



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

FAQs for Survey/Plan Requirement in OLISP Application (DEP-OLISP-APP-100)

From Page 15 of the application instructions:

“All applications submitted to the DEEP pursuant to sections 22a-361 and 22a-32 CGS shall include plan sheets depicting existing and proposed conditions. The important elements of an existing conditions plan are: accurate property boundaries, existing topography and bathymetry, existing structures, existing coastal resources, and any other conditions that exist at the site that are needed for the processing of an application. The important elements of a proposed conditions plan are: the design and accurate representation of proposed structures or proposed modifications to existing structures, proposed modifications in topography or bathymetry, proposed impacts on coastal resources, and any other proposed changes at the site. To that end, the following plan elements are needed in each application: an **A-2 property boundary survey** (“boundary survey”), a **site survey of existing conditions** (“site survey”), a **supplemental site drawing** (“supplemental drawing”), if necessary, and a **proposed conditions plan** (“proposed plan”). The boundary survey, site survey, and supplemental drawing may be separate or combined, if desired, into one existing conditions plan but must follow the minimum requirements outlined below for each element. In no case should proposed conditions be shown on the existing conditions survey *unless no work is proposed at the site*.

The **A-2 boundary survey** may be older than five (5) years provided research of the land records shows no changes to such boundaries since the time of the survey and such research efforts are certified by a qualified person. The boundary survey may be submitted separately from the site survey described below. The boundary survey may be larger than 8 ½” by 11”.

The **site survey** must be at minimum, a T-2 or V-3 standard, as appropriate, landward of Mean High Water (“MHW”). Site surveys must be signed and sealed by a land surveyor (“surveyor”) licensed in the State of Connecticut except that site drawings depicting dredge project areas may be prepared by a Certified Hydrographer and certified to USACE standards. The site survey must be no older than 5 years. In specific areas where the T-2 or V-3 standard is not possible to achieve, the reason why such standard cannot be met, the location of the areas and the methods used to provide survey information in the areas must be noted on the survey. The site survey may be 8 ½” by 11” or larger and at least one copy of each sheet must bear a live seal and signature. If more than one sheet is used, each sheet must contain a match line.

The **supplemental drawing**, if needed, must be based on the boundary survey and the site survey and must include topography and/or bathymetry waterward of MHW as needed to define the project site.

The supplemental drawing must adequately depict existing conditions as may be modified by notes or other explanatory markings as needed to meet the requirements of the application including locations of coastal resources. Tidal wetlands, when present at the site, must be flagged by a qualified person in advance of the site survey. The supplemental drawing must be signed by a surveyor or a Professional Engineer licensed in the State of Connecticut (“P.E.”) and must include the accuracy class or an explanation of the methodology used to collect the data. The supplemental drawing sheet(s) must measure 8 ½” by 11” and at least one copy of each sheet must bear a live seal and signature. If more than one sheet is used, each sheet must contain a match line. If no supplemental drawing is provided, the information mentioned herein must be included on the site survey.

All **proposed plans** submitted to the DEEP pursuant to CGS sections 22a-361 and 22a-32 must be based on the existing conditions survey(s) and/or drawing(s) and must include, at minimum, a site plan and elevation drawings and any other drawings needed to adequately depict proposed structures, activities, or conditions. All proposed plans must be signed by a P.E. which depict the following: dredging, marinas, flood and erosion control structures, public infrastructure including bridges, tunnels, and boat launch facilities, fill projects including roadways, parking lots, and yard improvements, flood hazard mitigation projects including flood-proofing of residences, any public access project including public access docks. Any other proposed plan may be signed and sealed by a licensed professional qualified by statute to do so. At least one copy of each sheet of all proposed plans must bear a live seal and signature. Please contact OLISP for guidance as to whether plans signed by a P.E. are required for your project.”

Q: If my site is very large and my project is small in comparison, do I need to provide a survey of the entire site?

A: No, the site survey and supplemental drawing should encompass the area where the project is proposed. However, accurate property boundaries are required which may be shown on a separate, larger-scale plan. There may be exceptions to the requirement and this can be discussed with OLISP staff at the pre-application stage.

Q: Why are accurate property boundaries needed?

A: All applications must be reviewed with respect to impacts to adjacent properties, including navigational concerns. In addition, easements may exist on a property which in and of themselves can represent complications in the review of an application. In most cases, a structure like a dock must be located as close to the center of an applicant’s shoreline if possible, but there are many cases where an adverse impact to a coastal resource may occur or another impediment to a centralized location exists. In these cases OLISP staff must be able to determine where the property lines and apparent riparian areas are located in order to make a recommendation on an application.

Q: How can I provide a survey in the water?

A: A trained, licensed surveyor, a P.E., or a Certified Hydrographer will be able to provide this information. For dredging projects where significant water depths may occur, specialized equipment will likely be needed.

Q: If I am proposing a mooring field, do I still need an A-2 boundary survey?

A: If there is no additional work proposed at the site, a boundary survey is not needed. GPS coordinates showing the mooring field boundary will be sufficient. Bathymetry of the proposed field is still required as provided for in the instructions. All survey requirements still apply to any work proposed other than the mooring field.

Q: How will a surveyor or P.E. locate tidal wetlands on the supplemental drawing? Don't these have to be identified by other specialists? Who is qualified to do so?

A: A person qualified to identify tidal wetlands should locate the resources and flag them in the field. That person should have the experience or training necessary to accurately locate tidal wetlands in accordance with the statutory requirements. A surveyor or P.E. then includes the areas that are flagged in the drawing and identifies them on the plan that is prepared.

Q: Why do the site survey and supplemental drawing need to be less than 5 years old?

A: Among other things, OLISP relies on the plans to make a decision on your application. If a survey is old, there is a high likelihood that the conditions at the site will have changed.

Q: What if I have an older site survey or supplemental drawing? If my surveyor or P.E. verifies the information in the field, can I submit this survey or drawing?

A: Yes, as long as the surveyor or P.E. signs and seals the survey or drawing indicating that it is correct to the appropriate standard.

Q: Why are my supplemental existing conditions drawings and proposed plans required to be signed and sealed by a licensed professional?

A: Supplemental existing conditions drawings are plans that have been modified by the engineer based on the signed and sealed A-2 and T-2 or V-3 surveys. These plans as well as proposed plans must be signed and sealed because OLISP staff must rely on the adequacy of the plans such that the activities shown on such plan are buildable, properly designed so as not to cause adverse environmental harm, and are in the correct location for site conditions.

Q: Do I have to submit final plans at the pre-application stage?

A: No. However, the boundary survey, the site survey and the supplemental drawing should be complete before submitting to the HMC, Shellfish Commission, or the DOA/BOA along with a draft proposed conditions plan.

Q: What types of projects do not require a P.E. to sign and seal the proposed plans?

A: Generally, plans showing residential access structures may be signed and sealed by a surveyor, and plans showing land grading, erosion controls, and/or plantings may be signed and sealed by a Landscape Architect. There may be other small projects that do not require any certification. You should always check with Office of Long Island Sound Programs permitting staff before submitting a proposed plan that is not signed and sealed by a P.E.

Q: Can I take the survey and draw my own proposal on it?

A: Only if the professional who prepared the survey then signs and seals it after the drawing is added. A live seal is required to ensure that the appropriate professional has approved the drawing.

Q: What if a seawall has been constructed since my last survey?

A: If construction of the seawall has changed the location of the waterward property boundary, i.e. MLW, an updated A-2 survey is required.

Q: Do the signatures and seals have to be on every page of the plans? Why?

A: Yes. At least one copy of each sheet, including any large-size plans, must bear a live seal and signature. Plan sheets may have gone through revisions in the application process, in response to a Notice of Insufficiency, for example, or in response to pre-application comments. OLISP staff must be able to assemble an entire set of current plans that has been signed and sealed without a concern that we are mixing and matching signed and sealed plans with unsigned and unsealed plans.

Q: Why are the existing conditions plans described as separate elements?

A: If only one plan was allowed which showed everything, then a surveyor would have to prove a current A-2/V-3 or A-2/T-2 survey for every site, showing all of the existing plan elements needed to process an application. By separating these plans, if desired, some of the elements may be included on plan sheets that are not prepared to as accurate a standard as would be needed if only one plan were allowed, and therefore the plan preparation will be less expensive.

Q: What if I have a question that is not explained in this document?

A: You should always check with OLISP staff if you have a question or if you feel that the instructions do not make sense in the context of your proposal. There will always be circumstances that will fall outside of expectations. OLISP retains the flexibility to determine when and if exceptions should be made to the application instructions. These exceptions will be based on the interest of the public and protection of environmental resources, and will be determined on a case-by-case basis in consultation with management.

Q: What if the instructions provided appear to conflict with statutory requirements for plan preparation?

A: These instructions are in no way meant to supersede or conflict with the statutes regarding licensure. In some cases, in an effort to simplify, the wording in the instructions may not be phrased exactly as the professional statutes and regulations. In all cases, licensed professionals must follow the appropriate governing laws.