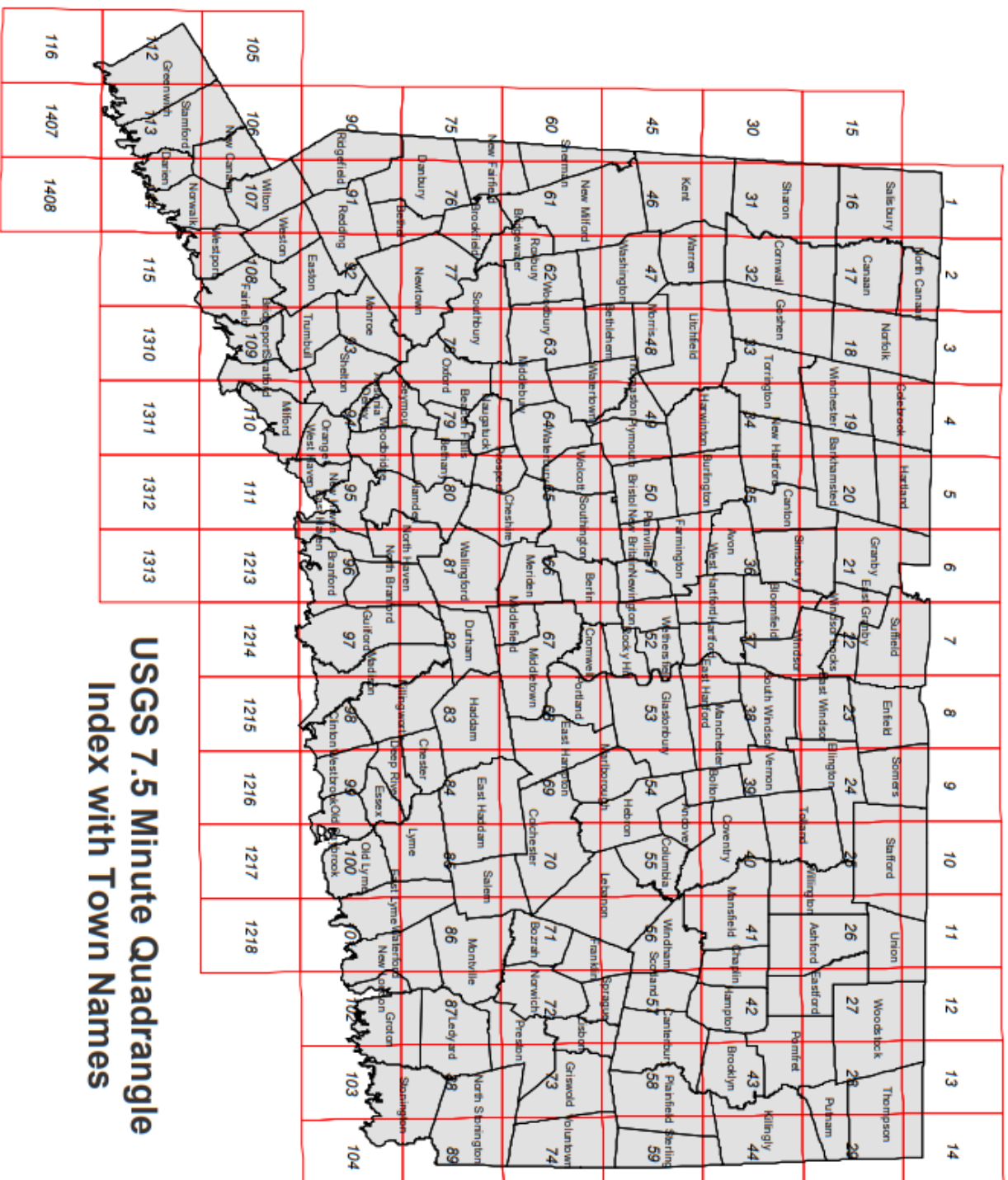
10. Enter between one and four code numbers to best characterize the action/project/activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You MUST provide code 12 if the activity is located in an established upland review area. You MUST provide code 14 if the activity is located beyond the established upland review area or no established upland review area exists.

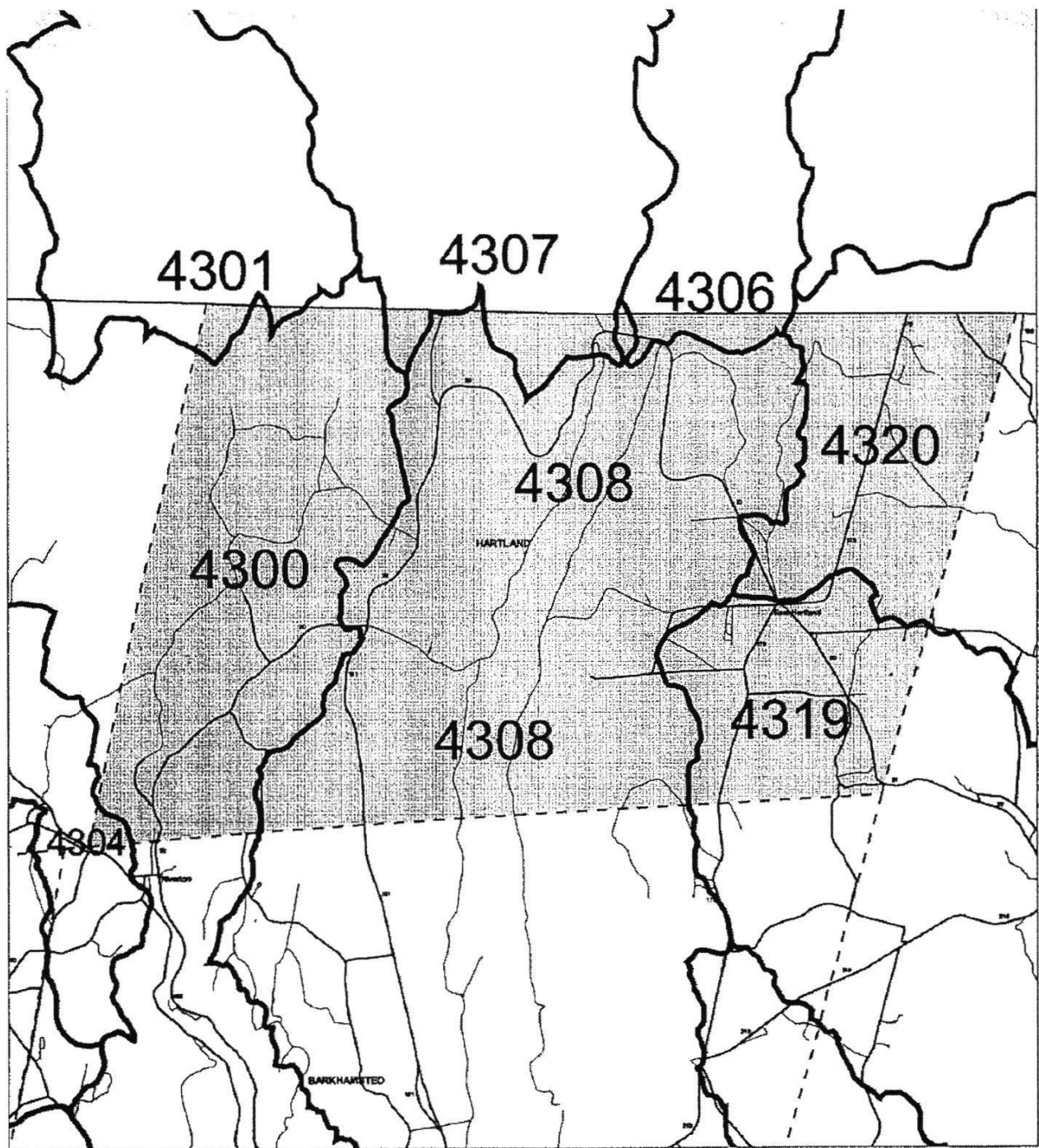
1 = Filling	8 = Underground Utilities Only (no other activities)
2 = Excavation	9 = Roadway / Driveway Construction (including related culverts)
3 = Land Clearing / Grubbing (no other activity)	10 = Drainage Improvements
4 = Stream Channelization	11 = Pond, Lake Dredging / Dam Construction
5 = Stream Stabilization (includes lakeshore stabilization)	12 = Activity in an Established Upland Review Area
6 = Stream Clearance (removal of debris only)	14 = Activity in Upland
7 = Culverting (not for roadways)	

Examples: Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality does not have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body." For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream." Remember, these figures represent only the acreage altered, not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. If this report is being completed for an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to CGS section 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form. Include areas that are permanently altered, or proposed to be permanently altered, for all agent approvals, agency permits, denials, amendments, renewals, jurisdictional rulings, and enforcement actions. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. If this report is being completed for an agent approval or an agency jurisdictional ruling and detailed information is not available, provide an estimate. Enter zero if there is no alteration.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, renewals, jurisdictional rulings and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses. For created - question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered. You MUST provide all information in ACRES including those areas less than one acre. See directions above (#11) for conversion factor. Enter zero if there is no restoration, enhancement or creation.

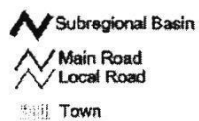
PART III: To Be Completed By The DEEP - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.





SUBREGIONAL DRAINAGE BASINS
Statewide Inland Wetlands & Watercourses Activity Reporting Program

**Hartland,
 Connecticut**



0 0.5 1 Miles

July, 2000

DEP Inland Water Resources Division
 Wetlands Management Section





Connecticut Department of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

GIS CODE #: _____
For DEEP Use Only

79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete this form in accordance with the instructions on pages 2 and 3 and mail to:

DEEP Land & Water Resources Division, Inland Wetlands Management Program, 79 Elm Street, 3rd Floor, Hartford, CT 06106

Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.

PART I: Must Be Completed By The Inland Wetlands Agency

1. DATE ACTION WAS TAKEN: year: _____ month: _____
2. ACTION TAKEN (see instructions - one code only): _____
3. WAS A PUBLIC HEARING HELD (check one)? yes ☐ no ☐
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:
(print name) _____ (signature) _____

PART II: To Be Completed By The Inland Wetlands Agency Or The Applicant

5. TOWN IN WHICH THE ACTIVITY IS OCCURRING (print name): _____
does this project cross municipal boundaries (check one)? yes ☐ no ☐
if yes, list the other town(s) in which the activity is occurring (print name(s)): _____
6. LOCATION (see instructions for information): USGS quad name: _____ or number: _____
subregional drainage basin number: _____
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER (print name): _____
8. NAME & ADDRESS OF ACTIVITY / PROJECT SITE (print information): _____
briefly describe the action/project/activity (check and print information): temporary ☐ permanent ☐ description: _____
9. ACTIVITY PURPOSE CODE (see instructions - one code only): _____
10. ACTIVITY TYPE CODE(S) (see instructions for codes): _____, _____, _____
11. WETLAND / WATERCOURSE AREA ALTERED (see instructions for explanation, must provide acres or linear feet):
wetlands: _____ acres open water body: _____ acres stream: _____ linear feet
12. UPLAND AREA ALTERED (must provide acres): _____ acres
13. AREA OF WETLANDS / WATERCOURSES RESTORED, ENHANCED OR CREATED (must provide acres): _____ acres

DATE RECEIVED:

PART III: To Be Completed By The DEEP

DATE RETURNED TO DEEP:

FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO



Town of Hartland
Inland Wetlands Commission
22 South Road- East Hartland, CT 06027
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FEE SCHEDULE

All applications shall be filed directly with the Inland Wetlands Commission. The Commission will determine the Fee amounts due for your specific Application when you appear before the Commission. Call or email Chairman or the Recording Secretary to be included on the Wetlands Commission Agenda.

Fees below cover reasonable costs of administrative processing, routine review, legal notices and publication:

1. Permitted Uses as of Right..... No Fee
2. Non-regulated Uses..... No Fee
3. Permit Application Fee for Regulated Activities on a Single Lot.....\$150.00
4. Permit Application Fee for Regulated Activities in a Proposed Subdivision.....\$200.00
 - a. Plus \$50.00 per Lot without wetlands or watercoursesAND/OR
 - b. Plus \$100.00 per Lot with wetlands or watercourses anywhere on the lot
5. Significant Impact Activity or Public Hearing Fee (in addition to 3 or 4 above)
(see Section 2.1(ee); Sections 7.5e-7.7 and Section 9.1).....\$200.00
6. Fee for Permit Application Agent Determination (see Section 12. 1).....\$150.00
7. After-the-Fact Permit Application Fee (see Section 14.3(c)).....\$500.00
8. Complex Application Fee.....(see Section 8.13 and Section 7.5(e))
9. Declaration of Conservation Easement & Restrictions Initial Application (See Section 4.6).... No Fee
10. Modification to Declaration of Conservation Easement & Restrictions Application Fee
(see Sections 15.8(a) & (b)).....\$500.00
11. Permit Renewal/Extension/Transfer Application Fee.....\$75.00
12. State Land Use Surcharge.....\$60.00**

****Application Fee and State Land Use Surcharge - two (2) separate checks
Both payable to "Town of Hartland"**
13. Postage Costs.....(see Section 9.4)
14. Show Cause Hearing Fee (see Sections 14.3(a) & (b)
(after issuance of Cease & Desist Order or Suspension/Revocation of Permit).....\$125.00
15. Hartland Inland Wetlands & Watercourses Regulations (paper copy).....\$5.00