



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

Office of Long Island Sound General Permit Registration Form

Please complete this form in accordance with the [instructions](#) (DEEP-OLISP-GP-INST) to ensure the proper handling of your registration. Print or type unless otherwise noted. You must submit the registration fee along with this completed form.

- If your town has a Harbor Management Commission, you must submit a copy of this completed registration to the Commission. Please check here if to indicate you have done so.
- Please check here if your town does *not* have a Harbor management Commission.

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____
Program: Long Island Sound Program General Permits	

Part I: Registration Type and Fee Information

Check the appropriate box in the left column identifying the general permit type (check only one general permit type per registration form).

	Registration Type	Fees
	Activities Authorized under the General Permit for Minor Coastal Structures (DEEP-OLISP-GP-2015-01)	
<input type="checkbox"/>	4/40 Docks/Access Stairs	\$700.00 [#426]
<input type="checkbox"/>	Non-Harbor Moorings	\$250.00 [#422]
	Activities Authorized under the General Permit for Coastal Maintenance (DEEP-OLISP-GP-2015-02)	
<input type="checkbox"/>	Marina and Mooring Reconfiguration	\$700.00 [#992]
<input type="checkbox"/>	Remedial Activities Required by Order	\$700.00 [#427]
<input type="checkbox"/>	Residential Flood Hazard Mitigation	\$100.00 [#423]
<input type="checkbox"/>	Reconstruction of Permitted Structures	\$300.00 [#1741]

Part I: Registration Type and Fee Information (continued)

Please identify any previous or existing permit/certificate/registration or order numbers associated with the site where the activity is proposed. _____

Town where site is located: _____

Brief Description of Project: _____

Fee Information: A non-refundable fee in the amount specified for each general permit is to be submitted with each registration that you are submitting. You may only register one general permit type per registration form. For municipalities, the 50% discount applies. The registration will not be processed without the fee. The fee shall be paid by check or money order to the Department of Energy and Environmental Protection.

Part II: Registrant Information

- If a registrant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, registrant's name shall be stated **exactly** as it is registered with the Secretary of State. 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 the Secretary of State's database (CONCORD). (www.concord-sots.ct.gov/CONCORD/index.jsp)
- If a registrant is 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 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, contact the specific program from which you hold a current DEEP license.

1. Registrant Name:

Mailing Address:

City/Town: _____ State: _____ Zip Code: _____

Business Phone: _____ ext.: _____

Contact Person: _____ Phone: _____ ext. _____

*E-mail: _____

*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject registration. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

a) Registrant Type (check one):

individual federal agency state agency municipality tribal

*business entity (*If a business entity, complete i through iii):

i) check type: corporation limited liability company limited partnership
 limited liability partnership statutory trust Other: _____

ii) provide Secretary of the State business ID #: _____ This information can be accessed at the Secretary of State's database (CONCORD). (www.concord-sots.ct.gov/CONCORD/index.jsp)

iii) Check here if your business is **NOT** registered with the Secretary of State's office.

Check here if any co-registrants. If so, attach additional sheet(s) with the required information as requested above.

Part II: Registrant Information (continued)

b) Registrant's interest in property at which the proposed activity is to be located:

- site owner option holder lessee easement holder operator
 other (specify): _____

2. Billing contact, if different than the registrant.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

E-mail:

3. Primary contact for departmental correspondence and inquiries, if different than the registrant.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

*E-mail:

*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject registration. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

4. *Property Owner, if different than the registrant:

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

E-mail:

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

5. Engineer(s) or other consultant(s) employed or retained to assist in preparing the registration or in designing or constructing the activity.

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

E-mail:

Service Provided:

Check here if additional sheets are necessary, and label and attach them to this sheet.

Part III: Site and Resource Information

1. SITE NAME AND LOCATION

Name of Site :

Street Address or Location Description:

City/Town:

State:

Zip Code:

2. TAX ASSESSOR'S REFERENCE: Map Block Lot

Latitude and longitude of the exact location of the proposed activity in degrees, minutes, and seconds or in decimal degrees: Latitude: Longitude:

Method of determination (check one):

GPS USGS Map Other (please specify):

If a USGS Map was used, provide the quadrangle name:

3. ENDANGERED OR THREATENED SPECIES: According to the most current "State and Federal Listed Species and Natural Communities Map", is the project site located within an area identified as a habitat for endangered, threatened or special concern species? Yes No Date of Map:

If yes, complete and submit a [Request for NDDDB State Listed Species Review Form](#) (DEP-APP-007) to the address specified on the form. **Please note NDDDB review generally takes 4 to 6 weeks and may require additional documentation from the registrant.**

A **copy** of the completed *Request for NDDDB State Listed Species Review Form* and the CT NDDDB response **must** be submitted with this completed registration as Attachment B.

For more information visit the DEEP website at www.ct.gov/deep/nddbrequest or call the NDDDB at 860-424-3011.

*(Registrants for Non-Harbor Moorings and Residential Flood Hazard Mitigation are **not** required to complete item 4 concerning Aquifer Protection Areas)*

4. AQUIFER PROTECTION AREAS: Will the site be located within a mapped Level A or Level B [Aquifer Protection Area](#), as defined in CGS section 22a-354a through 22a-354bb?

Yes No If **yes**, check one: Level A **or** Level B

If **Level A**, are any of the [regulated activities](#), as defined in RCSA section 22a-354i-1(34), conducted on this site? Yes No

If **yes**, and your business is **not** already registered with the Aquifer Protection Program, contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

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: Will the activity which is the subject of this registration be located within a conservation or preservation restriction area? Yes No

If Yes, 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, must be submitted as Attachment C.

Part III: Site and Resource Information (continued)

11. Identify all aquatic (coastal) resources on and adjacent to the site and describe the characteristics and condition of each resource. (Identify the location of resources on plans submitted.) See [instructions](#) for more detail.

Part IV: Project Information

1a. Describe the proposed work and activities including construction methodology. (include dimensions, where applicable)

Part IV: Project Information (continued)

1b. Registrants for Remedial Activities Required by Order Only:

Identify the order/enforcement action requiring remedial activities at the site.

Order/Enforcement Action No.: _____ Date of Issuance: _____

Issuing Agency: CTDEEP USEPA USACOE Other _____

The restoration/remediation plan prepared pursuant to the order must be included in Attachment D.

- 2.** Identify and evaluate any adverse environmental impacts associated with proposed work and mitigation measures to be employed. See [instructions](#) for more detail.

Part IV: Project Information (continued)

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? Yes No

- 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?

Yes No

If no, , identify the date of damage or casualty loss: _____

Please note that the date of damage or casualty loss to the structure cannot exceed one calendar year from the date of submission of this registration.

- d. Are you are 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)?

Yes No

If you answered **yes**, describe below 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

Check the applicable box below for each attachment being submitted with this registration form. When submitting any supporting documents, please label the documents as indicated in this part (e.g., Attachment A, etc.) and be sure to include the registrant's name as indicated on this registration form.

The specific information required in each attachment is described in the [Instructions for Completing a General Permit Registration for the Office of Long Island Sound Programs](#) (DEEP-OLISP-GP-INST)

<input type="checkbox"/>	Attachment A:	Project Plans, Vicinity Map, Tax Assessor's Map Provide plans of the project in Attachment A. The plans must be 8 ½" x 11" scaled plans of the site and proposed work including: a) Plan Views and b) An Elevation or Cross-Section View. <i>Please refer to instructions for identification of plan components.</i> Provide in Attachment A, a USGS topographic vicinity map. <i>Refer to the instructions for information on accurately delineating the project site.</i> Provide in Attachment A, a tax assessor's map. <i>Refer to the instructions for information on accurately delineating the project site.</i>
<input type="checkbox"/>	Attachment B:	Copy of the completed <i>Request for NDDDB State Listed Species Review Form</i> (DEP-APP-007) and the NDDDB response, if applicable.
<input type="checkbox"/>	Attachment C:	Conservation or Preservation Restriction Information, if applicable
<input type="checkbox"/>	Attachment D:	Any additional information relevant to the registration. In addition: <ul style="list-style-type: none">• <i>If the Registrant is not the property owner</i>, include in Attachment D, documentation from the property owner acknowledging the proposed activity.• <i>If the regulatory limit deviates from the values provided by the DEEP</i>, 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.• <i>Registrants for Residential Flood Hazard Mitigation must</i> 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.• <i>Registrants for Remedial Activities Required by Order activity must</i> include in Attachment D, a remediation or restoration plan, if one has been prepared pursuant to the order.
<input type="checkbox"/>	Attachment E:	<i>Registrants for Reconstruction of Permitted Structures only:</i> <ul style="list-style-type: none">• A copy of the prior authorization, including plans referenced in or otherwise approved with such authorization.• <i>Registrants for Reconstruction of Permitted Structures, proposing minor modifications or engineering improvements to a flood and erosion control structure, must provide</i> a copy of the pre-construction and proposed site conditions plans in Attachment E. <p><i>The following documents must be submitted at the applicable time:</i></p> <ul style="list-style-type: none">• Written Notification of Commencement of Work, if applicable. See Part IV, 3b. of this registration form; and• <i>Appendix A: Compliance Certification</i> (DEEP-OLISP-REG-A), when the work is completed (the form is attached).

Part VI: Registrant Certification

The registrant *and* the individual(s) responsible for actually preparing the registration must sign this part. A registration will be considered incomplete unless all required signatures are provided.

<p>“I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.</p> <p>I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.</p> <p>I certify that this general permit registration is on complete and accurate forms as prescribed by the commissioner without alteration of the text.”</p> <p><input type="checkbox"/> “I also certify that I have sent a copy of this completed registration to the local harbor commission, if applicable.”</p>	
Signature of Registrant	Date
Name of Registrant (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)
<p><input type="checkbox"/> Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet. You must include signatures of the property owner and any person preparing any report or parts thereof required in this registration (i.e., professional engineers, surveyors, soil scientists, consultants, etc.)</p>	

Note: Please submit the completed Registration Form, Fee, and all Supporting Documents to:

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

With the exception of Reconstruction of Permitted Structures (that do not include proposed minor modifications or engineering improvements), 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 the subject general permits. For Reconstruction of Permitted Structures, DEEP requires a written notification of commencement of work no later than 5 days prior to the commencement.



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

Appendix A: Compliance Certification

(to be used **only** for Reconstruction of Permitted Structures)

The following certification must be signed by a professional engineer or land surveyor licensed to practice in Connecticut and must be submitted to the address indicated at the end of this form, within one-hundred and twenty days (120) of the completion of the work authorized pursuant to the General Permit for Coastal Maintenance (DEEP-OLISP-GP-2015-02).

1. Registrant Name:	
Mailing Address:	
City/Town:	State: Zip Code:
Business Phone:	ext.:
Contact Person:	Phone: ext.
E-mail:	
2. Name of Site :	
Street Address or Location Description:	
City/Town:	State: Zip Code:
3. <input type="checkbox"/> A copy of the pre-construction and post-construction plans are attached.	
4. <input type="checkbox"/> A copy of the pre-construction site photographs are attached.	
5. Check one:	
(a) <input type="checkbox"/> "I certify that, in my professional judgment, the structure reconstructed pursuant to the registration for Reconstruction of Permitted Structures has been built in substantial compliance with the siting and configuration requirements set forth in the prior authorization # _____."	
(b) <input type="checkbox"/> "I certify that, in my professional judgment, the structure reconstructed pursuant to the registration for Reconstruction of Permitted Structures has been conducted in substantial compliance with the siting and configuration requirements set forth in the prior authorization # _____ with the exceptions described on the following page."	
(c) <input type="checkbox"/> "In my professional judgment, the structure built or reconstructed pursuant to the registration for Reconstruction of Permitted Structures has not been conducted in substantial compliance with the siting and/or configuration as set forth in the prior authorization # _____ for the reasons described on the following page."	
"I understand that any false statement in this certification is punishable as a criminal offence under section 53a-157b of the General Statutes and under any other applicable law."	
Signature of Professional Engineer/Surveyor	Date
Name of Professional Engineer/Surveyor (print or type)	P.E. / L.S. Number (if applicable)
Submit this completed form to :	
OFFICE OF LONG ISLAND SOUND PROGRAMS DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION 79 ELM STREET HARTFORD, CT 06106-5127	
Affix P.E./L.S. Stamp Here →	<div style="border: 1px solid black; width: 150px; height: 100px; margin-left: 20px;"></div>

Appendix A: Compliance Certification (continued)

(to be used only for Reconstruction of Permitted Structures)

Place Comments/Exceptions/Reasons in the space provided here.