

NOTICE TO APPLICANTS

The Coastal Resources Management Council regulations require that the following must accompany every application otherwise these applicants will be deemed incomplete and returned.

ALL OF THE FOLLOWING REQUIRED APPLICATION DOCUMENTS **MUST BE ORGANIZED INTO THREE (3) ASSEMBLED PACKETS** WHEN SUBMITTED TO BE CONSIDERED A COMPLETE APPLICATION

****PLEASE NOTE**** When submitting large scale plans, **Three (3) physical copies as well as one (1) digital copy (sent via email to cstaff1@crmc.ri.gov) are both REQUIRED.** This is for submitting new applications as well as any revisions or modifications made.

1. **Three paper copies** of completed application form including plans are required. If the project requires a type "B" or involves work in the waterway, plans must be 8 1/2" x 11". If the project is type "P" or Prohibited, a Special Exception form will be required, staff will provide you with the necessary forms.
Electronic Copy of Application required – please email to: CStaff1@crmc.ri.gov

For Formal Applications (Category B): **Site Plans must also be submitted in PDF format and if possible, application materials as well in PDF format.**

- ~~2. **Application fee – Please have a currently dated check. Checks older than 2 weeks will not be accepted. (see attached CRMC Fee Schedule for Application fee amount).**~~
- ~~3. **Proof of Ownership.** The CRMC requires a letter from the local tax assessor stating ownership of the property. If ownership of property entails an HOA, Neighborhood Association, Corporation, LLC, Fire District, etc please provide documentation permitting applicant to act as representative/signatory.~~
- ~~4. **A completed and signed CRMC Building Official letter** stating that a building permit will be issued upon receipt of a CRMC permit, with the exception of recreational boating facilities.~~
5. Supply **photos of coastal feature construction site.**

In addition, where these additional items are applicable, they are also required:

- a) Affirmation that the proposed structure will be serviced by municipal sewers. (For large projects, local community approval and construction details of the tie-in are required).
- b) An approved Onsite Wastewater Treatment System (OWTS) permit from DEM/OWTS, 291 Promenade Street, Providence, RI, 02908; phone (401) 222-2306.
- c) An approved "Change of Use" permit from DEM/OWTS is required in un-sewered areas when an increase in the number of bedrooms, an increase in "flow units", or a change from season to year-round use is proposed.

Your application receives a thorough review by our staff biologists and engineers during which they may require additional information to complete their review. If this becomes necessary you will receive a separate information request form.

You are urged during this process to be as complete as you can in fulfilling all informational requirements. In addition, you are also urged to adhere as closely as you can to all the Coastal Resources Program requirements. Failure to do so could cause delays in processing your application.

We thank you for your cooperation in this matter and look forward to working with you in protecting our coastal environment.



State of Rhode Island
Coastal Resources Management Council
Oliver H. Stedman Government Center
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Wakefield, RI 02879-1900

(401) 783-3370
Fax (401) 783-2069

COASTAL RESOURCES MANAGEMENT COUNCIL ASSENT CHECK LIST

— **Photo(s)** of project site and adjacent area (minimum size 3 x 5, maximum size "8 x 10")

N/A **Application Fee in the form of CHECK or MONEY ORDER ONLY** (See CRMC Fee Schedule)

— (1) **Four Copies of completed application form**

- For location no., provide street address, utility pole number(s) of the property
- Obtain the name of the waterway from a USGS topography map (reduction of such maps are found in the RICRMP). If in doubt, leave this blank.
- For extensions of riparian boundary lines, this refers to the owner's riparian area which one may, pending state and federal permits, construct piers, dock, etc. if these lines have been established by the City/Town courts, legal agreement, etc., so indicate. If these lines have not been established, indicate "no". If unsure, leave blank.
- Be complete and concise in the description of the work proposed. The written description must describe completely all work reflected in the submitted plans. This concise written description is essential in order to put the project out to public notice.

N/A (2) **Proof of property ownership.** The CRMC requires a letter from the local tax assessor stating ownership of the property. Note that the current owner must file the application, although a potential purchaser may file if a valid sales agreement is also submitted.

N/A (3) **Sewage Disposal permit**

- (a) Affirmation that the proposed structure(s) will be serviced by municipal sewers. (For large projects, local community approval and construction details of the tie-in are required).
- (b) An approved individual Sewage Disposal System (ISDS) permit from DEM/ISDS. Also the approved stamped plans, 235 Promenade Street, Providence, Rhode Island 02908. Phone 401-222-2306.
- (c) An approved "Change of Use" permit from DEM/ISDS is required in unsewered areas when an increase in the number of bedrooms, an increase in "flow units", or a change from seasonal to year-round use is proposed.
- (d) For subdivisions, a subdivision review opinion from DEM/ISDS is required.

N/A (4) **Local approval.**

- (a) A copy of the local building permit or **CRMC Building Official Form** from the local building official stating that a building permit will be issued upon receipt of a CRMC permit (form attached).
- (b) For subdivisions, the approval of the local planning board must be submitted.

— (5) **Location map:** Indicate adjacent street(s), nearest utility pole(s), north arrow, scale, and waterway. This map must be able to be used for direction to the site, as well as for locating site on an aerial photograph. (If possible, include this map in a corner of the 8 1/2" x 11" site plan (see below). Use of both a section of the local plat map and a section of USGS topography chart of street guide is suggested.

— (6) **RICRMC Coastal Hazard Application WORKSHEET**

The list of projects below must complete the RICRMC Coastal Hazard Application WORKSHEET to be filed in addition to and with your standard CRMC application (<http://www.crmc.ri.gov/applicationforms.html>).

Any of the following **new projects**, including tear downs and rebuilds, located on a coastal feature or within the 200-foot contiguous area:

- ___ construction of new residential buildings as defined in § 1.1.2;
- ___ construction of new commercial and industrial structures as defined in § 1.1.2
- ___ construction of new beach pavilions as defined in § 1.1.2;
- ___ construction of any new private or public roadway, regardless of length;
- ___ construction of any new infrastructure project subject to §§ 1.3.1(F), (H), and (M); and
- ___ construction of any new subdivisions with six (6) or more lots, any portion of which is within 200 feet of a shoreline feature.

Any of the following **modifications to existing projects**, including tear downs and rebuilds, located on a coastal feature or within the 200-foot contiguous area:

- ___ any expansion of existing commercial structures over tidal waters;
- ___ any expansion greater than 600 square feet to existing residential, commercial, industrial or beach pavilion structures;
- ___ second story additions greater than 600 square feet to any existing residential, commercial, industrial or beach pavilion structures; and
- ___ any modification to existing residential, commercial, industrial or beach pavilion structures when such structures are located within the CRMC minimum setback specified by § 1.1.9.

See Section 1.1.6 (I) of the Rhode Island Coastal Resources Management Program for specific regulatory requirements for the coastal hazard analysis application requirements:

<http://www.crmc.ri.gov/regulations/RICRMP.pdf>.

— (7) **Site plans.**

- (a) Four (4) copies of all site plans are required. Plans must be to scale. The scale must be no smaller than 1" = 50'. Larger scale plans such as 1" = 20', 1" = 30' or 1" = 40' are preferred. All site plans must have a title block which includes the project title (with name, street and town), sheet number, designer and final revision date on each and all sheets. Plan sheet subtitles such as "sediment and erosion control plan", "grading and utility plan", etc.; must also include the overall project title for the plan set such as "Proposed Residential Development Plan for John Smith, Seaside Avenue, Narragansett, RI". Plans which include multiple sheets with different revision dates must have a cover sheet which list the plans included in the plan set with a final cover sheet revision date for the plan set in total. Where plan revisions occur during the CRMC review for projects with multiple plan sheets, a final plan set may be requested with a final cover sheet revision date prior to assent issuance.
- (b) If the project requires a Category "B" application as identified in the coastal program, requires a variance or special exception or involves work in the waterway or on the immediate shoreline, plans reduced to 8 1/2" x 11" must also be provided. Use of more than one sheet to delineate the project is acceptable. Note: When Plans are larger than 8 1/2" x 11" a graphic scale must be provided.
- (c) Complete property boundary lines must be shown on at least one plan view.
- (d) Include a north arrow (indicate whether magnetic or true north is used).
- (e) Show abutting street(s), with nearest utility pole number(s). Also, show distance and direction to nearest intersection.
- (f) Show location of all coastal (shoreline) features and feature boundaries (ref. section 1.2.2 of RICRMP): ***reasonable attempt by applicant must be made***
 - ___ top of seawall

- top of bedrock ledge, cliff, bluff, or coastal bank
 - top of dune, beach scarp
 - inland edge of beach
 - inland edge of coastal/contiguous wetlands
 - (g) Locations of pertinent existing underground feature such as:
 - ISDS: cesspools, septic tanks, leach fields
 - sanitary sewer lines
 - drainage pipes/culverts
 - water lines/wells
 - underground utilities, tanks, etc.
 - (h) Location of pertinent existing surface features, such as:
 - walls, seawalls, groins, jetties
 - piers, docks, boat ramps
 - buildings
 - fences
 - driveways, parking areas
 - streams, drainage swales
 - edge of vegetated areas.
 - (i) Mean High Water (MHW) line
 - (j) Mean Low Water (MLW) line
 - (k) Existing and proposed elevation contours. The reference datum must be indicated
Preferable datum planes
 - MSL - Mean Sea Level - Used for most upland projects.
 - MHW - Mean high Water
 - MLW - Mean Low water - Used for dredging and pier/dock applications
 - Note: If no grade changes are proposed, specifically indicated this on a plan
 - Note: If an assumed datum is used, its conversion to MSL datum must be provided
 - (l) Indicate all areas which will be altered (temporarily or permanently), by the construction activities, as well as areas to be subsequently altered for landscaping, etc. Include areas altered by clearing, grading, stockpiling, cutting of vegetation, etc.
 - (m) Indicate all temporary and permanent erosion/sediment controls (staked hay bales, log & hay dams, loam & seeded areas, mulch, riprap and plantings).
 - (n) Indicate all proposed work:
 - buildings
 - piers, docks, ramps, etc.
 - driveways and parking areas (show type of surface - i.e., asphalt, crushed stone, etc.)
 - ISDS
 - stormwater management practices
 - other__
 - (o) Provide calculations for stormwater management volumes, if applicable
 - (p) Provide calculations for structural lot coverage, if applicable
- (8) Cross sections for wall and fill projects must indicate both the existing and proposed cross section. The scale should not be exaggerated unless absolutely necessary as a true graphical representation of slope, etc. is desired.

- (9) Details and specifications. Refer to the RICRMP for the standards required for the type of project being proposed. It is advised that these be included, either in written form or by dimensions on the submitted plans. Other information which is necessary includes the amount of materials to be used, volume of excavation/dredging proposed, methods of construction, times of construction, start and completion, etc. Page 4 - Assent Check List

- (10) Written requirements of RICRMP: (For Category “B” Applications)
 - (a) Address items in section 1.3.1(A) in writing.
 - (b) Review appropriate sections of RICRMP
 - (c) Request any and all variances and special exceptions required

- (11) Provide separately in writing, or in the written description, information regarding:
 - (a) the areas expected to be impacted during construction, access routes, etc
 - (b) pertinent time of construction information, such as anticipated duration of construction, expected start of construction etc.
 - (c) construction methods, expected type of equipment to be used etc.
 - (d) information on any and all utilities to be installed (electric lines, fuel oil storage tanks, etc.)
 - (e) Information regarding any and all intentions for provisions for pedestrian access to the shore.

- (12) Refer to checklist addenda for specific types of projects:
 - (a) Dwelling additions
 - (b) New and substantially improved dwellings & ISDS
 - (c) Dwellings/buildings in velocity flood zones.
 - (d) Residential piers and docks.
 - (e) Drainage projects
 - (f) Dredging projects
 - (g) other: see CRMC staff for assistance.

- (13) Please provide address and/or phone numbers of contact person(s) who will be able to answer any questions regarding this application DOT.NRU@dot.ri.gov

- (14) Please provide address and/or phone numbers of contact person(s) who should be contacted by CRMC should questions regarding monitoring and permit compliance arise during construction.
DOT.NRU@dot.ri.gov

- (15) Please provide the names and contact information (**address, phone, and email**) of owners of abutting properties.

- (16) Note: All proposals are forwarded to the Rhode Island Historical Preservation and Heritage Commission for review and comment in accordance with Section 1.2.3 of the RICRMP. In some cases, the applicant may be required to submit the results of an archaeological assessment survey in order to document the presence or absence of significant archaeological sites. If the proposed development would damage a significant historical or archaeological resource, the Council may require modification of, or prohibit the proposed action. For additional information, you may contact the Rhode Island Historical Preservation and Heritage Commission directly. Environmental Review Coordinator, 150 Benefit Street, Providence, Rhode Island 02903. Telephone: (401) 222-2968.