



## **APPLICATION FOR A COASTAL WORKS PERMIT FOR DREDGE AND FILL ACTIVITIES**

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### **APPLICATION INSTRUCTIONS**

#### **ACTIVITIES THAT REQUIRE A COASTAL WORKS PERMIT**

Activities which extend seaward from the Mean High Water Mark over seabed that is Crown property, including **Crown-owned canals in Governor's Harbour and Lime Tree Bay, SafeHaven and Snug Harbour (Hyatt canal)**, fall under the jurisdiction of Cabinet. For example, projects involving dredging and/or filling, including land reclamation works, at or originating from mean high water require approval from Cabinet in the form of a Coastal Works Permit. The purpose of the permit is two-fold: it grants permission by Cabinet to utilise Crown property and thereby avoids trespass issues; and, it satisfies section 21 of the National Conservation Law (2013).

#### **APPLICATION SUBMISSION**

Submit one originally signed application form plus complete sets of all requested drawings and other information to:

**CHIEF OFFICER  
MINISTRY OF HEALTH, ENVIRONMENT, CULTURE AND HOUSING  
5TH FLOOR, GOVERNMENT ADMINISTRATION BUILDING  
GRAND CAYMAN, KY1-9000  
Tel: (345) 244-2377**

#### **DISTRIBUTION TO CONSULTEES**

The Ministry shall forward copies of the application to the National Conservation Council c/o 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 National Conservation Council/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, possible means of reducing such impact, 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 the type of project. Additional fees for mitigation, monitoring or other purposes may be levied at the discretion of Cabinet, or in accordance with section 21 of the National Conservation Law (2013). The Ministry shall inform of Royalty and fees that must be paid prior to issuance of a Coastal Works Permit.

#### **COASTAL WORKS PERMIT**

A Coastal Works Permit is a contract between the applicant and Cabinet, which is issued by the Ministry. It outlines the conditions of approval and carries a twelve month expiry date, unless agreed otherwise due to the scale of works. Work must start within one year and terminate at the end of the stated Coastal Works Notice period.

#### **COASTAL WORKS NOTICE**

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



**APPLICATION FOR A COASTAL WORKS PERMIT  
FOR DREDGE AND FILL ACTIVITIES**  
**GENERAL APPLICATION INFORMATION**

1. Name of authorised Agent for permit application if applicable (see Item 28)

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. Location of project (attach Registry Map Extract and Land Register, see items 17 and 18 below):

Registration Section \_\_\_\_\_ Block \_\_\_\_\_ Parcel(s) \_\_\_\_\_  
Registration Section \_\_\_\_\_ Block \_\_\_\_\_ Parcel(s) \_\_\_\_\_

Name and address of Proprietor \_\_\_\_\_  
\_\_\_\_\_

Street address & location of project site \_\_\_\_\_

6. Describe the proposed activity including any phasing.

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

7. Describe the purpose of and need for the proposed activity

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

8. Provide details of project including dredging or fill method and equipment to be used, construction access, dredged material containment and drainage.

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

Check here if information is continued on an attached sheet.

9. Describe any public benefits provided by the proposed activity

\_\_\_\_\_

10. Estimated time for completion of works \_\_\_\_\_ weeks / months / years (circle one).

11.a. Dredging:

- Total volume of material removed from the seabed \_\_\_\_\_ cubic yards
- Estimated volume of marl/rock/sand removed \_\_\_\_\_ cubic yards
- Estimated volume of peat removed if applicable \_\_\_\_\_ cubic yards
- Quantity of dredged material used on site \_\_\_\_\_ cubic yards
- Quantity of dredged material removed from site \_\_\_\_\_ cubic yards. Proposed destination \_\_\_\_\_
- Method of disposing of peat or other undesirable dredged material \_\_\_\_\_

b. Filling:

- Total volume of material used to fill the seabed \_\_\_\_\_ cubic yards
- Type of fill material \_\_\_\_\_ Source of fill material \_\_\_\_\_
- Estimated volume of peat removed if applicable \_\_\_\_\_ cubic yards
- Method of disposing of peat or other undesirable underlying material \_\_\_\_\_

12. Area of Crown property affected by excavation and/or fill activities \_\_\_\_\_ square feet / acres (circle one).

13. Quantify the area of each natural community directly affected by the proposed activity as explained in the attached examples. These areas shall be noted on plans (See item 23).

a. Area of mangrove removed \_\_\_\_\_ square feet / acres (circle one)

b. Area of seagrass removed \_\_\_\_\_ square feet / acres (circle one)

c. Area of coral/sea fans removed \_\_\_\_\_ square feet / acres (circle one)

d. Area of sand/hard bottom affected \_\_\_\_\_ square feet / acres (circle one)

14. State the need and justification for the potential impacts to the coastal system that may be caused by the proposed activity.

15. How do you propose to mitigate project impacts on affected species and the marine environment in general? Detailed plans should be submitted in accordance with items 24, 25 and 26 below. (e.g. silt screens)

16. Describe and indicate proximity to all commercial and recreational uses (e.g. fishing, diving, boating, etc.) within the area of impact of the proposed activity.

**ALL APPLICANTS ARE REQUIRED TO SUBMIT ITEMS 17 THROUGH 27 AS ATTACHMENTS.  
FAILURE TO SUBMIT THESE ITEMS WILL DELAY PROCESSING OF THIS APPLICATION**

**CHECK AS INCL.**

17. Registry Map Extract which must be less than 60 days old and stamped by the Lands and Survey Department.

18. Land Register which must be less than 60 days old and stamped by the Lands and Survey Department.

19. Proof of general public notification placed in a daily local newspaper for one day a week for two consecutive weeks. **The notice should not be advertised until the Applicant has submitted the Coastal Works application to the Ministry.** The newspaper notice shall contain at least the following words:

*"Notice is hereby given that [Applicant's Name] has submitted a coastal works application to the Ministry of Health, Environment, Culture and Housing for [type of construction/dredge/fill] on Block xx Parcel(s) xx, [area and district, e.g. Cottage, East End], [Island, e.g. Grand Cayman, Cayman Brac or Little Cayman]."*

*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, Culture and Housing, 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.

20. Hardcopies of the Notice to all property owners within 500 linear feet along the coast on either side from the boundaries of the subject parcel (see attached notice form). The notice should not be mailed to surrounding landowners/neighbours until the Applicant has submitted the Coastal Works application to the Ministry.

21. Buffer Map and Owner Listing from the Lands and Survey Department detailing the address(es) where the Registered Mail Notices are to be sent.

22. If the Applicant is a registered company, the individual signing the Permit application form(s) on behalf of a company (or if a Strata at least two Strata Members signing) is required to state their name and in what capacity they are signing on behalf of the company (e.g. Mrs. Jane Doe, Owner, Director), and provide a notarised copy of the Register of Directors and Officers (if signing as a Director) or Register of Members (if signing as an Owner) for the Company.

23. At least Five (5) complete sets of construction plans and specifications for the proposed works, **certified by a licensed engineer, architect or surveyor**. For Works are occurring in Cayman Brac or Little Cayman, please provide Six (6) complete sets of construction plans and specifications. For commercial Coastal Works applications, more information and/or documentation may be requested. The plans shall be printed to scale and include the following:

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

- distance to property boundaries;
- mean high water mark not more than 12 months old or within 6 months of a storm event, **certified by a licensed surveyor**;
- boundaries of significant geographical features (e.g., channels, shoals) in the area;
- placement of silt screens and any other mitigation measures;
- natural communities (e.g. mangrove, seagrass, coral, hard bottom, 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 works depicting:

- mean high water mark not more than 12 months old or within 6 months of a storm event, **certified by a licensed surveyor**;
- seabed profile with water depths including depth at end of works;
- boundaries of significant geographical features in the area of impact; and
- natural communities in the area of impact.

c. A bathymetric survey drawing of the proposed project site is required for all dredging projects.

24. A proposed mitigation plan, containing the location and details of the erosion, sediment and turbidity control measures to be implemented during each phase of construction. The plan should indicate the proposed maintenance, monitoring, and all other measures used to minimise adverse effects to water quality and the environment in general (e.g. Best Management Practices).

25. A proposed construction schedule and operations plan detailing any phasing of project activities.

26. A proposed site rehabilitation plan if applicable.

27. For After-the-fact Coastal Works applications, we require all of the same information listed above, with the exception of the following:

a. In lieu of newspaper adverts or Registered Mail Notices being sent, we request the Applicant's confirmation in writing whether, during the construction of the unlicensed structure, any of the following occurred:

i. The Applicant received any comments or concerns about the construction from members of the public or adjacent landowners within 500 linear feet on either side of the structure; and/or

ii. Any damage occurred to the Applicant's property or any nearby property from the construction activities of the structure.

b. **We do not require items #21, #24, or #25 for an After-the-fact Coastal Works application.**

**NOTE:** For some large-scale projects it may be necessary to provide plans or an electronic (CAD) version of the plans supplied on CD superimposed over the most recent LIS aerial photographs. Once we begin our review of the Coastal Works application, additional information and/or documentation may be requested to complete our evaluation of the application.

**28. SIGNATURE(S)**

A. By signing this application form, I am applying, or I am applying on behalf of the applicant, for the permit 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 permit, that work prior to approval is a violation, and any permit 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 permit system unless the permitting agency authorises transfer of the permit to a responsible operation entity.

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Print Name of Applicant #1	Title/Capacity	Signature of Applicant #1	Date
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Print Name of Applicant #2	Title/Capacity	Signature of Applicant #2	Date
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Print Name of Agent If one is authorised below by the Applicant

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Signature of authorised Agent	Date
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**AN AGENT MAY SIGN ABOVE ONLY IF THE APPLICANT COMPLETES THE FOLLOWING:**

A. 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 permit 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 permit or authorisation indicated above.

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Print Name of Applicant #1	Title/Capacity	Signature of Applicant #1	Date
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Print Name of Applicant #2	Title/Capacity	Signature of Applicant #2	Date
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Ministry of Health, Environment, Culture and Housing

NOTICE OF APPLICATION FOR COASTAL WORKS PERMIT

TO: NAME & ADDRESS

- 1. \_\_\_\_\_ Owner of Block \_\_\_\_\_ Parcel \_\_\_\_\_
2. \_\_\_\_\_ Owner of Block \_\_\_\_\_ Parcel \_\_\_\_\_
3. \_\_\_\_\_ Owner of Block \_\_\_\_\_ Parcel \_\_\_\_\_
4. \_\_\_\_\_ Owner of Block \_\_\_\_\_ Parcel \_\_\_\_\_
5. \_\_\_\_\_ Owner of Block \_\_\_\_\_ Parcel \_\_\_\_\_

You are hereby notified that an application for a Coastal Works Permit for the purpose of \_\_\_\_\_ on Block(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_ has been made to the Ministry with responsibility for the Environment. The application can be inspected at the Ministry for Environment, Government Administration Building, George Town, Grand Cayman. If you have cause to make comment on this coastal works application, you should do so in writing to the Chief Officer, Ministry of Environment, 3rd Floor, Government Administration Building, George Town, Grand Cayman, KY1-9000 (Attn: Troy Jacob troy.jacob@gov.ky) to be received within 21 days of the posting of this notice.

FROM: \_\_\_\_\_ P.O. BOX \_\_\_\_\_ KY \_\_\_\_ - \_\_\_\_\_
(Print Name of Applicant)
I hereby certify that a copy of this notice was sent by Registered Mail to all the above-listed registered addresses on \_\_\_\_\_ (Date)
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_