

COASTAL EROSION MANAGEMENT PERMIT APPLICATION

(Chapter 43A-6,City Code)
BUREAU OF BUILDINGS AND ZONING
CITY HALL, 30 CHURCH STREET, ROOM 125B
ROCHESTER, NEW YORK 14614

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY. To schedule an appointment, please call or e-mail Casmic Reid (585) 428-6643 or at casmic.reid@cityofrochester.gov.

Office Use	APPLICATION REQUIREMENTS:				
	1. Fee: \$100.00.				
	2. One (1) copy of the application.				
	3. One (1) copy of the Long Environmental Assessment Form.				
	 4. A map at a scale no smaller than 1:24,000, showing the location of the proposed activity 5. One (1) copy of a current Instrument Survey Map that includes a delineation of the boundaries of the Coastal Erosion Hazard Area as indicated on the NYS DEC Coastal Erosion Hazard Areas Map. 				
	6. Five (5) copies of a scaled site plan.				
	7. One (1) copy of a scaled floor plan (if applicable).				
	8. One (1) copy of scaled elevations of proposed structures, or facade renovations to existing structures (if applicable).				
	 9. Photographs of the subject site, structures on the site, and surrounding properties. 10. One (1) set of all drawings, graphics and photographs no larger than 8-1/2" x 11" or reduced to 8-1/2" x 11" or provided digitally in PDF format on CD-ROM. 				
	11. Digital images of all project drawings, graphics/storyboards in PDF format on CD-ROM.				
	12. Evidence of the financing plan to complete the proposed activity, including the following: a letter of credit, or similar security acceptable to the City.				
	13. For projects that are already constructed or are currently undergoing construction, submit the contractor's name, receipts of all expenditures, as-built construction drawings stamped by a licensed professional, a current survey map, a grading plan showing before and after topography, and a list of all materials installed and equipment used.				
	14. Any additional information and documentation that may be helpful to evaluate and determine the application.				
Dlagge as	mplete the following:				
	l activity (§43A-4) is:				
	• · · · · · · · · · · · · · · · · · · ·				
Natural P	rotective Feature is:				
☐ Structu	☐ Structural Hazard Area (§43A-7A)				
□ Nearshore area (§43A-8B)					
☐ Beach	☐ Beach area (§43A-9B)				
☐ Dune a	Dune area (§43A-10B)				
☐ Bluff a	☐ Bluff area (§43A-11B)				
[FOR OFFICE USE ONLY]					
ADDRES	SS:FILE NUMBER:				
DATE FI	LED: FEE:				

PROJECT INFORMATION

PLEASE TYPE OR PRINT

1.	PROJECT ADDRESS(ES):		
2.	APPLICANT:		
	ADDRESS:		
	PHONE:	FAX:	
	E-MAIL ADDRESS:		
	INTEREST IN PROPERTY: Owner	Lessee	Other
3.	OWNER:		
	ADDRESS:	CITY:	ZIP CODE:
	PHONE:	FAX:	
	E-MAIL ADDRESS:		
4.	PLAN PREPARER:		
	ADDRESS:	CITY:	ZIP CODE:
	PHONE:	FAX:	
	E-MAIL ADDRESS:		
5.	ATTORNEY:		
	ADDRESS:	CITY:	ZIP CODE:
	PHONE:	FAX:	
6.	DETAILED PROJECT DESCRIPTION (e.	.g., area of ground disturband	ce, materials, equipment to be used,
con	struction equipment access route, size of new	structures):	
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7.	LENGTH OF TIME TO COMPLETE PRO	Darot (Attach schedule il ph	ascu.)

Coastal Erosion Management Permit Standards



A permit shall be issued only if the Commissioner of Neighborhood and Business Development determines that the proposed activity meets the following requirements. Please address each requirement below:

1. The proposed activity is reasonable and necessary, considering reasonable alternatives to the proposed activity and the extent to which the proposed activity requires a shoreline location.		
2.	The proposed activity is not likely to cause a measur other locations.	rable increase in erosion at the proposed site and at
3.	The proposed activity prevents, if possible, or minin and their functions and protective values, existing er	
APPL	PLICANT: I certify that the information supplied on this app described, if approved, will be completed in accordance	
SIGN	GNATURE:	DATE:
	VNER (if other than above): I have read and familiarized mys consent to its submission and processing.	
SIGN	GNATURE:	DATE:
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COMMON APPLICATION OUESTIONS

WHAT IS THE REVIEW PROCESS FOR A COASTAL EROSION MANAGEMENT PERMIT?

- 1. The Bureau of Buildings and Zoning accepts and processes the permit application on behalf of the Commissioner of Neighborhood and Business Development.
- 2. The application will be referred, as necessary, to various city departments, other agencies, and to the neighborhood for comments and recommendations.
- 3. On behalf of the Commissioner of Neighborhood and Business Development, staff from the Bureau of Buildings and Zoning will process information received from the referral agencies, review the project for code compliance, and prepare a decision for signature by the Commissioner. The written decision will be provided to the applicant.

WHAT DO I DO ONCE THE APPLICATION IS APPROVED?

- 1. An approval does not authorize the commencement of work. The applicant is required to finish up the process of obtaining a building permit.
- 2. A financing plan with an **Irrevocable Letter of Credit**, or other form of security, is required to ensure the completion of certain site improvements. These documents must be filed prior to the issuance of any permits.

WHAT HAPPENS IF THE APPLICATION IS DENIED?

- 1. A new application with a revised site plan incorporating an alternative could be submitted with a new application and fee. Or,
- 2. The applicant, or any person aggrieved by a decision to deny an application, may, within 30 days of the issuance of the denial letter, appeal the decision to the Rochester Environmental Commission (REC) by filing an appeal application with the Bureau of Buildings and Zoning. The REC will conduct a hearing pursuant to \$120-188L of the City Code. The REC shall have the same powers and be subject to the same standards and limitations as the Commissioner with respect to the decision being appealed. Or,
- 3. The applicant may apply for a variance. The variance procedure is intended to provide a narrowly circumscribed means by which relief may be granted from unforeseen particular applications of Chapter 43A which create unnecessary hardships or practical difficulties. The variance process is the same as the appeal process described above and can be done simultaneously with an Appeal. In any case where the appeal is accompanied by an application for a variance, in accordance with § 43A-18, the REC shall have the authority to grant, as part of the relief, a variance, but only in strict compliance with each provision of § 43A-18.

HOW DO I APPLY FOR A VARIANCE?

To apply for a variance, the applicant must complete the variance application and standards and submit it by appointment to Casmic Reid at (585) 428-6643 or casmic.reid@cityofrochester.gov. for processing to the REC. Applications can be obtained from the Permit Office at City Hall or on line at www.cityofrochester.gov and searching "coastal erosion".