

September 14, 2009

## **APPLICATION REVIEW REQUIREMENTS**

The following requirements are to be followed by applicants preparing and submitting proposals for review by the Stratford Waterfront and Harbor Management Commission (WHMC) and the WHMC's Application Review Committee, including, but not limited to, applications for Permits, Certificates of Permission, and General Permits from the CT Department of Environmental Protection's Office of Long Island Sound Programs (DEP OLISP). This list of requirements is for informational purposes only. Provision of the required information does not assure an application's consistency with the Stratford Harbor Management Plan.

1. Applicants preparing proposals must contact the WHMC in writing c/o Stratford Town Hall, 2725 Main St., Stratford, CT 06615.
2. Applicants are encouraged to meet with the WHMC's Application Review Committee to discuss their proposals.
3. All applicants must complete their DEP OLISP Pre-Application review prior to meeting with the WHMC and/or WHMC Application Review Committee. Contact the DEP OLISP at (860) 424-3034.
4. Applicants must complete their pre-application review with the Stratford Shellfish Commission prior to meeting with the WHMC and/or WHMC Application Review Committee.
5. All applicants must present their proposals to the WHMC during a meeting of the WHMC unless specifically excused from such presentation by the WHMC.
6. All proposals must comply with all applicable Town plans, codes, and regulations, including, but not limited to, the Harbor Management Plan and Stratford Zoning and Building regulations.
7. All proposals must meet all applicable requirements of the DEP OLISP (see DEP OLISP instructions for completing applications for Permits and Certificates of Permission), including, but not limited to, requirements for preparation of site surveys and project plans by licensed professional surveyors and engineers.
8. All proposals must be of sufficient detail and accuracy to enable the WHMC to assess the proposals' consistency with the Harbor Management Plan. Applicants submitting proposals for review by the WHMC and/or WHMC Application Review Committee shall provide 12 legible copies of such proposals at least 10 days prior to any meeting of the WHMC or WHMC Application Review Committee that may be held to review the proposal.
9. A copy of the applicant's completed application must be provided to the WHMC by the applicant at such time as the application is formally submitted to the DEP OLISP and/or other permitting authority.
10. An "as-built" survey prepared to appropriate professional standards must be provided to the WHMC when any approved work has been completed.
11. Where applicable, best management practices to reduce the potential for non-point source pollution to enter the Town's waterways are required; all required storm water treatment systems must be properly maintained and operated.
12. Where applicable, the following information should be provided to the WHMC:

- a) A completed copy of the CT DEP OLISP's "Pre-Application Questionnaire."
- b) Accurate locations of any existing in-water and waterfront structures in the vicinity of the proposed project.
- c) A survey of water depths in the vicinity of the proposed project.
- d) Accurate depictions of property lines and extended littoral boundary lines to ensure that no structures and/or vessels using those structures will adversely affect neighboring properties and facilities.
- e) Accurate locations of any nearby channels, fairways, and anchorage areas to ensure that no proposed structure and/or vessel attached to such structure will encroach within applicable channel, fairway, or anchorage area "set-backs" established by the Harbor Management Plan.

*Adopted by the Stratford Waterfront and Harbor Management Commission  
on September 9, 2009*