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Town of New Castle  
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**CHECKLIST**  
**Watershed Protection District Permit**  
Authority: New Castle Municipal Code §§ 13.40 et seq.

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee if one is required.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following items must be submitted to the Town Clerk:**

An original and three (3) copies of the following:

- Development Application
- Proof of legal ownership of all property involved
- Names and addresses of all property owner(s) (if different from the applicant, written authorization from the property owner(s) for submission of the application
- Written narrative describing the activity for which the permit is being sought, including a general identification of the environmental characteristics of the subject land and surrounding area
- Vicinity map showing the land on which the proposed development is to occur and all lots, tracts, parcels or other lands adjacent thereto, and illustrating any wetlands, lakes, ponds, springs, watercourses or other bodies of water and water wells
- Boundary and improvements map or sketch of the land subject to the application containing sufficient detail and drawn at a scale to accurately illustrate, review and assess the location of all proposed activity and existing structures, and illustrating the existing direction of slope (contours) and direction of surface runoff. A professionally prepared boundary and improvements survey may be required if the town engineer deems it necessary in order to adequately assess an application
- Listing and copy of all federal, state or local permits or approvals required or obtained for implementation of the activity
- Detailed description of the impacts or potential impacts the activity may have on any surface or subsurface water sources or courses, including wetlands
- Detailed description of the impacts or potential impacts the activity may have on existing vegetation, trees and groundcover
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- Detailed description of the impacts or potential impacts the activity may have on soils, including a description of the nature and condition of existing soils and any planned grading, excavating, filling or surfacing

- Detailed description of the impacts or potential impacts the activity may have on existing drainage patterns and land contours, including comparative runoff and absorption calculations for the subject land and any impacted adjacent land, both pre- and post-development
- Detailed description of any proposed wastewater or sewage disposal system to be installed and a copy of the designed/engineered plans, including soils and percolation test results
- Detailed description of any proposed water supply/delivery system to be installed, including the water source and anticipated consumptive use, and a copy of the design/engineered plans
- Detailed description and copy of any and all mitigation plans or measures addressing impacts resulting from the activity to surface and subsurface water sources, wetlands, vegetation and trees, soils, drainage and slopes
- Identification of any activity to be undertaken by the applicant as part of the development that presents, or may present, a foreseeable risk of pollution or injury to the town's waterworks or district waters, along with a specific description of the best management practices designed to eliminate or minimize such risk(s) to the maximum extent feasible
- Additional information as the applicant or town may deem necessary to fully evaluate the proposed activity and/or demonstrate or explain why a watershed permit should be issued
- Application shall be accompanied by a district permit application fee, which shall be determined by the town engineer pursuant to Section 13.40.110 of this chapter. In addition, the applicant shall pay all out-of-pocket costs incurred by the town in reviewing the application, including but not limited to the costs for engineering, legal, consulting, testing, inspection, publication and copying