



City of Rochester, NY

## 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](mailto:casmic.reid@cityofrochester.gov).**

Office Use	<u><b>APPLICATION REQUIREMENTS:</b></u>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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.

**Please complete the following:**

Regulated activity (§43A-4) is: \_\_\_\_\_

Natural Protective Feature is:

- Structural Hazard Area (§43A-7A)
- Nearshore area (§43A-8B)
- Beach area (§43A-9B)
- Dune area (§43A-10B)
- Bluff area (§43A-11B)

-----[FOR OFFICE USE ONLY]-----

**ADDRESS:** \_\_\_\_\_ **FILE NUMBER:** \_\_\_\_\_

**DATE FILED:** \_\_\_\_\_ **FEE:** \_\_\_\_\_

# **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): \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

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2. The proposed activity is not likely to cause a measurable increase in erosion at the proposed site and at other locations.

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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.

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**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](mailto: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](http://www.cityofrochester.gov) and searching “coastal erosion”.