

# Requesting an ERT from the Connecticut Environmental Review Teams

King's Mark and Eastern Connecticut  
Resource Conservation & Development Area Councils

PO Box 70, Haddam, CT 06438

Telephone: 860-345-3977 FAX: 860-345-3357

E-mail: [ConnecticutERT@aol.com](mailto:ConnecticutERT@aol.com)



The Environmental Review Teams (ERT) have been in existence since 1969 and they operate under the guidance of the King's Mark and Eastern Connecticut Resource Conservation and Development Areas (RC&D's). The ERT are a group of professionals drawn from federal, state and local agencies to form multi-disciplinary environmental study teams to assist municipalities in the review of sites proposed for development or conservation. This service is provided **free of charge**, but requires that a request form be filed by the requesting agency. Each Team Member is selected by the ERT coordinator based on the town's concerns and type of project under review. For this reason it is important that town agencies/commissions present their concerns and questions in this application form.

## Who May Request

Requests for environmental reviews may come from the chief elected official of a municipality or the chairperson of a municipal commission charged with the responsibility of managing the natural resources of the town provided they have the endorsement and support of their respective boards or commissions. If you have questions as to whether you qualify to request a review please contact the ERT coordinator prior to submitting your request. Private citizens, citizens groups, engineers and developers may not request an ERT.

## What the Team Can Do

The ERT provides information about the physical characteristics of the property (i.e. geology, topography, soils, etc.), the biological characteristics of the property (wildlife, wetland functions, etc.) and the limitations and opportunities that these characteristics create. The specifics of the report depend upon the concerns of the town officials, the expertise available to the town from its own staff and consultants and the site conditions. The Team can also review the plans, reports and supporting documentation submitted by the applicant. The final report contains recommendations to help improve the development by explaining the effects that the proposed project will have on the environment and ways to mitigate some of these effects.

## What the Team Cannot Do

The ERT does not provide soil testing, water testing or other laboratory services. They do not provide drainage calculations, detailed drainage plans, soil erosion and sedimentation control plans, wetland crossing plans or septic system designs. The Team will provide information on items needed for a decision and missing from the application to the town and inform the town where these items can be reviewed at a later date.

The ERT does not make final decisions for town officials or land owners. They merely provide information about the environmental impacts and possible mitigation measures. It is up to the town commissions and landowners to use the information to decide if a development meets the regulations and if the benefits outweigh any negative impacts.

## **When to Request a Review**

The best time to request an ERT is before an application has been formally received and the legal clock has begun. The ERT needs a minimum of 8-12 weeks to complete a report. Please keep this in mind when you make your request. It is our policy that all parties concerned have the ERT report prior to the close of a public hearing.

## **The Application**

1. The application must be filled out completely. If you have questions please call the ERT office, incomplete forms may be cause for a denial or delay due to lack of information or time.
2. Please pay particular attention to questions #5, 6 and 7. It is important that the Team understand the questions and concerns of your commission.
3. A signed letter of permission from the landowner or authorized agent for the ERT to enter the property is necessary, as well as signatures from town officials for the request and the follow-up survey. Please use the attached forms. The letter of permission should be attached to the request or sent soon after under separate cover. A review cannot take place without the letter of permission.
4. Please enclose a location map with the project boundaries outlined at a scale of 1"=2000'. Also please provide a copy of the most recent development plans for the project.
5. A copy of the request form and all other materials also needs to be sent to your local conservation district. Their location and addresses are attached.

## **The Decision**

The application is reviewed by the ERT coordinator and the ERT Subcommittee. Some of the questions asked by the subcommittee include:

- a. Is all the necessary information complete?
- b. Can the ERT meet deadlines?
- c. Is the request within the scope of ERT expertise?
- d. Do the concerns cover more than one discipline?
- e. Is the request from a town with little or no professional staff of its own?

Your local conservation district will also review the request and make a recommendation to the ERT Subcommittee for their approval or denial. The ERT coordinator is available to answer any questions or meet with you personally concerning the ERT. The ERT coordinator can advise you, but the final decision rests with the ERT Subcommittee.

You will be notified of all actions concerning your request.

## **The Next Step**

After a review has been approved it is scheduled on a priority basis for a field review. The ERT can usually conduct 2 reviews per month and they are scheduled for Tuesday, Wednesday, or Thursdays. The field review begins at either 9:30 or 10:00 am and can last until mid-afternoon. Town officials and/or commission representatives are required to attend the meeting, as well as the developer and his consultants.

After the field review individual Team members prepare reports in their area of expertise and submit them to the ERT coordinator. The coordinator then compiles a final report for submission to your town. Ten (10) copies of the completed report will be given to your town and the applicant will also receive copies. A copy will also be available in a PDF format on our web site ([www.ctert.org](http://www.ctert.org)).

A follow-up survey form will be sent to your commission after a period of time, hopefully after a decision has been rendered on an application. It is important that you complete the survey and return it to us, it is the basis of an annual report written concerning the ERT projects.



# Connecticut Environmental Review Team Request Form

To request an environmental review you must fill out this form completely, and forward all requested materials to the ERT coordinator, with a copy to your local conservation district. Your commission will be notified of any action taken on this request.

Please type or print legibly in blue or black ink. Use additional sheets as necessary. Please contact the ERT office with any questions.

**1. Date:**

**Town/City:**

**Name of Project:**

**Requesting Agency:**

**ERT Applicant Name & Title:**

**Agency Address:**

**Telephone:**

**Fax:**

**E-Mail:**

**Contact Person at Town Hall (i.e. planner, land use administrator):**

**Title:**

**Address:**

**Telephone:**

**Fax:**

**E-mail:**

**2. Landowner/Agent for Project Site (Name, Address, Telephone, Fax, E-mail)**

**3. Developer of Project Site:** (Name, Address, Telephone, Fax and E-mail)

**4. Engineer/Consultant for the Site:** (Name, Address, Telephone, Fax and E-mail)

**5. Reason for the ERT Request:** (What purpose will the ERT serve?)

**6. Summary of Proposed Project:** (Please indicate site location, acreage and a brief description of the project.)

**7. Specific Concerns:** (Please check off your concerns and provide explanations for noting each concern.)

Concern	Explanation
- Soils	
- Topography	
- Geology	
- Erosion and Sediment Control	
- Hydrology	
- Stormwater Drainage	
- Water Quality	
- Water Supply	
- Sewage Disposal	
- Solid Waste	
- Wetlands	
- Lakes/Ponds	
- River Ecology	
- Coastal Resources	
- Inland Wetlands	
- Tidal Wetlands	
- Fisheries	
- Wildlife	
- Forestry/Vegetation	
- Agriculture	
- Farmland Preservation	
- Land Use	
- Open Space	
- Site Design	
- Traffic/Access	
- Natural Hazards	
- Solar Aspects	
- Air Quality	
- Historic Significance	
- Archaeology	

**8.** Because of the nature of subdivision reviews and site plan reviews (being under legal time constraints) we need to have the following information to determine if there is adequate time to conduct a review and complete a report. An ERT should be requested as soon as possible. It is our policy that you can receive an ERT report prior to or at a public hearing, but not after.

**a. When was the application officially received by the commission?**

**b. What are the statutory time constraints? Has a public hearing been scheduled? Please give dates.**

**c. If no public hearing is scheduled when is your time up to make a decision.**

**d. Have any other commissions acted on this proposed project? If yes, please list the commissions and actions taken.**

**9. What is the time available for completion of the ERT report.**

**10a. Does the ERT request include any activities that will be regulated by the commissioner of the Department of Environmental Protection (DEP)? If yes, please describe regulated activities.**

**b. If a DEP permit is required, can the developer delay filing the application until the report is completed? If no, please explain.**

**c. DEP regulatory units may decline to participate in an ERT when they are reviewing the same activity in a permit application. Therefore, if a DEP Permit Application is pending, will the developer be willing to withdraw (without prejudice) said application until the ERT is completed? If no, explain.**

*\*Please note that DEP Regulatory Units may decline to participate in an ERT review when they are reviewing the same activity in a permit application.*

**11. Has the current developer or any other previous consultants prepared reports or generated information concerning the proposed project or project site. If yes, please list them here in citation form and include a copy with the request form.**

**12. Does your community employ any professional staff or consultants such as an engineer or planner? If yes, please list their name, position, address and telephone number.**

**13. Endorsement of the ERT Request**

---

*(Signature of the Chief Elected Official and/or Requesting Chairman)*

**14. Agreement to Complete the ERT Follow-Up Survey**

The Connecticut Resource Conservation and Development Areas (RC&Ds) conduct an on-going evaluation of the Connecticut ERT through an annual survey. This survey is expected to be completed by the requesting agency and returned by its due date in order to determine the effectiveness of the ERT program. The information collected is included in a report that is distributed to all agencies providing ERT members and funding support.

**We hereby agree to complete and return by the due date the ERT Annual Survey concerning our project:**

---

*(Signature of Requesting Official or Chairman)*

# LETTER OF PERMISSION

To: ERT Coordinator  
Connecticut Environmental Review Team  
PO Box 70  
1066 Saybrook Road  
Haddam, CT 06438

Permission is granted to the Connecticut Environmental Review Team

(ERT) to enter \_\_\_\_\_  
*(name of property)*

At \_\_\_\_\_  
*(location)*

for the purpose of an environmental review.

Signed: \_\_\_\_\_  
*(landowner or authorized agent)*

Name: \_\_\_\_\_  
*(please print legibly)*

Address \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# Send Completed Form To:

**Environmental Review Team Coordinator**

**CT Environmental Review Team**

**PO Box 70**

**Haddam, CT 06438**

**AND**

**A Copy to**

**The Chairman of your**

**Local Conservation District**

*(Please see attached map)*

**CT River Coastal Conservation District**

deKoven House  
27 Washington Street  
Middletown, CT 06457

**Eastern CT Conservation District**

238 West Town Street  
Norwich, CT 06360

**North Central Conservation District**

24 Hyde Avenue  
Vernon, CT 06066

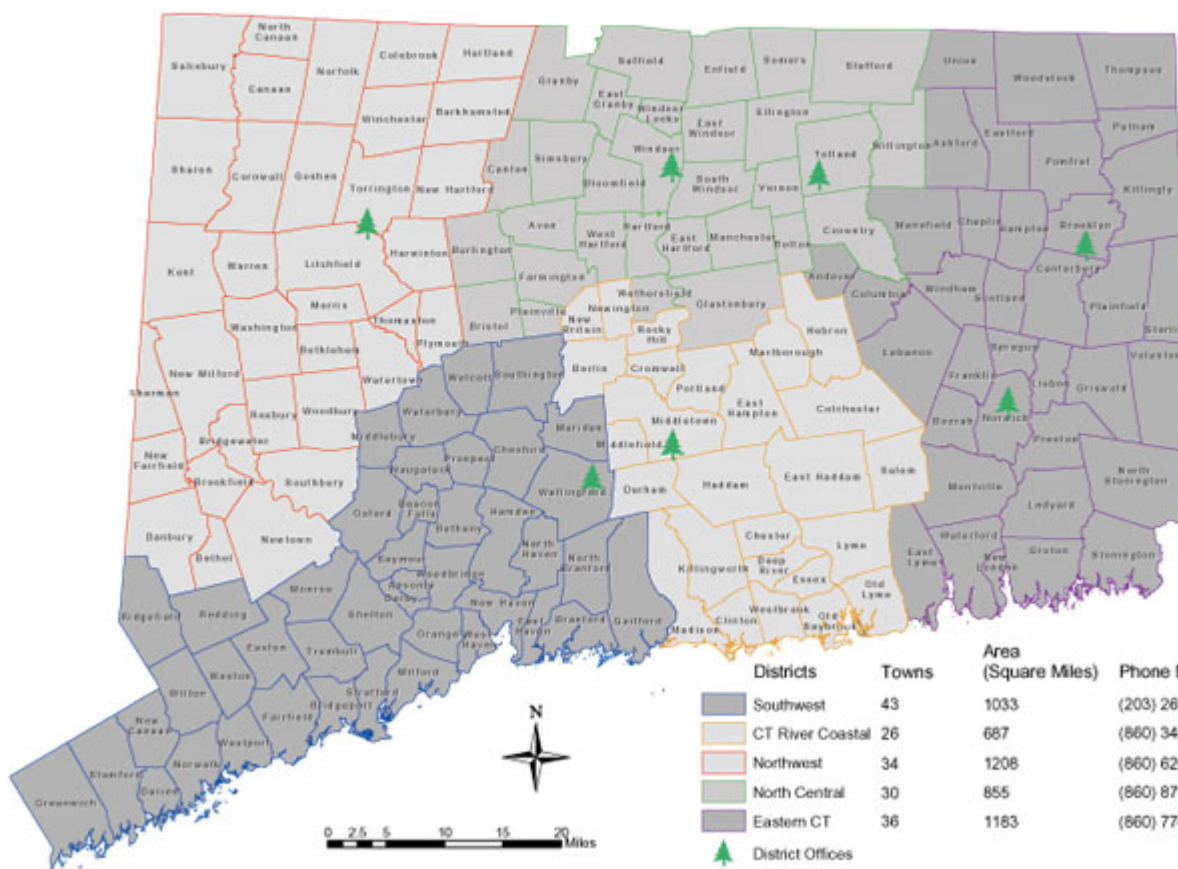
**Northwest Conservation District**

1185 New Litchfield Street  
Torrington, CT 06790

**Southwest Conservation District**

North Farms Executive Park  
900 Northrop Road, Suite A  
Wallingford, CT 06492

## CONNECTICUT CONSERVATION DISTRICTS



Map created by Northwest Conservation District June, 2004