



Connecticut Department of
 Energy & Environmental Protection
 Bureau of Water Protection & Land Reuse
 Office of Long Island Sound Programs

Certificate of Permission Application Form

IMPORTANT - Please refer to the [instructions](#) (DEP-OLISP-INST-200) for completing this application form to ensure that all required information is provided. Print or type all information within the form, providing additional pages as necessary.

- If your town has a Harbor Management Commission, you must submit a copy of this application **by certified mail** to the Commission. Please check here to indicate you have done so.
- My town does not have a Harbor Management Commission.

CPPU USE ONLY
App #: _____
Doc #: _____
Check #: _____
Program: Certificate of Permission

Part I: Application Description

Town where site is located: _____
Brief Description of Project: _____

Part II: Fee Information

<p>A fee of \$375.00 must be submitted with this application form. Note: The fee for municipalities is \$187.50. #410</p> <p>The application will not be processed without the initial fee. The fee shall be non-refundable and shall be paid by check or money order to the Department of Energy and Environmental Protection.</p>

Part III: Applicant Information

- *If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, applicant's name shall be stated **exactly** as it is registered with the Secretary of State. This information can be accessed at [CONCORD](#). See 1.a) ii, below.*
- *If an applicant is an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.)*
- *If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Planning and Program Development (OPPD) at 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.*

Part III: Applicant Information (continued)

1. Applicant Name:

Mailing Address:

City/Town: State: Zip Code:

Business Phone: ext.

Contact Person: Title:

*E-mail:

*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

a) Applicant Type (check one):

individual federal agency state agency municipality tribal

*business entity (*If a business entity, complete i through iii):

i) check type: corporation limited liability company limited partnership
 limited liability partnership statutory trust Other: _____

ii) provide Secretary of the State business ID #: _____ This information can be accessed at the Secretary of State's database (CONCORD). (www.concord-sots.ct.gov/CONCORD/index.jsp)

iii) Check here if your business is **NOT** registered with the Secretary of State's office.

b) Applicant's interest in the property at which the proposed activity is to be located:

owner option holder lessee other (specify): _____

Check here if there are co-applicants. If so, label and attach additional sheet(s) with the required information as Attachment E.

2. Billing Contact, if different than the applicant.

Name:

Mailing Address:

City/Town: State: Zip Code:

Business Phone: ext.

Contact Person: Title:

E-mail:

3. Primary contact for departmental correspondence and inquiries, if different than applicant:

Name:

Mailing Address:

City/Town: State: Zip Code:

Business Phone: ext.

Contact Person: Title:

*E-mail:

*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

Part III: Applicant Information (continued)

4. List Site Owner, if different than applicant:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Contact Person:

Title:

E-mail:

5. List Facility Owner, if different than applicant:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Contact Person:

Title:

E-mail:

6. List attorney or other representative, if applicable:

Firm Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Attorney:

E-mail:

7. List all engineer(s), surveyor(s) and/or other consultant(s) employed or retained to assist in preparing the application and designing or constructing the activity. Check here if additional sheets are necessary, and label and attach them as Attachment G.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Contact Person:

Title:

E-mail:

Service Provided:

Part III: Applicant Information (continued)

<p>8. Provide abutting or adjacent property owners' names and addresses as Attachment C.</p> <p>9. If you met with Office of Long Island Sound Program (OLISP) staff in a pre-application meeting, please note the meeting date and OLISP staff person's name:</p> <p>Staff Name: _____ Meeting Date: _____</p>

Part IV: Site Information and Resource Information

<p>1. SITE NAME AND LOCATION:</p> <p>Name of Site: _____</p> <p>Street Address or Location Description: _____</p> <p>City or Town: _____ State: _____ Zip Code: _____</p> <p>Tax Assessor's Reference: Map _____ Block _____ Lot _____</p> <p>Latitude and longitude of the exact location of the proposed activity in degrees, minutes, and seconds or in decimal degrees: Latitude: _____ Longitude: _____</p> <p>Method of determination (check one): _____</p> <p><input type="checkbox"/> GPS <input type="checkbox"/> USGS Map <input type="checkbox"/> Other (please specify): _____</p> <p>If a USGS Map was used, provide the quadrangle name: _____</p> <p>2. IS THE PROJECT SITE LOCATED IN A MUNICIPALITY WITHIN THE COASTAL AREA (check town list in the instructions)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. ENDANGERED OR THREATENED SPECIES: According to the most current "State and Federal Listed Species and Natural Communities Map", is the project site located within an area identified as a habitat for endangered, threatened or special concern species? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Map: _____</p> <p>If yes, complete and submit a <i>Request for NDDDB State Listed Species Review Form</i> (DEP-APP-007) to the address specified on the form. Please note NDDDB review generally takes 4 to 6 weeks and may require additional documentation from the applicant.</p> <p>A copy of the completed <i>Request for NDDDB State Listed Species Review Form</i> and the CT NDDDB response must be submitted with this completed application as Attachment D.</p> <p>For more information visit the DEEP website at www.ct.gov/deep/nddbrequest or call the NDDDB at 860-424-3011.</p> <p>4. AQUIFER PROTECTION AREAS: Is the site located within a town required to establish Aquifer Protection Areas, as defined in section 22a-354a through 354bb of the General Statutes (CGS)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No To view the applicable list of towns and maps visit the DEEP website at www.ct.gov/deep/aquiferprotection</p> <p>If yes, is the site within an area identified on a Level A map? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, is the site within an area identified on a Level B map? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If your site is on a Level A map, check the DEEP website, Business and Industry Information to determine if your activity is required to be registered under the Aquifer Protection Area Program.</p> <p>If your site is on a Level B map, no action is required at this time, however you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.</p>
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Part IV: Site Information and Resource Information (continued)

5. **CONSERVATION OR PRESERVATION RESTRICTION:** Is the property subject to a conservation or preservation restriction? Yes No

If Yes, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be included as Attachment G.

6. **Indicate the number and date of issuance of any previous state coastal permits or certificates issued by DEEP authorizing work at the site and the names to whom they were issued:**

<i>Permit/COP Number</i>	<i>Date Issued</i>	<i>Name of Permittee/Certificate Holder</i>
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If information on prior state coastal permits and certificates is unknown, list names of the owners of the property since 1939 and the years owned:

7. Identify any changes in conditions of the site (including ownership, development, use, or natural resources) since the issuance of the most recent DEEP coastal permit or certificate authorizing work at the site:

8. Describe the *existing* structures, conditions and uses at the site of the proposed work. Provide photographs showing existing conditions as Attachment B:

9. Provide the name of the waterbody at the site of proposed work:

10. Provide the elevation of the applicable regulatory limit for your project referenced to NAVD88. Refer to the [instructions](#) for more information.

Tidal Wetlands Limit (TWL) = _____ Coastal Jurisdiction Limit (CJL) = _____

11. How was the regulatory limit identified above determined? Please check one of the following:

- DEEP-calculated elevation**
- Self-calculated elevation** (If a self-calculated elevation is used, please provide the additional information and calculations per the instructions.)
- Mean High Water elevation** (use only if project is upstream of a tide gate, dam or weir) (If a MHW elevation is used, provide a discussion of the location of the tide gate, dam or weir.)

If other than a DEEP calculated elevation was used to calculate the CJL, please provide the additional information and calculations per the instructions and label and attach them as Attachment G.

Part IV: Site Information and Resource Information (continued)

12. Provide the elevations of the mean high water and mean low water at the site and the reference datum used. Refer to the instructions regarding elevation datum.

MHW = MLW = Datum =

Check here If NAVD88 is not referenced, and provide an orthometric conversion table in Attachment G.

13. Identify all aquatic resources on and adjacent to the site and describe the characteristics and condition of each resource (identify location of resources on plans submitted as Attachment A):

14. Identify the locations of any osprey nesting platforms within 500 feet of the site.

Part V: Project Information

1. Describe the proposed regulated work and activities including construction methodology and sequencing and plans to minimize erosion and sedimentation.

2. **Provide plans of the project as Attachment A.** They must be 8 1/2" x 11" scaled plans of the site and proposed work including:

- a. A Vicinity Map;
- b. A Tax Assessor's map showing the subject property and immediately adjacent properties;
- c. Plan Views showing existing and proposed conditions; and
- d. An Elevation or Cross-Section View showing existing and proposed conditions.

Please refer to instructions for identification of plan components.

3. Describe the purpose, need and use of the proposed work.

4. Identify and evaluate the adverse environmental impacts associated with proposed work and mitigation measures to be employed.

Part V: Project Information (continued)

5. Check each category of eligible activities that applies to this application:

CGS section 22a-363b(a):

- 1. Substantial maintenance or repair of existing structures, fill, obstructions or encroachments authorized pursuant to the Structures, Dredging and Fill Statutes, CGS section 22a-361, and/or the Tidal Wetlands Act, CGS section 22a-32.
- 2. Substantial maintenance of any structures, fill, obstructions or encroachments in place prior to June 24, 1939, and continuously maintained and serviceable since such time.
- 3. Maintenance dredging of areas which have been dredged and continuously maintained and serviceable as authorized pursuant to the Structures, Dredging and Fill Statutes, CGS section 22a-361, and/or the Tidal Wetlands Act, CGS section 22a-32.
- 4. Activities allowed pursuant to a perimeter permit and requiring authorization by the Commissioner of Energy & Environmental Protection.
- 5. The removal of derelict structures or vessels.
- 6. Minor alterations or amendments to activities permitted pursuant to CGS section 22a-361 and/or CGS section 22a-32 consistent with the original permit.
- 7. Minor alterations or amendments to activities completed prior to June 24, 1939.
- 8. Placement of temporary structures for water-dependent uses as defined in CGS section 22a-93(16).
- 9. Open water marsh management, tidal wetland restoration, resource restoration or enhancement activity, as defined in subsection (a) of section 22a-361, as amended by this act, and conservation activities undertaken by or under the supervision of the Department of Energy & Environmental Protection.
- 10. Placement or reconfiguration of piers, floats, docks, and moorings within existing waterward boundaries of recreational marinas or yacht clubs which have been authorized pursuant to Section 22a-361 and/or CGS section 22a-32.
- 11. Substantial maintenance or repair of structures, fill, obstructions or encroachments placed landward of the mean high waterline and waterward of the coastal jurisdiction line, completed prior to October 1, 1987, and continuously maintained and serviceable since said date.

CGS section 22a-363b(b):

- 12. Retention of pre-1995 unauthorized activities which do not interfere with navigation or littoral or riparian rights, and do not cause adverse impacts to coastal resources.
- 13. Substantial maintenance or repair of pre-1995 unauthorized activities which do not interfere with navigation or littoral or riparian rights, and do not cause adverse impacts to coastal resources.
- 14. Minor alterations or amendments to pre-1995 unauthorized activities which do not interfere with navigation or littoral or riparian rights, and do not cause adverse impacts to coastal resources.

- 6.** In question 5, if item numbers 2 and/or 7 were checked, demonstrate that the structure(s) or activity for which work is proposed has been continuously maintained and serviceable since 1939. Check the box if documents have been provided in Attachment G.

Part V: Project Information (continued)

7. In question 5, if item numbers 1, 3, 4, 6 or 10 were checked, demonstrate that the structure(s) or activity has a prior authorization and has been continuously maintained and serviceable.

8. In question 5, if item numbers 11, 12, 13, or 14 were checked, please provide the date of installation of the structure(s) or the date the activity occurred and indicate how you made this determination.

9. In question 5, if item numbers 11, 12, 13, or 14 were checked, demonstrate that the structure(s) or activity for which retention or work is proposed complies with all applicable standards and criteria.
Check the box if documents have been provided in Attachment G.

10. In question 5, if item numbers 11, 12, 13, or 14 were checked, demonstrate that the structure(s) or activity has been continuously maintained and serviceable since January 1995.
Check the box if documents have been provided in Attachment G.

11. In question 5, if item numbers 12, 13, or 14 were checked, state whether the applicant conducted or was responsible for the unauthorized activity, or whether the applicant knew or had reason to know of the unauthorized activity at the time the property which is the site of the unauthorized activity was acquired.
Check the box if documents have been provided in Attachment G.

Part V: Project Information (continued)

12. a. Is any portion of work for which authorization is being sought now complete or under construction?

Yes No

If Yes, specify what parts of the proposed work have been completed or are under construction and indicate when such work was undertaken or completed. Identify completed portions on the plans submitted.

b. If yes, is the application associated with an enforcement action pending with DEEP?

Yes No If yes, explain:

Check here, if documents have been provided in Attachment G. Also please complete *Applicant Compliance Information Form* (DEP-APP-002).

13. Provide other relevant information you deem important to consider in the review of this application. Check the box if documents have been provided in Attachment G:

Part VI: Supporting Documents

Check the applicable box below for each attachment being submitted with this application form. The specific information required in each attachment is described in the *Instructions for Completing a Certificate of Permission Application for the Office of Long Island Sound Programs* (DEP-OLISP-INST-200).

- Attachment A: Plans in accordance with Part V, item 2 of the instructions
- Attachment B: Photographs showing existing conditions of the site
- Attachment C: Abutting or adjacent property owner information; including names and mailing addresses
- Attachment D: **Copy** of the completed *Request for NDDB State Listed Species Review Form* (DEP-APP-007) and the NDDB response, if applicable.
- Attachment E: [Applicant Background Information Form](#) (DEP-APP-008) (if applicable)
- Attachment F: [Applicant Compliance Information Form](#) (DEP-APP-002)
- Attachment G: Other Information (if applicable)

Part VI: Application Certification

The applicant(s) *and* the individual(s) responsible for actually preparing the application must sign this part. An application will be considered insufficient unless *all* required signatures are provided.

<p>"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.</p> <p>I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.</p> <p>I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text."</p>	
Signature of Applicant	Date
Name of Applicant (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)
<input type="checkbox"/> Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet. You must include signatures of any person preparing any report or parts thereof required in this application (i.e., professional engineers, surveyors, soil scientists, consultants, etc.)	

Note: Please submit the completed Application Form, Fee, and all Supporting Documents to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

If your town has a Harbor Management Commission, you must submit a copy of this completed application *by certified mail* to the Commission and include a copy of the receipt with your application materials indicating that such documents were sent certified.

Submit one complete application copy to the U.S. Army Corps of Engineers, Regulatory Division, 696 Virginia Road, Concord, MA, 01742