



INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR REVIEW OF COASTAL SITE PLANS

ADDRESS OF SITE: \_\_\_\_\_ DATE \_\_\_\_\_

1. NAME OF PETITIONER \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail: \_\_\_\_\_

3. Petitioner's Interest In Property (Owner, Lessee, Etc.) \_\_\_\_\_

The following instructions and sources of information are provided as guidance to assist applicants in supplying the Commission or Board reviewing the project with the information necessary to conduct a coastal site plan review in accordance with the Coastal Management Act. The heading and numbers preceding each comment coincide with specific questions on the Application for Review of Coastal Site Plans.

Residential Lot \$300.00 \_\_\_\_\_

Residential Sub, multi family (more than 2 units) \$360.00 \_\_\_\_\_ Minimum

Commercial/Industrial \$400.00 \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** A "coastal site plan" as required by C.G.S. 22a-90, 22a-114 consists of all written and plan information required by this application, together with all additional supporting information and documentation specifically required by the reviewing board or commission.

**I. PLANS**

**A. Project Plan:** A coastal site plan application must include a plan of the proposed project- (section 11(c) of C.G.S. 22a-105. If the information required for this plan is already included on, or can be incorporated on, any. plan being- .submitted as a part of the requirements for approval of the proposed project under the zoning or subdivision regulations, there is no need to prepare a separate project plan for coastal site plan review purposes.

**B.. A Plan Showing Coastal Resources:** A coastal site plan application must include a plan showing the location of coastal resources (section 11(c)of C-G,S. 22a-105). This requirement can be fulfilled by either submitting a separate plan depicting the coastal resources on and contiguous to the site or, if practical, including the coastal resources on the project plan.

**Source:** Coastal Resources are defined in section 3(7) of C.G.S. 22a-93 and all resources are depicted on the Coastal Resources and Shellfish Concentration Areas Maps (prepared by the Coastal Area Management Unit (CAM), of the Connecticut Department of Environmental Protection on U.S. Geological Survey/Quadrangle Maps) available for reference in the Office of the Town Clerk and the Office of the Planning and Zoning Commission. These maps are also available for purchase through CAM.

## II. WRITTEN INFORMATION

Supply the information requested below on the application form, using additional sheets if necessary.

**A. Description of the Proposed Project:** A coastal site plan application must include a written description of the project that adequately describes the project location, its setting, and all components of the project including project timing and methods of construction. As with the project plan above, if a project description which satisfies the requirements of section 11(c) of C.G.S.22a-105 is being submitted as part of the standard application requirements for the project under the zoning or subdivision regulations, there is no need to duplicate the information on the coastal-site-plan application. Simply refer to the document in which this information is provided and include a copy of the document with this application.

**B. Coastal Resources:** List all coastal resources on and adjacent (within 100 ft.) to the project site (these will be the same resources depicted on the map prepared under I. A. above).

Describe the condition of the resources by including any pertinent factors such as: the natural character of the resources (e.g. field, forest, shrub, vacant, etc.) and the extent to which the resources have been previously altered or developed; type and extent of vegetation cover; dominant or unusual species of flora and fauna; any significant geologic or hydrologic features (e.g. aquifer recharge areas, bedrock outcroppings, etc.); any significant historical, cultural and archeological features; etc.

**C. Coastal Policies:** All coastal policies which pertain to the proposed project (as described in II.A. above) and the coastal resources (identified in II.B. above) must be identified. This can be accomplished by either quoting the appropriate policies on the application or by providing a specific reference to the policy number and section in C.G.S. 22a90 - 22a114 or CAM Planning Report No. 30 where each policy is located.

(1) Identify only those coastal use policies, which apply to the type of project or specific development activities being undertaken.

**Source:** The Coastal Use Policies are contained in section 2(b)(1) of C.G.S. 22a-92 and repeated in CAM Planning Report No. 30, Chapter 2 (check the index on page II-38 for the location of policies which pertain to proposed uses or activities such as "Coastal Structures and Filling", "Ports and Harbors," etc.). Reference copies of CAM Planning Report No. 30 are available in the Office of the Planning and Zoning Commission.

(2) Identify only those coastal resource policies, which pertain to the coastal resources identified in II.B. above.

**Source:** The Coastal Resource Policies are contained in section 2(b)(2) of C.G.S. 22a-92 and repeated in CAM Planning Report No. 30, Chapter I (Check the index on page II-38 for the location of policies which pertain to coastal resources previously identified at the project site, such as "beaches and dunes", "shorelands", etc.).

(3) The proposed project must be consistent with all of the coastal use and resource policies identified in C(1) and (2) above. The applicant must describe how the proposed project is consistent (i.e. does not conflict) with any and all applicable policies.

**Source:** For assistance in determining and describing the extent to which a proposed project is consistent or inconsistent with coastal policies, see "Use Guidelines" in CAM Planning Report No. 30 under each applicable coastal resource policy section.

(D) Adverse Impacts:

(1) Identify all adverse impacts on coastal resources as defined in section 3(15) of C.G.S. 22a-93 and any beneficial impacts on coastal resources that will result from the proposed project.

Source: "Adverse Impacts on Coastal Resources" are defined in section 3(15) of C.G.S. 22a-93 and repeated in CAM Planning Report No. 30. For additional guidance in determining potential adverse impacts on the specific coastal resources identified at the project site, see also " Use Guidelines" in Planning Report No. 30 under each applicable coastal resource policy section.

NOTE: Questions 2 and 3 need only be answered by applicants whose project site is located on the waterfront.

(2) If the proposed project is a water dependent use in accordance with section 3(16) of C.G.S. 22a-93, describe the features of the activity or characteristics of the proposed use that make it qualify as a "water dependent use" under the Act.

Source: "Water Dependent Uses" is defined in section 3(16) of C.G.S. 22a-93, and repeated in CAM Planning Report No. 30.

(3) Describe the effects that the proposed project will have on the future use of this site and adjacent waterfront areas for water dependent activities (for example, does the project allow or provide for future water dependent use of the site, or will the project, in effect, preclude the future use of this site and adjacent areas for water dependent uses?). Include a description of the suitability or unsuitability of the site for a water dependent use (for example, Does the site have potential for recreational use? Does the site provide direct access to a dredged channel? Are the surrounding uses water dependent or, are there physical or locational constraints to the site which make it inappropriate to propose a water dependent use?)

(4) Describe the measures that will be taken to lessen or eliminate any potential adverse impacts on coastal resources identified in D(1) and, if applicable, on future use of the site and adjacent areas for water dependent uses or development identified in D(3).

Source: For assistance in determining how adverse impacts can be eliminated or lessened, see "Use Guidelines" in CAM Planning Report No. 30 under each applicable coastal resource policy section.

E. Acceptability of Remaining Adverse Impacts:

(1) Identify any adverse impacts described in D(1) and (3) above that remain after all measures to eliminate or lessen them have been incorporated in the proposed project.

(2) For each of the remaining adverse impacts identified in E(1) above, state the reason why the impact was not mitigated. For example, it may be physically or technologically impossible to lessen the impacts any further than what is proposed, or the remaining impacts may be so slight as to be insignificant.

(3) Discuss the reasons why the proposed project with the remaining adverse impacts, identified in E (1), should be approved by the commission. This explanation might include a discussion of the following types of considerations: the minor nature of the remaining

adverse impacts; the corresponding beneficial impacts of the project on coastal resources and future water dependent development opportunities; the consistency of the project with all applicable coastal policies (a re-emphasis on the information provided in C(3); incorporation in the project of all reasonable measures or modifications that would lessen or eliminate the adverse impacts on coastal resources and future water dependent use or development opportunities; etc.

### III. SUPPORTING MATERIAL/DOCUMENTATION

The amount of information and level of detail necessary for the board or commission to reach a decision on a project presented in a coastal site plan may vary depending on the type and size of the project, the sensitivity of affected coastal resources, and the magnitude of the potential adverse impacts. Therefore, in some cases, the board or commission may need to request additional, related information or more specific details on certain aspects of a project in order to make an accurate and informed decision.. Any additional information or documentation that was requested by the board or commission, or supplemental materials that are being supplied by the applicant in support of the application, should be included or referenced in the space provided. Use additional space if necessary. Submit all referenced materials, maps, or reports with the application. See additional required information check list on page 6.

August 17, ,2004

## **NOTICE TO DEVELOPERS AND CONTRACTORS**

With the advent of stormwater permit regulations from the Connecticut Department of Environmental Protection, the Town of Stratford is making an effort to educate prospective developers, contractors, and others involved in construction activities regarding the various requirements associated with the stormwater permit.

A.) As of March 10, 2003 in order to discharge stormwater from a construction site, all construction projects that disturb 1 acre or more of land must have either:

- o an individual stormwater permit from the DEP, or
- o coverage under one of Connecticut's general permits.

A DEP permit application form can be obtained from this website

Disturbance includes, but is not limited to soil disturbance, clearing, grading, and excavation. Operators of sites disturbing less than one acre are also required to obtain a permit if their activity is part of a "larger common plan of development or sale" with a planned disturbance of one acre or greater.

B.) Discharges of stormwater from a property within 500 feet of tidal wetlands may be required to flow through a system designed to retain 1" (one inch) of rainfall.

C) Conform to the regulations recommended or developed as part of the Town's Stormwater Management Plan or other Town regulations regarding construction and stormwater as may be amended from time to time. These regulations include but are not limited to the following:

- a. Soil and Erosion Control regulations - contact Zoning Office at 385-4017
- b. Inland Wetland regulations - contact I-W Office at 385-4006
- c. Other stormwater related ordinances as they may be amended.

### **OTHER REQUIREMENTS**

Stormwater discharges shall not contain visible floating scum, oil or other matter (except for naturally occurring substances such as leaves and twigs), provided that no person has placed such substances in or near the discharge.

Stormwater discharge shall not result in pollution due to acute or chronic toxicity to aquatic and marine life, impair the biological integrity of aquatic or marine ecosystems, or result in an unacceptable risk to human health.

## **Application of Review of Coastal Site Plans Additional Required Information**

- All items must be submitted in **sets of thirteen (13) (including this application)**
- A **written statement** citing the specific provision(s) of the Regulations from which the variance is sought.
- Two (2) sets of plans & drawings must be full size (24"x36"), nine (9) sets must be 18"x24", drawn to scale and in a PROFESSIONAL manner and must include a title block noting the name, address & telephone number of preparer. **(All sets FOLDED DOWN to 8" x 12" or smaller)**
- Include the District Development Standards table indicating **both required** as well as the **proposed** Standards as provided in the Zoning Regulations
- Elevation views of a proposed new structure or elevation views of an existing building where an addition or change is proposed.
- Floor plan of building(s) or section of building(s) being considered by the Board/Commission. **(All sets FOLDED DOWN to 8" x 12" or smaller)**
- All applications must include the following:
  - a) Mailing address & zip code of petitioner or authorized agent.
  - b) Daytime telephone number of petitioner or authorized agent.
  - c) Signature of owner(s) & applicant(s)
  - d) Fees – Check, cash, or money order payable to the TOWN OF STRATFORD.
- The Office of Planning & Zoning reserves the right to request a digital copy to be submitted with the application on a **USB flash drive**. The information on the USB flash drive must include the application, site plans, and all other hard copy information (landscaping, floor elevations, etc.) that will be submitted. It also must be labelled with the property address and the date of hearing.
- All plans and paper work that is submitted to the zoning office must be FOLDED (8"x12" or smaller) and **Collated into eleven (11) separate packets.**

*\*Applications that do not provide ALL of the above required information will be considered "incomplete" and will be not be accepted.*

TOWN OF STRATFORD  
APPLICATION FOR REVIEW OF COASTAL SITE PLANS

Supplemental Information For Projects Located Within The Coastal Boundary

Refer to the coastal site plan application instructions sheet (attached) for sources of information and general comments pertinent to filling out this application.

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
PROJECT ADDRESS OR LOCATION: \_\_\_\_\_

The following information must be supplied by applicant and submitted in addition to and along with, any application, plans and data required for approval of the proposed project under the zoning and/or subdivision regulations of this municipality: Attach additional sheets if more space is required.

I. PLANS

A. Project Plan (s)

This application must be accompanied by set of plans (or plans) of the entire project indicating 1) project location, 2) design of all existing and proposed buildings, structures, and uses 3) all proposed site improvements or alterations, and 4) ownership and type of use on adjacent properties.

B. Coastal Resources

This application must be accompanied by a plan showing the location of all coastal resources (as defined in section 3(1) of C.G.S. 22a-93) on and contiguous to the site.

II. WRITTEN INFORMATION

A. Description of the Proposed Project

Describe the entire project including types of buildings and structures, uses, methods, and timing of construction, type and extent of development adjacent to the site. This information should supplement and/or clarify plans in I.A.

above. \_\_\_\_\_  
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Description of Coastal Resources

Identify the coastal resources on and contiguous to the site (as shown on the coastal resources map) and describe their condition. This information should supplement and/or clarify the plan in I.B. above.

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C. Assessment of the Suitability of the Project for the Proposed Site and the Capability of the resources to Accommodate the Proposed Use.

(1) Identify any and all coastal use policies (in section 2(b)(1) of C.G.S. 22a-92 and reprinted in CAM "Planning Report No. 30) applicable to the proposed project.

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(2) Identify any and all coastal resource policies (in section 2(b)(2) of C.G.S. 22a-92 and reprinted in CAM Planning Report No. 30) applicable to the proposed project.

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(3) Describe how the proposed project is consistent with all of the coastal policies identified in C(1) and (2) above (i.e. describe the extent to which the project complies or conflicts with each policy). Note: If a project conflicts with any policy, the project should be modified to reduce or eliminate the conflict.

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D. Evaluation of the Potential Beneficial and Adverse Impacts of the Project and Description of Proposed Methods to Mitigate Adverse Effects.

(1) Identify and describe the potential adverse impacts (as defined in section 3(15) of C.G.S 22a-93) and potential beneficial impacts of the project on coastal resources.

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FOR WATERFRONT PROPERTY ONLY:

(2) Is the project a water dependent use as defined in section 3(16) of C.G.S. 22a-93?. If so, explain why.

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FOR WATERFRONT PROPERTY ONLY:

(3) Describe the impacts or effects (either positive or negative) that the project will have on future water-dependent uses or development on and adjacent to this site.

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(4) Describe the proposed measures to mitigate (reduce or eliminate) any adverse impacts on coastal resources described in D(1) and, if applicable, on future water-dependent development opportunities described in D(3).

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E. Demonstration of the Acceptability of Remaining or Unmitigated Adverse Impacts on Coastal Resources and Future Water Dependent Uses and Development

(1) Describe any adverse impacts that remain after employing all reasonable mitigation measures.

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(2) Explain why these remaining adverse impacts were not mitigated.

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(3) Explain why the commission reviewing this application should find these remaining adverse impacts to be acceptable.

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**III. SUPPORTING MATERIALS/DOCUMENTATION**

A. The commission or board may request the submission of such additional information that it deems necessary in order to reach a decision on the application. Include any additional information required by the commission and list any supplemental materials (plans, reports, etc) that are being submitted in support of this application.