

COASTAL SITE PLAN APPLICATION INSTRUCTIONS

Requirements:

1. An application for the Planning and Zoning Commission **or** the Zoning Board of Appeals, plus fee, as applicable, plus the coastal site plan review application form.
For Application Fees: See Appendix A "Land Use Fees," located at the end of "The Westport Regulations".
2. An Existing Conditions survey map drawn to A-2 accuracy and certified as substantially correct by a registered land surveyor in the quantity required by ZBA or P&Z. See §44-1.3 for additional information.
3. Site Plan documents for the proposal as per §44.1 through §44.6 of the Westport Zoning Regulations in quantity required by ZBA or P&Z. Note that in addition to the site plan, preliminary landscaping and building plans are required. Include all coastal resources on or adjacent to the site (see §22a-93 of the Connecticut General Statutes and/or the information attached to this form) and the information noted in §31.10.7.1 of the Westport regulations.
4. See Site Plan / Special Permit Application Form for required Neighbor Mailing process.
6. Using List from #4, address *business size* envelopes, applicant's return address to all owners. **DO NOT MAIL.** Only prepare envelopes and The Mailing Certificate Form (*Staff will provide*) and bring all to P&Z with your completed CAM Application Staff will advise to mail after CAM Application is accepted.
7. Also, any other information as may be required after the application has been reviewed by the P&Z staff.

Introduction

A Coastal Site Plan Review (CSPR) is required for applications for activities or projects which are located fully or partly within the Coastal Boundary (described below) and are **not** exempt from this review by municipal regulation. Those proposing activities or projects within the Coastal Boundary must demonstrate that those activities or projects are consistent with all applicable policies and standards contained in the Connecticut Coastal Management Act (CCMA), codified in the Connecticut General Statutes (CGS) at Sections 22a-90 through 22a-112, as amended.

This Municipal Coastal Site Plan Review Form (CSPR-INST-11/99) is designed to help Coastal Site Plan Review applicants properly assess proposed activities for consistency with all applicable policies and standards in the CCMA, and where necessary, to incorporate all reasonable measures mitigating any adverse impacts of such actions on coastal resources and future water-dependent development activities in order to render the proposal fully consistent with the CCMA.

Which Activities Require Coastal Site Plan Review and Approval?

Coastal site plan review is required for those activities that are proposed within the municipality's Coastal Boundary and are not exempt by municipal regulation.

The **Coastal Boundary** is statutorily defined as: a continuous line delineated on the landward side by the interior contour elevation of the one hundred year frequency coastal flood zone, as defined and determined by the national Flood Insurance Act, or a one thousand foot linear setback measured from the mean high water mark in coastal waters, or a one thousand foot linear setback measured from the inland boundary of tidal wetlands, whichever is farthest inland [CGS Section 22a-94(b)].

Connecticut's coastal municipalities are defined by the CCMA as: Greenwich, Stamford, Darien, Norwalk, Westport, Fairfield, Bridgeport, Stratford, Shelton, Milford, Orange, West Haven, New Haven, Hamden, North Haven, East Haven, Branford, Guilford, Madison, Clinton, Westbrook, Deep River, Chester, Essex,

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Borough of Fenwick, Old Saybrook, Lyme, Old Lyme, East Lyme, Waterford, New London, Montville, Norwich, Preston, Ledyard, Groton (City, Town, and Long Point Borough), Noank, and Stonington (Town and Borough) [CGS Section 22a-94(a)]. A portion of each of these municipalities lies within coastal boundary.

The coastal boundary is delineated on maps approved by the CT Department of Environmental Protection (DEP) which are available for inspection at the DEPs Office of Long Island Sound Programs (OLISP) and coastal municipal planning and zoning offices. Copies of these maps may also be purchased from the DEPs Maps and Publications Sales Office. (860-424-3555)

How to Use This Form

In order to assess an activity's consistency with the CCMA, the policies and standards that apply must be understood. These policies and standards are contained in, or are referenced by, CGS Sections 22a-92 and 22a-93. In addition, OLISP has developed a series of fact sheets that excerpt the statutory policies and provide background and discussion of each in a manner which should be helpful in the process of completing a Coastal Site Plan Review form

Applicability of this Form

This form must be completed and submitted directly to the municipal planning and zoning office along with all other plans, reports and other material required by municipal regulations.

Section I: Applicant Identification

In this section, identify the individual(s) proposing or sponsoring the work. Clearly identify the project site by address or, if more appropriate, with a description of its location. Indicate the city or town where the project is located. Check the box which reflects the applicant's interest in the property. If the primary contact for DEP correspondence is someone other than the applicant (i.e., a consultant or engineer), indicate that person's

name and address in the space provided for "Primary Contact."

Section II: Project Site Plans

Check the appropriate boxes to indicate that the necessary information is included on the project plans or elsewhere in the review package. It is important to include clear and concise project plans that delineate coastal resources on and/or adjacent to site, especially the water body receiving storm water discharges, if applicable. Complete plans will expedite the review process.

Section III: Written Project Information

Check the box identifying why the site plan, plans or application requires a coastal site plan review pursuant to CGS 22a-105(b) (e.g., check the "variance" box if the CSPR application is triggered by an application for variance of the zoning regulations).

Part I: Site Information

For the purposes of these instructions, "site" or "project site" refers to the property at which the proposed activity will be conducted. 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 1,000 feet north of its intersection with Bear Swamp Road." Also describe in detail the current land use on the site, current municipal zoning classification, and any significant features of the project site. Finally, indicate overall area of disturbance of the project. "Disturbance" includes not only the footprint of any construction, but also the extent of the project's work area. If the disturbance is 5 or more total acres of land area, then a DEP storm water permit may be required.

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Part II.A.: Description of Proposed Project or Activity

Provide a detailed description of the proposed project or activity, including the construction phasing, timing, and methodology. Include the project's purpose, and all activities related to construction such as site clearing, grading, and demolition. Also include the percentage of increase or decrease in impervious cover over existing conditions resulting from the project, and any changes or new uses of the property. Attach additional pages if necessary.

Part II.B.: Description of Proposed Storm water Best Management Practices

Describe in detail the storm water best management practices (BMP) which will be utilized in this project. Explain how these storm water BMPs will retain on-site the volume of runoff generated by the first inch of rainfall, especially if the site or ultimate discharge is adjacent to tidal wetlands. If retention is not a feasible option, explain why not and describe how the storm water will be treated before it is discharged. It is also necessary to demonstrate that the loadings of total suspended solids from the site will be reduced by 80% on an average annual basis, and that post-development runoff rates and volumes will not exceed pre-development rates and volumes. Attach additional pages if necessary.

Part III: Identification of Applicable Coastal Resources and Coastal Resource Policies

Check the appropriate coastal resources and their associated Coastal Management Policies in Part III. This information should be based on a field-verified determination of on-site and adjacent coastal resources. Note that there is a box provided for the identification of resources which are off-site but "within the influence of project." This is particularly applicable to "downstream" resources, such as those which could be affected by project drainage, erosion sedimentation or other impacts unless the project is designed with proper mitigation.

OLISP Coastal Resource Maps, which are useful for guidance, are available for inspection at OLISP and coastal municipal planning and zoning offices. Copies of these maps may also be purchased from the DEP Publications Office. These maps, however, may not be substituted for field surveys by qualified personnel where warranted by the presence of sensitive resources.

Please note that general "Coastal Resources" is "pre-checked" as its policies apply to *all* activities in the coastal boundary.

Additionally, check "Shorelands" for *any* site which is not *entirely* within the coastal flood hazard area, since shorelands are statutorily defined as, "...those land areas within the coastal boundary exclusive of coastal hazard areas...."

Part IV: Consistency with Applicable Coastal Resource Policies and Standards

Explain how the proposed activity is consistent with the associated policies for each of the identified coastal resources in Part III. Describe the location and condition of the coastal resources identified in Part III and explain how the proposed project is consistent with all of the applicable coastal resource policies. Where appropriate, describe mitigation measures proposed to offset any impacts from the project. For example, if "Tidal Wetlands" are identified on-site, explain the proposed wetland protection measures that will be incorporated into the project including setbacks, buffer areas, conservation easements and other protective measures, since the CCMA policies require strict protection of tidal wetland resources. Or, if off-site Tidal Wetlands could be affected by on-site road construction, provide a detailed description of the sediment and erosion control measures that will mitigate potential impacts.

Part V: Identification of Applicable Coastal Use and Activity Policies and Standards

This section provides a list of all statutory policies and standards for land and water *uses* in Connecticut's Coastal Boundary which are either set forth in, or referenced by, Section 22a-92 of the CCMA. All policies and standards are included in the *Reference Guide to Coastal Policies and*

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Definitions. Using the appropriate fact sheet(s) identify all policies and standards applicable to the proposed activity. Please note that the "General Development " is "pre-checked" as its policies apply to *all* activities in the coastal boundary.

Part VI: Consistency with Applicable Coastal Use Policies and Standards

Explain how the proposed activity, including any mitigation proposed to offset adverse impacts, is consistent with the coastal use policies and standards. Because all activities invoke the "General Development" policies, consistency *must* be addressed in every case. Please attach additional, pages if necessary.

Part VII.A.: Identification of Potential Adverse Impacts on Coastal Resources

This section requires the identification of applicable adverse impacts to coastal resources. "Adverse Impacts" are specifically defined by statute and are discussed in the *Fact Sheet for Adverse Impacts*. Based upon the proposed activity and its location, identify the potential adverse impacts to the resources on and adjacent to the site.

Part VII.B.: Identification of Potential Adverse Impacts on Future Water-dependent Uses:

Complete Part VII.B if the project abuts *marine or tidal waters, or tidal wetlands*.

Section 1 requires the identification of applicable adverse impacts to future water-dependent development opportunities and activities. As a reference, each statutorily defined adverse impact is listed with its statutory citation. Based upon the proposed activity and its location, carefully identify the potential adverse impacts on future water-dependent uses.

In Section 2, identify the components of the project that constitute water-dependent uses and therefore render the project consistent with the CCMA. If there are no water-dependent use components, describe how the project is not

appropriate for development of a water-dependent use.

Part VIII: Mitigation of Potential Adverse Impacts

Explain how all potential adverse impacts to coastal resources and future water-dependent development opportunities have been avoided, minimized, or mitigated. For example, potential water-quality impacts might be minimized through preservation of pervious surfaces which reduce runoff and mitigated by storm water pre-treatment prior to discharge off-site. Impacts to water-dependent uses could be avoided by locating a water-dependent use at an appropriate site where no such water-dependent use currently exists

Part IX: Remaining Adverse Impacts

Identify any remaining impacts to coastal resources and/or future water-dependent development opportunities that have not been mitigated and explain why no other mitigation is proposed. Clearly explain why there are no feasible or prudent alternatives to the proposed activity that would result in fewer or lesser impacts to coastal resources and water-dependent uses.