



APPLICATION FOR A COASTAL WORKS LICENCE FOR DOCKS

APPLICATION INSTRUCTIONS

ACTIVITIES THAT REQUIRE A COASTAL WORKS LICENCE

Activities which require authorisation to use sovereign submerged or Crown lands, i.e. activities proposed in, on or over waters at or seaward of the Mean High Water Mark (MHW) or in, on or over Crown-owned canals such as Governor's Harbour, Safe Haven Canal and Snug Harbour / Hyatt Canal. Such activities include construction of commercial and residential docks, seawalls, launching ramps or slipways, groynes, filling or dredging and any other activity impacting the seabed.

APPLICATION SUBMISSION

Submit one original signed application form plus three copies of the form and four complete sets of all requested drawings and other information to:

**CHIEF OFFICER
MINISTRY OF HEALTH, ENVIRONMENT, YOUTH, SPORTS & CULTURE
GOVERNMENT ADMINISTRATION BUILDING
GEORGE TOWN, GRAND CAYMAN
Tel: (345) 244-2138; Fax: (345) 949-1790**

DISTRIBUTION TO DEPARTMENTS

The Ministry shall forward copies of the application to the Department of Environment and Planning Department and other agencies as required for review. Information requested in this application form is not intended to be all-inclusive. The Department of Environment or the Planning Department will advise of any additional information that may be required to complete their reviews of the application.

CONSULTATION

Applicants are encouraged to consult with Department of Environment staff prior to submittal of the formal application for information about the environment within which the project is proposed, the potential environmental impacts of the proposed project, or for assistance with completing the application form.

ROYALTY AND FEES

Royalties will be charged for the use of or impact to Crown property. Royalty is calculated in accordance with Cabinet policy and/or Ministry directives usually on a per square foot or per cubic yard basis depending on type of project. Additional fees for mitigation, monitoring or other purposes may be levied at the discretion of Cabinet. The Ministry shall inform of royalty and fees that must be paid prior to issuance of a Coastal Works Licence.

COASTAL WORKS LICENCE

A Coastal Works Licence is a contract between the applicant and the Governor-in-Cabinet, which is issued by the Ministry. It outlines the conditions of approval and carries an expiry date that generally coincides with the estimated time to complete works. Approval for coastal works is valid for one year unless otherwise stated; therefore work must start within one year and terminate at the end of the stated licence period.

COASTAL PERMIT

The Coastal Works Licence requires the licence holder to notify the Department of Environment five working days prior to commencement of works. The Department of Environment will then issue two permits to the licence holder. Work shall not commence without issuance of such permits. The licence holder will be required to visibly display one permit near the area of coastal construction and the other by the roadside. Failure to display the permits at the site shall constitute a breach of the licence, which may incur penalties. Upon completion of work, the licence holder shall return one of the permits to the Department after which a post-construction inspection will be performed to verify compliance with licence conditions.

For questions regarding the coastal works process, this application form or for environmental advice in general, please contact the Department of Environment at Tel: (345) 949-8469 or Fax: (345) 949-4020 or E-mail: doe@gov.ky



APPLICATION FOR A COASTAL WORKS LICENCE FOR DOCK CONSTRUCTION

This form should be completed with reference to the Design and Construction Guidelines for Docks Brochure

1. Name of authorised Agent for licence application if applicable (see Item 22)

E-Mail Address	Office Telephone	Mobile	Fax
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2. Name of Applicant (Company name and contact person)

E-Mail Address	Office Telephone	Mobile	Fax
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3. Name of Contractor (Company name and contact person)

E-Mail Address	Office Telephone	Mobile	Fax
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4. Project Name (for multi-family, commercial or public projects)

5. Proposed location of dock (attach Registry Map Extract and Land Register, see items 14 and 15 below):

Registration Section _____ Block _____ Parcel(s) _____
Registration Section _____ Block _____ Parcel(s) _____

Name and address of Landowner _____

Street address / location of project site _____

6. Describe the purpose of and need for the proposed dock including any public benefits

7. If dock is to be used for securing a boat, state size of boat and depth of draft

8. Estimated time to complete construction of the dock _____ weeks / months / years (circle one).

9. Provide details of the proposed method of dock construction and equipment and materials to be used.

Pilings: _____

Decking: _____

Other: _____

Check here if information is continued on an attached sheet.

10. Describe any cabanas or swim platforms or other additions: _____

11. Shape of dock: I T L Other _____

12. a. Area of Crown property in dock footprint including any additional fish cleaning or swim platforms (i.e. seaward of High Water Mark) _____ square feet.

b. Length of dock landward of the High Water Mark _____ feet.

13. Quantify the area of each natural community in dock footprint as noted on the dock brochure. These areas should also be noted on plans (See item 20).

a. Area of mangrove in dock footprint and removed to construct the dock _____ square feet

b. Area of seagrass in dock footprint and affected to construct the dock _____ square feet

c. Area of coral/sea fans in dock footprint and affected to construct the dock _____ square feet

14. Describe any methods proposed to mitigate project impacts on affected species or the marine environment in general (e.g. silt screens), (See item 21).

15. Describe and indicate proximity to all commercial and recreational uses (e.g. fishing, diving, boating, etc.) in the area.

**ALL APPLICANTS ARE REQUIRED TO SUBMIT ITEMS 16 THROUGH 21 AS ATTACHMENTS
FAILURE TO SUBMIT THESE ITEMS WILL DELAY PROCESSING OF THIS APPLICATION**

CHECK AS INCL.

16. Registry Map Extract which must be less than 60 days old.

17. Land Register which must be less than 60 days old.

18. Proof of general public notification placed in a daily local newspaper for one day only for two consecutive weeks. The notice should not be advertised until the applicant has submitted the Coastal Works application to the Ministry. In the event that this occurs, the applicant has up to 3 days to submit the application otherwise they will be asked to re-advertise. This notice shall give a written summary of the proposed works, and shall conclude with the following words:

"Any person having cause to make comment on this coastal works application should do so in writing to the Chief Officer, Ministry of Health, Environment, Youth, Sports & Culture, Government Administration Building, George Town, Grand Cayman, to be received within 21 days of publication of this notice."

The application will not be considered until at least 21 days after the final notice has been published.

19. Notice to all property owners within 500 linear feet on either side from the boundaries of the proposed dock (see attached notice form). The notice should not be mailed to surrounding neighbours/landowners until the applicant has submitted the Coastal Works application to the Ministry. In the event that this occurs, the applicant has up to 3 days to submit the application otherwise they will be asked to re-notify.

20. Four complete sets of construction plans and specifications for the proposed dock, certified by an engineer, architect or surveyor. The plans shall include the following:

a. A dimensioned plan view to an appropriate scale of the proposed dock depicting:

- distance to property boundaries;
- mean high water mark not more than 12 months old;
- boundaries of significant geographical features (e.g., channels, shoals) in the area;
- placement of silt screens
- natural communities (e.g. mangrove, seagrass, coral, hardbottom, sand) in the area; and
- proximity to special aquatic or terrestrial sites (e.g. marine park, animal sanctuary).

b. A dimensioned elevation view to an appropriate scale of the proposed dock depicting:

- mean high water mark not more than 12 months old;
- seabed profile with water depths including depth at end of dock;
- boundaries of significant geographical features in the area of impact; and
- natural communities in the area of impact.

21. Proposed mitigation measures to be implemented during each phase of construction to reduce negative environmental impact. The proposed measures should indicate the maintenance, monitoring, and all other Best Management Practices used to minimise adverse effects to water quality and the environment in general.

NOTE: In addition to full-size drawings required in section 20 & 21, plans shall be provided on 11-inch by 17-inch paper or an electronic (CAD) version supplied on CD and should superimpose the proposed works over the most recent LIS aerial photographs. Additional information may be requested for complete evaluation of the application.

22. SIGNATURE(S)

A. By signing this application form, I am applying, or I am applying on behalf of the applicant, for the licence and any proprietary authorisations identified above, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application and represent that such information is true, complete and accurate. I understand this is an application and not a licence, that work prior to approval is a violation, and any licence issued or proprietary authorisation issued pursuant thereto, does not relieve me of any obligation for obtaining any other required permission prior to commencement of construction. I agree, or I agree on behalf of my corporation/client, to operate and maintain the licensed system unless the licensing agency authorises transfer of the licence to a responsible operation entity.

Typed/Printed Name of Applicant or Applicant's Agent (If one is so authorised below)

Signature of Applicant or Applicant's Agent

Date

AN AGENT MAY SIGN ABOVE ONLY IF THE APPLICANT COMPLETES THE FOLLOWING:

B. I hereby designate and authorise the agent listed above to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for the licence and/or proprietary authorisation indicated above; and to furnish, on request, supplemental information in support of the application. In addition, I authorise the above-listed agent to bind me, or my corporation, to perform any requirement that may be necessary to procure the licence or authorisation indicated above.

Typed/Printed Name of Applicant

Signature of Applicant

Date

C. FOR OFFICIAL USE ONLY:

