

Adopted July 21, 2009

STAMFORD HARBOR MANAGEMENT COMMISSION APPLICATION REVIEW REQUIREMENTS

The following requirements are to be followed by applicants preparing and submitting proposals for review by the Stamford Harbor Management Commission (HMC) and the HMC's Application Review Committee (ARC), including, but not limited to, applications for Permits, Certificates of Permission, and General Permits from the Connecticut 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 Stamford Harbor Management Plan.

1. Applicants preparing proposals for submittal to the HMC should contact the HMC c/o Customer Service Bureau/Supervisor, Stamford Government Center, 888 Washington Blvd., Stamford, CT 06904. (203) 977-5858
2. Applicants must complete their CT DEP OLISP Pre-Application review prior to meeting with the HMC and/or the ARC. Contact DEP OLISP at (860) 424-3034.
3. Applicants must submit a check for the applicable application review fee to the Stamford Department of Permitting and Cashiering when submitting an application for review by the HMC. The check should be payable to the Stamford Harbor Management Account.
4. Applicants must complete their pre-application review with the Stamford Shellfish Commission prior to meeting with the HMC and/or ARC.
5. All applicants must present their proposals during a meeting of the HMC or ARC unless specifically excused from such presentation by the HMC or the ARC.
6. All proposals must meet all applicable requirements of the CT 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.
7. All proposals must be of sufficient completeness and accuracy to enable the HMC/ARC to assess the proposals' consistency with the Harbor Management Plan.
8. All proposals must comply, where appropriate, with all applicable City codes and regulations, including, but not limited to, the Stamford Master Plan, the Stamford Zoning Regulations, the Stamford Environmental Protection Board Regulations and Building regulations.
9. A copy of the completed application must be provided to the HMC 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 HMC when any approved work has been completed.

11. Where applicable, best management practices to reduce the potential for non-point source pollution to enter Stamford'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 HMC and/or ARC:

a) A completed copy of the CT DEP OLISP's "Pre-Application Questionnaire."

b) Accurate locations of 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 shall 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 it shall encroach within applicable channel, fairway, or anchorage area setbacks defined by the Harbor Management Plan.

f) Photographs, surveys, and project plans prepared in accordance with OLISP requirements and applicable professional standards.