

PROJECT INFORMATION

PLEASE TYPE OR PRINT

1. PROJECT ADDRESS(ES): _____

2. APPLICANT: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

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 disturbance, materials, equipment to be used, construction equipment access route, size of new structures): _____

7. LENGTH OF TIME TO COMPLETE PROJECT (Attach schedule if phased): _____

(over)



City of Rochester, NY

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 measurable increase in erosion at the proposed site and at other locations.

- 3. The proposed activity prevents, if possible, or minimizes adverse effects on natural protective features and their functions and protective values, existing erosion protection structures, and natural resources.

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE: _____ **DATE:** _____

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

SIGNATURE: _____ **DATE:** _____

COMMON APPLICATION QUESTIONS

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”.