



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

Instructions for Completing the Office of Long Island Sound General Permit Registration Form

Use these instructions to complete the general permit registration form DEEP-OLISP-GP-REG and) prepare supporting documents. These instructions are not a substitute for the requirements of the subject general permits, the relevant statutes, or any regulations thereunder. You should review all applicable laws prior to completing this registration. 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 (DEEP) implements 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 Authorized by these General Permits?

Any person, firm or corporation, whether public or private, who is proposing to carry out any regulated work in the tidal, coastal or navigable waters of the state, or in tidal wetlands, must apply for and receive some type of authorization from DEEP prior to conducting that work.

Pursuant to section 22a-361(d) of the Connecticut General Statutes (CGS), DEEP has adopted a program of general permits authorizing certain minor activities with minimal environmental impact in tidal, coastal or navigable waters of the state or in tidal wetlands.

These instructions pertain to the following two general permits and the activities authorized therein which require registration. Refer to the specific general permit for additional activities that are authorized that do not require registration.

The General Permit for Minor Coastal Structures (DEEP-OLISP-GP-2015-01)

- 4/40 Docks/Access Stairs
- Non Harbor Moorings

The General Permit for Coastal Maintenance (DEEP-OLISP-GP-2015-02)

- Marina and Mooring Field Reconfiguration
- Remedial Activities Required by Order
- Residential Flood Hazard Mitigation
- Reconstruction of Permitted Structures

How To Apply

Your general permit registration submission must include the following:

- An Office of Long Island Sound Program General Permit Registration Form, (DEEP-OLISP-GP-REG) and all supporting documents,
- One copy of the original registration package, including all plans and maps,
- The applicable registration fee, paid by check or money order made payable to the "Department of Energy and Environmental Protection".

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

Refer to the Available Resources Section at the end of these instructions to obtain all required documents related to the subject general permit.

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

With the exception of the *Reconstruction of Permitted Structures* general permit activity, please be aware that once you submit your registration, the work is not authorized until you receive an approval of registration or a letter of approval from DEEP. You must have these documents before initiating any work authorized under any of the subject general permits. For *Reconstruction of Permitted Structures* general permit activity, DEEP requires a written notification of commencement of work no later than 5 days prior to the commencement.

General Permit Registration Instructions (DEEP-OLISP-GP-REG)

Please read the registration 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 answer *all* questions, unless otherwise specified in these instructions. Please be advised that these instructions are not a substitute for any state or federal statutes or regulations, or the provisions of the subject general permits. *Be sure to refer to the terms and conditions of the general permit, particularly Sections 3(b) and 5*, and to other applicable statutes and regulations while completing your registration.

Harbor Management Commission Notification
Many coastal and waterfront municipalities have a harbor management commission which establishes goals and policies for the use, development and preservation of the town's harbor. If your municipality has such a commission, please check the appropriate box indicating that a copy of the completed registration has been sent to the Commission. If you are not certain whether or not your town has a harbor management commission, please refer to the list at www.ct.gov/deep/lib/deep/permits_and_licenses/and_use_permits/long_island_sound_permits/harb_or_commission.pdf or contact OLISP at 860-424-3034.

Part I: Registration Type & Fee Information

In the table provided, check the appropriate box to identify the authorized activity for which you are registering. Below is the list of authorized activities under each general permit that require registration.

General Permit for Minor Coastal Structures (DEEP-OLISP-GP-2015-01)

Authorized activities that require registration:

4/40 Docks/Access Stairs: authorizes small residential docks which meet specific conditions. Please note that existing unauthorized docks cannot be authorized through this general permit.

Non Harbor Moorings: authorizes individual, noncommercial moorings which meet the conditions of the general permit and which are **not within the jurisdiction of a harbormaster**. This general permit does **not** authorize docks or other structures which are not moorings. These structures require separate authorization.

The General Permit for Coastal Maintenance

Authorized Activities that require registration:

Marina and Mooring Field Reconfiguration: establishes a marina or mooring boundary for a yacht club or marina. Specific use requirements apply for activities and structures within the boundaries.

Remedial Activities Required by Order: authorizes remedial activities which have been required pursuant to state and federal enforcement actions.

Residential Flood Hazard Mitigation: authorizes the elevation and floodproofing of existing houses to FEMA standards, if the houses are located within DEEP permit jurisdiction (areas waterward of the coastal jurisdiction line) but are not in state-owned public trust lands and waters (areas waterward of mean high water). This means only elevation and flood proofing activities located between the coastal jurisdiction line and the mean high water mark are eligible under this general permit. Activities landward of the coastal jurisdiction line require local approval while activities waterward of mean high water require a DEEP Structures, Dredging and Fill permit. For activities which are located within the narrow eligibility zone, the general permit authorization is

only valid **if all appropriate local approvals have been obtained**. This general permit does **not** authorize additions to or expansions of existing houses or reconstruction of damaged buildings.

Reconstruction of Permitted Structures:

Authorizes the reconstruction of a legally existing structure, obstruction or encroachment which was installed pursuant to a prior authorization and which exists in a serviceable state or has been damaged or destroyed by a casualty loss not more than one calendar year prior.

Fee Information

The "Fee" column identifies the fee associated with each authorized activity. For municipalities, the 50% discount applies. The payment should be in the form of a check or money order made payable to "Department of Energy and Environmental Protection". The registration will not be processed without the fee. Please note that this fee is *nonrefundable*.

Part II: Registrant Information

Please Note: 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.

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 such registration. Please note, for those entities registered with

the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [CONCORD](#)). 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 registrant 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 DEEP may contact.
 - *E-mail* – Registrants must provide an accurate email address when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.
1. *Registrant* - Complete the information concerning the registrant.

Indicate the *Registrant's interest* in the property where the proposed activity is to be located. If the Registrant is not the property owner, include in Attachment D, documentation from the property owner acknowledging the proposed activity.

2. *Billing Contact* – If the registrant is not the billing contact, complete this section.
3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the registrant instead of the primary contact.

4. *Property Owner(s)* - If the registrant is not the owner of the affected property, complete this section.

If the Registrant is not the property owner, documentation from the property owner acknowledging the proposed activity must be submitted in Attachment D.

5. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

Part III: Site and Resource Information

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

1. If the proposed authorized activity is located at a residential property, do not include a site name. The street address or description of location should be the address of the property at which the proposed activity will be constructed, located or accessed. 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."
2. 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.

Provide the latitude and longitude, in degrees, minutes and seconds or in decimal degrees, of the exact location of the proposed activity. In addition, please indicate the method used to determine the latitude and longitude

coordinates. There are a variety of methods of deriving latitude and longitude coordinates with the Global Positioning System (GPS) being the most accurate.

DEEP strongly encourages all registrants to conduct a review of the following Natural Diversity Data Base and Aquifer Protection information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their general permit registration to DEEP to ensure a more timely and efficient review of their general permit registration.

3. Natural Diversity Data Base (NDDB) - Endangered or Threatened Species

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species.

Please refer to “Requests for Natural Diversity Data Base State Listed Species Reviews” located on the DEEP website at: www.ct.gov/deep/nddbrequest to determine if your activity, including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected, is located within an area identified as a habitat for endangered, threatened or special concern species. Include areas such as equipment and materials staging areas, areas receiving discharge and dredge material disposal areas. If applicable, prior to submitting the subject application, you must submit a Request for NDDB State Listed Species Review” form (DEEP-APP-007) to NDDB. Please note that NDDB review generally takes 4 to 6 weeks. You must then submit a CT NDDB response and copies of any other correspondence to and from the NDDB, including a copy of the completed Request for NDDB State Listed Species

Review” form (DEEP-APP-007) with your application as Attachment B.

4. Aquifer Protection Areas

*Registrants for Non-Harbor Moorings and Residential Flood Hazard Mitigation general permit activities are **not** required to complete this section.*

Aquifer protection areas are defined in CGS section 22a-354a through 22a-354bb and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change when final mapping is completed. Level B maps provide an approximation of the Aquifer Protection Areas.

Review the [Aquifer Protection Area](#) maps to determine if your site is located in a Level A or Level B mapped aquifer protection area and check the appropriate box.

If your site is within a Level A aquifer protection area and your business is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your business is not already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

If your site is within a Level B aquifer protection area, then 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.

For more information on the Aquifer Protection Area Program visit the DEEP website at www.ct.gov/deep/aquiferprotection or contact the program at 860-424-3020.

5. ***Conservation or Preservation Restriction***

If the activity which is the subject of the application 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 C, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

6. Describe the *existing* structures, conditions and uses at the site of the proposed activity. Identify structures, uses, and site characteristics as they currently exist. This description must include areas where materials and/or equipment may be stockpiled or staged during construction.

Registrants for Residential Flood Hazard Mitigation must also provide the following:

Information demonstrating that, when your house was first constructed, it was either authorized by a DEEP permit, or was located outside of DEEP permit jurisdiction (i.e., landward of mean high water prior to October 1, 1987 or landward of the coastal jurisdiction line after 1987).

7. If known, provide the name of the waterbody at the site of the proposed activity. This should be the commonly known or used name of the river or bay, or if applicable, Long Island Sound or Fishers Island Sound.

Registrants for Reconstruction of Permitted Structures, that are proposing modifications and/or engineering improvements to a flood and erosion control structure, are required to complete items 8 through 11. Otherwise,

Registrants for Reconstruction of Permitted Structures can skip items 8 through 11.

8. Provide the elevation of the applicable regulatory limit for your project based on the North American Vertical Datum of 1988 (NAVD88). This limit is one foot above local extreme high water for projects located within areas of tidal wetlands or areas capable of supporting tidal wetlands in accordance with CGS section 22a-29(2) and the Coastal Jurisdiction Line (CJL) for projects not located within areas of tidal wetlands pursuant to CGS section 22a-359(c). Local extreme high water is defined in section 22a-30-2(h) of the Tidal Wetlands Regulations as the elevation of the one year frequency tidal flood at a particular location as shown on the most recently adopted U.S. Army Corps of Engineers tidal flood profile. For tidal river areas that are not included in the tidal flood profile, the limit of tidal wetlands must be determined by a qualified person based on the statutory definition (e.g., a professional wetlands scientist, environmental scientist, botanist, or plant ecologist). The CJL for your municipality can be found on the [OLISP Coastal Permitting web page](#) on the DEEP website.

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 that do not support tidal wetlands, or if your project encompasses more than one CJL, please contact OLISP permitting staff at 860-424-3034 for further guidance.

9. **Identify how the coastal jurisdiction line limit was determined.** Please note that any alternatively determined regulatory limit that deviates from the values provided by the DEEP must include, as Attachment D: (1) a description of the methodology used to determine the regulatory limit, (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.

10. 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 D.
11. Identify all coastal or aquatic resources on and adjacent to the site and describe the characteristics of each resource. Such resources include, for instance, tidal wetlands, freshwater wetlands, beaches and dunes, and intertidal flats. For projects located within the coastal area, resource identification should be made using the terms and definitions for coastal resources that are defined in CGS section 22a-93(7). Coastal resource maps, which may be used as a guide to assist in identification of aquatic resources, are available for examination at each municipal planning and zoning office and OLISP; copies may be purchased from DEEP Maps and Publications. If your project is outside the coastal boundary as defined in CGS section 22a-94(b), please indicate the aquatic resources on site such as freshwater or tidal wetlands, riverbank, developed shorefront, etc.

All sites regulated under this program will include one or more coastal or aquatic resources.

Describe the characteristics and condition of each resource identified. The location of all aquatic resources, including coastal resources, should be depicted on the Plan View as described under Part V, Supporting Documents, Attachment A.

Part IV: Project Information

- 1a. *Describe the proposed activity and related construction activities.* Provide a written description of the proposed activity. This description must include dimensions of proposed structures, as well as the

construction methodology, equipment and materials which will be used in its installation.

- 1b. *Registrants for Remedial Activities Required by Order must also provide the following:*

The remediation order/enforcement action number, date of issuance and issuing agency.

Include in Attachment D, a remediation or restoration plan that has been prepared pursuant to the order.

2. *Identify and evaluate the adverse environmental impacts and mitigation measures to be employed.*

Identify any and all adverse impacts associated with the proposed activity. Specifically applicable are resource losses and/or use modifications affecting the subtidal and intertidal zones and adjacent upland. Measures to be employed to reduce or eliminate these adverse impacts must also be identified. Examples of such measures include the placement of erosion and sediment controls, the demarcation of tidal wetlands or other sensitive resources in order to prevent the intrusion or storage of equipment or fill material in these areas. If no impacts are anticipated, please state why.

Please note that, if your proposed activity *would* have adverse impacts on coastal resources, navigation, or littoral or riparian rights, you will *not* be eligible for a general permit and you must apply for an individual permit in order to conduct the activity. Typical examples of such adverse impacts include dredging or filling of tidal wetlands or intertidal flats, filling to create dry land, interference with navigation, interference with water circulation and sand transport patterns, and degradation of wildlife, shellfish, or finfish habitat.

3. *Registrants for Reconstruction of Permitted Structures Only:*

- a. Identify any previous or existing

permit/certificate/registration numbers associated with the site where the activity is proposed and provide copies thereof in Attachment E.

b. Will the commencement of work be initiated no later than 5 days after submitting this completed registration?

- If yes, this completed registration will serve as your notice of commencement, required in Attachment E of this registration form.
- If no, you must submit a written notification of commencement of work no later than 5 days prior to the commencement to: Office of Long Island Sound Program, Department of Energy and Environmental Protection, 79 Elm Street, Hartford, CT. 06106-5127

c. Is the existing structure, obstruction or encroachment currently in a serviceable state?

If **no**, identify the date of damage or casualty loss. To register for this authorized activity, the date of damage or casualty loss to the structure cannot exceed more than one calendar year prior to the date of submission of the registration.

d. Are you proposing any minor modifications or engineering improvements to a flood and erosion control structure (that does not modify the height or footprint of such structure)?

If **yes**, describe the proposed minor modifications or engineering improvements to the flood and erosion control structure to be reconstructed. Such modifications or improvements may include, but are not limited to, weep holes, footings, tie-backs, or returns, etc. A copy of the pre-construction and proposed site conditions plans that depict such modifications and/or engineering improvements must be included in Attachment E. Please be aware that if you

are proposing minor modifications or engineering improvements to the flood and erosion control structure you plan to reconstruct, you cannot initiate construction until you receive a written approval from the Commissioner.

Part V: Supporting Documents

All registrations must include all applicable attachments. Check the appropriate box by each applicable attachment as verification that all required attachments have been submitted. Please label all attachments as referenced in the registration form and these instructions and be sure to include the name of the registrant as indicated on the registration form.

Attachment A: Project Plans

Registrants for the Reconstruction of Permitted Structures, that are not proposing any modifications and/or engineering improvements to a flood and erosion control structure, are not required to submit Attachment A. See Attachment E below.

Submit, as Attachment A, the project plans, vicinity map and tax assessors map prepared in accordance with the instructions below.

Project Plans – The original registration package and the copy should include 8 1/2" x 11" site plans or drawings of a quality sufficient for photocopying, for all proposed work, as Attachment A. Plans or drawings must be legible and drawn to scale, and include a plan view and an elevation/cross-section view. Drawings may show work as dot shading, hatching, cross hatching or similar graphic symbols.

All plans must contain the following information:

- a title and legend block;
- a north arrow;

- the scale for plan views and a vertical and horizontal scale for cross-sections;
- the date of the drawing(s) or revision(s) thereof;
- location of the *applicable regulatory limit (CJL or TWL)*, *mean high water (MHW)*, and *mean low water (MLW)*;
- the signature of the preparer (and seal, if preparer is a licensed engineer, architect or surveyor).

a. *Plan View* - A plan view is an overhead view of the proposed work as if you were looking straight down at the site from above (this may be done on one or more sheets with match lines, as applicable) and *Detailed Plan Views* of each of the individual proposed activities must be provided. Plan views should show *existing* and *proposed* conditions at the site, including the specific location of the proposed activity. At a minimum, the following should be shown on plan views:

- The name of the waterbody;
- the project and property boundaries including riparian line(s), if determined;
- the direction of ebb and flood flows Ebb is an outgoing tide and flood is the incoming tide;
- the location and height of *existing* and *proposed* tidal elevations, including mean low water and mean high water lines and the applicable regulatory limit relative to the referenced datum.
- To facilitate application review with the U.S. Army Corps of Engineers, the application plans should either contain a label noting that the high tide line is coincident with the coastal jurisdiction line (“HTL/CJL”) or the tidal wetlands

limit (“HTL/TWL”) or include the two separate elevations.

(NOTE: Clearly distinguishable mean low water, mean high water, and regulatory limit lines are critical to DEEP's ability to evaluate your application.)

- the location of *aquatic resources* as identified in Part III item 11;
- all *existing* structures (docks, seawalls, groins) on or adjacent to the site as well as the *proposed* activity;
- the location of all proposed soil erosion control and sedimentation control measures to be employed at the site;
- existing navigation projects and facilities such as channels, anchorage areas, fairways and moorings, and their coordinates, if available (coordinates must be based on the Connecticut coordinate grid system).

b. *Elevation or Cross-section View* –

An elevation or cross-section view is a scaled drawing that shows the side and front or rear views of the proposed activity. At a minimum, the following information should be shown on these views:

- all *existing* structures (docks, seawalls, groins) as well as the *proposed* activity;
- the location and elevation of mean low water, mean high water and the regulatory limit;
- the water depths at the waterward end of the proposed activity.

- c. *Vicinity Map* - 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, in Attachment A, an 8 1/2" x 11" copy of the relevant portion, or a full-sized original of a USGS topographic quadrangle map, at a scale of 1:24,000, indicating the exact location of the proposed activity. 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 registration.

The location of the proposed work must be delineated in one or more of the following three ways depicted on the sample map attached at the end of these instructions:

- 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 proposed 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 applicable regulatory limit in tidal, coastal or navigable waters is only at selected points, show those points on the map.

The quadrangle name should also be noted on the copy of the map submitted. See Figure A on the last page of these instructions for an example of how a USGS map must be labeled when submitted.

- d. *Tax Assessor's Map* – Please provide in Attachment A, a map from the local tax assessor showing the subject property and immediately adjacent properties.

Attachment B: Endangered Species Information

If applicable, submit copies of any correspondence provided to or received from the CT NDDDB program, including a copy of a *completed CT NDDDB Request Form* (DEEP-APP-007) as Attachment B, as explained in Part III, item 3 of these instructions.

Attachment C: Conservation or Preservation Restriction

If the property is subject to a conservation or preservation restriction, 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 C. The municipality where the site is located may have information concerning such restrictions.

Attachment D: Other Information

Please submit, as Attachment D, any other information deemed by the registrant to be important to consider in the review of this registration. In addition:

If the Registrant is not the property owner, include in Attachment D, documentation from the property owner acknowledging the proposed activity.

If the regulatory limit deviates from the values provided by the DEEP, include, in Attachment D:
(1) a description of the methodology used to

determine the regulatory limit, (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. Also, if using a datum other than NAVD88, an orthometric conversion table must be provided in Attachment D.

Registrants for Residential Flood Hazard Mitigation must include in Attachment D, copies of any municipal building permit, coastal site plan approval, or other legal authorization for the proposed residential flood hazard mitigation.

Registrants for Remedial Activities Required by Order must include in Attachment D, the remediation or restoration plan prepared pursuant to the order.

Attachment E: Reconstruction of Permitted Structures Information

- A copy of the prior authorization, including plans referenced in or otherwise approved with such authorization.
- Registrants *proposing minor modifications or engineering improvements to a flood and erosion control structure*, must provide a copy of the pre-construction and proposed site conditions plans in Attachment E.
- Written Notification of Commencement of Work, if applicable. See Part IV, 3b. of these instructions.
- A completed *Appendix A: Compliance Certification* (DEEP-OLISP-REG-A), when the work is completed (this form is attached to registration form).

Part VI: Registrant Certification

After the registration has been completed it must be reviewed and signed by both the registrant and the individual(s) who actually prepared the registration and any part thereof required by the registration. This includes *property owners*, 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 registration, including all attachments, is true, accurate and complete.

The certification of the registration package shall 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, or his agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or by 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 registrant authorized by law.

A registration will be considered insufficient unless all required signatures are provided.

Available Resources

Below is a list of possible resources for specific information required for this registration. Be sure to also check the DEEP website, www.ct.gov/deep and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

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

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/lispermitapps

- Coastal Boundary Areas: Town Hall and/or DEEP Maps and Publications; "Coastal Boundary Map". Additional information: Office of Long Island Sound Programs: 860-424-3034 http://magic.lib.uconn.edu/connecticut_data.html#water
- Coastal Resource Maps: Town Hall and/or DEEP Maps and Publications 860-424-3555
- USGS Topographic Quadrangle Map: www.ct.gov/deep/gis; DEEP Maps and Publications, 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) www.usgs.gov
- Endangered or Threatened Species Areas: DEEP File Room; "State and Federal Listed Species and Natural Communities"; www.ct.gov/deep/endangeredspecies
- Aquifer Protection Area Maps: www.ct.gov/deep/aquiferprotection, DEEP Maps and Publications
- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention 860-424-3297
- Aerial Photographs: DEEP OLISP 860-424-3034
- Historic Aerial Photographs:
 - ◆ State Library: 860-566-4301
 - ◆ Connecticut Historical Aerial Photography (Map & Geographic Information Center at UCONN) <http://magic.lib.uconn.edu/>
- Tidal Wetland Boundary Maps: DEEP Maps and Publications 860-424-3555
- Coastal Policies and Use Guidelines (Planning Report 30): DEEP OLISP 860-424-3034
- Wetlands of Connecticut: DEEP Maps and Publications 860-424-3555
- National Wetland Inventory Maps: DEEP Maps and Publications 860-424-3555
- 2002 Connecticut Guidelines for Soil Erosion and Sediment Control (www.ct.gov/deep/cwp/view.asp?a=2720&q=325660&deepNav_GID1654)
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; www.ct.gov/deep/gis
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or DEEP Maps and Publications; "Open Space Map"
- Soil Series Description and Delineation: County Soil and Water Conservation District Offices and the United States Department of Agriculture Conservation Service Office

- US Army Corps of Engineers
 - ◆ Regulatory Program
www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx
 - ◆ New England District, Regulatory Office
696 Virginia Road
Waltham, MA 02254
Concord, MA 01742-2751
www.usace.army.mil
800-343-4789; 978-318-8335; 978-318-8338
 - ◆ Wetlands Regulatory Assistance Program
el.erdc.usace.army.mil/wrap/wrap.html
- Copies of the Structures, Dredging and Fill Statutes, CGS sections 22a-359 through 22a-363f; the Tidal Wetlands Act, CGS sections 22a-28 through 22a-35a; and the Connecticut Coastal Management Act, CGS sections 22a-90 through 22a-112: DEEP OLISP 860-424-3034
- State and federal statutes and regulations are available for review at various locations:
On the web:
 - State Statutes:
www.cga.ct.gov/lco/statutes-index.asp
 - DEEP website for Statutes and Regulations:
www.ct.gov/deep/laws-regs
 - US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation:
www.epa.gov/lawsregs

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 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.

Book Format:

- State Library (Hartford)
- University Law Schools (UCONN-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

Figure 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)

