

## **Directions on how to apply for an Inland Wetlands Permit**

1. First step is going online and filling out the Inland Wetlands Application. You will do that via our website or through this link:

<https://brookfieldct.seamlessdocs.com/f/InlandWetlandsPermitApplication/>

Please note that if you put your email in for owner *and* applicant, you will electronically sign it and the system will email you again with a link to be able to sign as the owner. Then it will be emailed directly to the Land Use Department (Christine Murphy - automatically) and you again completed. If you are the applicant and there is someone else you put as the homeowner, once you sign an email will go to them and then they will sign and it will be sent back to you through your email once completed. This document will need to be uploaded to our View Point Cloud portal in the last step of the next step.

2. Then you will need to login through our system. This will be done through here:

<https://brookfieldct.viewpointcloud.com/>

Select the Land Use Department (box with the tree in it), then select Wetlands Permit, then you will click Apply Online.

Make sure you select the correct permit for your job, it can be a Short Form, Long Form, Short Form Agent Approval, etc. If you are unsure of which one to choose, please contact the Land Use department for assistance.

From here you will follow all the steps and if you need help filling in anything you can always call the Land Use office. The last step is where you will upload the application from the first step on this page, along with any maps showing the work, a construction sequence and any other pertinent paperwork.

Once completed it will be sent to the Land Use department for review, and once reviewed you will receive an email back for payment. The permit fee will be determined after everything is filled out and is dependent upon a few variables (residential vs. commercial, etc.). You can pay by check or cash at the land use office or by card online (fees will apply).