



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

## **Instructions for Completing a Temporary Authorization Application for the Office of Long Island Sound Programs**

*Use these instructions to: 1) complete the Temporary Authorization application form DEEP-OLISP-APP-500 and 2) prepare supporting documents. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws*

### **Introduction**

The Office of Long Island Sound Programs (“OLISP”) of the Department of Energy and Environmental Protection (“Department”) regulates a variety of permitting programs for work conducted in tidal wetlands and in tidal, coastal or navigable waters of the state. The purpose of these programs is to conserve and protect the water and natural resources of the state and to protect life and property from erosion and flood hazards. For any questions you may have regarding application requirements, call OLISP at 860-424-3034.

### **Who is Eligible for a Temporary Authorization?**

Any person, firm or corporation, whether public or private, who is proposing to carry out any temporary regulated work in the tidal, coastal or navigable waters of the state or in tidal wetlands that is deemed necessary to protect human health, the environment or the public interest, must apply for and receive an authorization prior to conducting that work.

Pursuant to section 22a-6k(b) of the Connecticut General Statutes (CGS), the commissioner may issue a temporary authorization for any activity for which the commissioner has authority to issue a general permit, including section 22a-361, provided

the commissioner finds that (1) such activity will not continue for more than ninety days; (2) such activity does not pose a significant threat to human health or the environment; (3) such authorization is necessary to protect human health or the environment or is otherwise necessary to protect the public interest; and (4) such authorization is not inconsistent with the federal WPCA, Rivers and Harbors Act, Clean Air Act or RCRA and is not renewed more than once.

### **How To Apply**

Your Temporary Authorization application must include the following:

- A *Temporary Authorization Application for the Office of Long Island Sound Programs* (DEEP-OLISP-APP-500) and all supporting documents; and
- One copy of the original application package, including all supporting documents.

You must submit the above materials together as a package to:

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

When submitting your Temporary Authorization application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name, along with the corresponding part number and question number indicated on the Temporary Authorization application form. You should retain a copy of all documents for your files.

### **Temporary Authorization Application Instructions (DEEP-OLISP-APP-500)**

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. Please fill out *all* the sections of the form.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to applicable statutes and regulations while completing your application.

If you have any questions regarding the eligibility of your planned activity, please contact our Office of Long Island Sound Programs at 860-424-3034.

#### **Part I: Acknowledgement**

Check the box and initial in the space provided to indicate that you have read and agree with the acknowledgement.

#### **Part II: Applicant Information**

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by the Department. This

information can be accessed at the Secretary of State's database (CONCORD). ([www.concord-sots.ct.gov/CONCORD/index.jsp](http://www.concord-sots.ct.gov/CONCORD/index.jsp)). If identifying 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 the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.

- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
  - *Contact Person* - Provide the name of the specific individual within the company whom the Department may contact.
  - *E-Mail* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from the Department to your business.
1. *Applicant* - Complete the information concerning the applicant.
  2. *Site Owner(s)* - If the applicant is not the owner of the affected facility, complete this section.
  3. *Engineers or Consultants* - List any engineers or *other* consultants employed or retained to assist in preparing the application or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

#### **Part III: Site Information**

For the purposes of these instructions, site or project site refers to the property at which the proposed regulated activity is to be conducted.

## 1. *Site Location*

The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, ". . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

Provide the municipal tax assessor's mapping reference (map, block, lot/parcel designations) for the site. These numbers may be found on the most recent tax bill for the property or obtained from the tax assessor's office in the town in which the property is located.

## 2. *Conservation or Preservation Restriction*

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, proof of written notice of the registration to the holder of such restriction or a letter from the holder of such restriction verifying that the registration is in compliance with the terms of the restriction, must be submitted as Attachment D, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

3. Provide the name of the waterbody at the site of proposed work. This should be the commonly known or used name of the river or bay, or if applicable, Long Island Sound or Fishers Island Sound.
4. Provide the elevation of the coastal jurisdiction line ("CJL") at the site, based on the North American Vertical Datum of 1988 ("NAVD88"). The CJL for your municipality can be found on the [OLISP Coastal Permitting web page](#) on the DEEP website.

## 5. **Identify how the CJL was calculated.**

Please note that any alternatively determined CJL that deviates from the values provided by the DEEP must include, as Attachment E: (1) a description of the methodology used to determine the CJL, (2) all calculations, and (3) a justification for the reason that the DEEP values were not used. If a mean high water elevation is used, also provide a discussion of the location of the tide gate, dam or weir.

6. Provide the elevations of the mean high water and mean low water at the site and the reference datum used. If using a datum other than NAVD88, an orthometric conversion table must be provided, and included in Attachment E.

For any tidal, coastal or navigable waters of the state located upstream of a tide gate, weir, or other device for which the intent and function is to modify the flow of tidal waters, or if your project encompasses more than one CJL, please contact OLISP permitting staff at 860-424-3034 for further guidance.

## **Part IV: Project & Resource Information**

*To adequately answer the questions in the application form you must refer to the instructions below.*

1. Describe the proposed regulated work and activities including construction methodology and sequencing; the dimensions of proposed structure(s); volume(s) of proposed excavation and/or fill; where equipment and materials to be used will be staged and stored.
2. Describe the *existing* structures, *conditions* and uses at the site of the proposed work. Identify structures, uses, and site characteristics as they currently exist. Provide photographs showing existing conditions as Attachment F.
3. Describe the need for the temporary work in regards to protecting human health, the environment and/or the public interest.

4. Describe any existing coastal resources at the site and if the proposed work will impact these resources. Explain if any mitigation measures are to be employed.
5. Provide a description and location of the erosion and sedimentation and/or turbidity control measures to be employed.

## Part V: Supporting Documents

All applications must include Attachments C and F, and the remaining attachments as applicable. Check the appropriate box by each attachment being submitted. Please label all attachments as referenced in the application form and these instructions and be sure to include the name of the applicant as indicated on the emergency authorization application form.

### Attachment A: Co-Applicant Information

If there are co-applicants, submit the requested information in Part II of the application, item #1, for each co-applicant as Attachment A.

### Attachment B: Additional Consultants

If there are additional consultants, please provide the information requested under Part II of the application, item #3, as Attachment B.

### Attachment C: Vicinity Map (*required*)

A vicinity map is a general map showing a large area, such as a portion of a town, which indicates the location of the project site. Please provide an 8 1/2" x 11" copy or original of a USGS topographic quadrangle map, at a scale of 1:24,000, indicating the exact location of the project site and the proposed activities as described below. DEEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay processing of your application.

The quadrangle name should be noted on the copy of the map submitted.

The location of the project must be delineated in one or more of the three ways depicted on the sample map attached (Appendix A), as follows:

- If practical given the scale of the map and the size of the site, *outline the property boundary* of the site, including the water area, on which the regulated work will take place, or *outline any area* of fill or dredging;
- If the outline of the site or project area cannot be depicted on the map, place a *point* representing the specific location of the proposed work on the map;
- For a linear project such as a revetment or bulkhead along several properties, or a pipeline cable or bridge crossing a tidal river or stream mark a *line* that represents the location of the project. For a linear project which cannot be reasonably represented as a line at this scale or for which the regulated work waterward of the high tide line in tidal, coastal and navigable waters is only at selected points, show those points on the map.

### Attachment D: Conservation or Preservation Restriction

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, submit proof of written notice of this registration to the holder of such restriction or a letter from the holder of such restriction verifying that this registration is in compliance with the terms of the restriction, as Attachment D. The municipality where the site is located may have information concerning such restrictions.

### Attachment E: CJL Calculation Information

A CJL that deviates from the values provided by DEEP must include, as Attachment E: (1) a description of the methodology used to determine the CJL, (2) all calculations, and (3) a justification for the reason that DEEP values were not used. If a mean high water elevation is used, also provide a discussion of the location of the tide gate, dam or weir. If using a datum other than NAVD88, an

orthometric conversion table must be provided, and included in Attachment E.

**Attachment F: Photographs showing existing conditions of the site (required)**

Photographs showing the existing conditions of the site are required in evaluating your proposal and must be submitted as part of the application as Attachment F. Submit as many photographs as necessary to illustrate the entire project site and area to be affected by the proposed work. Wherever possible, include panoramas (i.e., a series of photographs taken from a single position at different but overlapping angles). Label the back of the photographs indicating the date the photograph was taken, project address and an explanation of the views. Check the box indicating that photographs are enclosed.

**Attachment G: Previous site plans or surveys of existing structures to be repaired or Other Relevant Documents**

Submit as Attachment G, any previous or proposed site plans or surveys of existing structures to be repaired and/or modified, or any other documents you deem relevant.

**Part VI: Application Certification**

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application and any part thereof required by the application. This includes consultants, professional engineers, surveyors, soil scientists, etc. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the application package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;

3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company’s “Articles of Organization”, or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

For general assistance regarding the subject permit application contact OLISP at 860-424-3034.

For the subject application form, instructions and other required documents visit the DEEP website at: [www.ct.gov/deep/lispermitapps](http://www.ct.gov/deep/lispermitapps)

**Affirmative Action, Equal Employment Opportunity and Americans with Disabilities**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

# Appendix A: Vicinity Map

USGS Quadrangle Map: Clinton  
Map Scale: 1":24,000 (1"=2,000')

POLYGON Project Area (showing boundary of activity)

POLYGON Project Area (showing boundary of site)

LINEAR Project Area

POINT Project Area (small area)

