



**Department of Economic and Community Development (DECD)
General Permit Application Guidelines
Flood Management Certification for Minor Activities
December 2014**

General Permit Description

For certain minor state activities within regulated floodplain, DECD has been granted a “General Certification” by DEEP (FM-201406879, expires August 22, 2024). When work on a project consists of minor activities, DECD will certify the project through this general certification¹. If the construction of any structure or facilities authorized by the DECD General Certification is not commenced within three years, DECD will have to resubmit the application to DEEP.

List of Minor Activities Covered by the General Permit

1. Streetscape Projects

Projects that include minor grading and minor safety improvements including but not limited to sidewalks, crosswalks, landscaping, signs, traffic signals, and light poles.

Obstructions such as poles, sign and plantings will be placed in the floodplain, but not in the floodway. Only minor grade changes that can be demonstrated to cause no hydraulic impacts.

2. Minor Stormwater Drainage Installation and Improvements

Projects that include installation or replacements of catch basin/s, drainage systems, drainage outfalls with an equivalent diameter pipes, replacement or placement of in-kind riprap splash pads or plunge pools set no higher than existing grade at existing outfalls. Any change in pipe size, length, slope, and orientation in the flood zone will necessitate an Individual Flood Management Certification.

The design of rip rap splash pads and plunge pools shall conform to the guidelines in the CTDOT Drainage Manual on “Culvert Repair Practices Manual”.

3. Minor Bridge Repairs

Repairs to bridges or culverts including such actions as repairs to spalling concrete, repointing, painting, replacement of wood on wooden bridges, or other maintenance activity which would not diminish or modify the hydraulic capacity of the structure. Temporary impacts for construction may include but are not limited to: scaffolding, ladders, cofferdams, sandbags and sedimentation control devices necessary to perform work. The work shall be done in a manner that minimizes impacts to the waterways, and prevents debris entering the water and shall implement Best Management Practices. Staging and temporary work required to complete these activities will be allowed in the floodway provided that the activities are consistent with the flood contingency plan.

4. Minor Roadway Re-alignment or Intersection improvements

Roadway reconstruction projects involving the milling and/or resurfacing or paving of the existing travel lanes with no net change to impervious area that would increase peak flows leaving the site.

5. Subsurface Investigations and Excavations related to Archaeological Surveys and Environmental Site Assessments

Site reconnaissance and field survey required assessing both prehistoric/historic and environmental impacts to a property. Project activities will be limited to test pits, borings, and hand shoveling. All

¹ For description of regulated floodplain and DECD review process, please refer to DECD’s Flood Management Certification Guidelines.

impacts will be temporary in nature and disturbed areas will be restored to existing grades upon completion.

6. Demolition of an Existing Structure

Demolition and removal of existing structures to grade in a FEMA flood zone in accordance with flood contingency plan. Any future redevelopment of the site may require a Flood Management Certification per CGS. 25-68 (b)-(h).

7. Repair or Installation of Septic Systems & Community Water Supply Wells

Repair and replacement of existing septic systems, installation of new community disposal system and community water supply wells.

8. Bulkhead Repair or in-kind Replacement

Bulkhead repair or in-kind replacement activities approved under a Certificate of Permission (COP) by the CT DEP Office of Long Island Sound Programs (OLISP) inclusive of all other required approvals by CT DEP.

9. Rehabilitation/Replacement of Existing Dock Structures

Rehabilitation/Replacement of existing dock structures provided that the activity utilizes the existing foundation system or provides in-kind replacement and does not increase the existing square footage of the structure.

10. Waterfront Development and Dredging Projects

Waterfront development and dredging projects provided that all work is approved by the CT DEP Office of Long Island Sound Programs (OLISP) under a Certificate of Permission (COP) or a "Structures, Dredging and Fill" permit inclusive of all other required approvals by CT DEP.

11. Environmental Remediation

Environmental remediation consisting of soil excavation and in-kind soil backfilling to the existing surface elevation. Limited to 100 cubic yards to be excavated and staged at one time. The applicant shall be required to submit a soil management plan for the proposed work. The work shall be done in a manner that minimizes impacts to the waterways, and prevents debris entering the water and shall implement Best Management Practices. Staging and temporary work required to complete these activities will be allowed in the floodway provided that the activities are consistent with the flood contingency plan. The applicant will be required to submit a pre and post construction survey to DECD to demonstrate compliance with the permit. The survey will be signed and sealed by a licensed professional in the state of Connecticut.

12. Housing Rehabilitation Projects (minor activities)

Housing rehabilitation projects provided that all work is consistent with the requirements of the Flood Management Act and National Flood Insurance Program (NFIP). All work will be limited to above grade activities confined to the existing building or the footprint of previous buildings. This activity will be limited to the existing structure and the square footage of the building will not be increased. This work should be limited to 50% of the market value as to demonstrate the minor nature of the activity.

13. Public Building Rehabilitation Projects (minor activities)

Public Building rehabilitation projects provided that all work is consistent with the requirements of the Flood Management Act and National Flood Insurance Program (NFIP), above grade activities are confined to the existing building or the footprint of previous buildings and the square footage of the building is not increased. This work should be limited to 50% of the market value as to demonstrate the minor nature of the activity. DECD will require a restrictive covenant to prevent any future expansion.

14. Historic Structure Rehabilitation Projects

Historic structure rehabilitation projects provided that all work is consistent with the requirements of the Flood Management Act and National Flood Insurance Program (NFIP), above grade activities are confined to the existing building or the footprint of previous buildings and the square footage of the building is not increased. This work should be limited to 50% of the market value as to demonstrate the minor nature of the activity. This work should be conditional on an approval by the Connecticut State Historic Preservation Office (SHPO).

15. Minor Utility Improvement Projects

Projects that include installation of new or replacement of existing utility infrastructure that cause no hydraulic impacts or net change to impervious areas that would increase peak flows leaving the site.

Required Application Documents

The following is a rough guideline regarding the application package to be submitted to DECD for the general permit (submit 1 original and 2 copies):

1. General Information – include details of the general certification
2. Project Description – include why project activity should be considered under the general certification
3. Maps, Plans and Photographs - including FEMA's FIRM map of project area, site plan (with floodplains, floodways and flood elevations delineated) prepared by a professional engineer or licensed surveyor licensed to practice in Connecticut, a topographic/contour map preferably T2 (if available), street map, photographs of project area etc.
4. Minor Activity Category(ies) that Project Falls Under - a brief narrative as to how the requirements for each category are satisfied
5. Project Budget
6. Compliance with General Permit Conditions – include a brief narrative as to how the project satisfies each of the general permit's conditions (see below)
 - Prohibits activities within the floodway unless identified within the approved activities
 - Proper erosion and sedimentation controls will be utilized in conjunction with Best Management Practices as outlined in Connecticut Guidelines for Soil Erosion and Sediment Control
 - Proper Stormwater quality measures in accordance with the DEEP 2004 Connecticut Stormwater Quality Manual
 - Any temporary facilities or equipment requiring work in, or placement in a waterway, must be able to be removed in a timely manner from the site in case of a flood warning, except for items designed as temporary structures, in accordance with the guidelines outlined in the CTDOT Drainage Manual for Temporary Hydraulic Structures
 - Temporary facilities will allow for the passage of fish with minimal disturbance
 - Unconfined in-stream work must be limited to the period June 1 to September 30
 - The activity will have no increase in peak flow leaving the project site
 - Grading and placement of not greater than twenty-five (25) cubic yards of fill is allowed in a regulated area for temporary access to the site of such activity provided that: 1) all temporary fill is removed, 2) the top of roadway is no more than one foot above existing grade, 3) any disturbed areas are restored within one year of authorization and 4) any minor filling which has no net increase of peak discharges exiting the site.
7. Flood Contingency Plan – (see below for requirements)
8. Copy of DECD's General Certification letter from DEEP
9. Professional Certification - duly signed and sealed by a professional engineer licensed to practice in Connecticut (see attached Appendix).

Flood Contingency Plan Requirements

Prior to commencement of any construction, the Contractor will submit to the Engineer a written Flood Contingency Plan. The Plan will include the following:

- A description of the means by which the Contractor will remove from within the floodplain, all materials, equipment and personnel prior to a predicted major storm. The Contractor is responsible for monitoring local weather conditions and will secure the work site before predicted major storms. A major storm shall be defined as a storm predicted by the N.O.A.A. weather service with warning of flooding, severe thunderstorms or similarly severe weather conditions or effects.
- Provisions for notifying workers engaged in work on or near a bridge of an impending storm.
- Provisions for securing work in progress prior to a major storm.

Work within or adjacent to watercourses will be conducted during periods of low flow, whenever possible. The Engineer will remain aware of flow conditions during the conduct of such work and will direct the Contractor to stop this work if flow conditions threaten to cause excessive erosion, siltation or turbidity.

The Department or its designee will have personnel assigned to monitor project to ensure compliance with the project requirements.

No buoyant, hazardous, flammable, explosive, soluble, expansive, or any other materials which could be injurious to human, animal or plant life in the event of flood will be stored within the 500-year floodplain at any time. DECD's applicant shall be responsible for locating the 500-year floodplain with help of actual ground survey. No storage of construction equipment and/or material will occur within the floodplain unless such equipment or material is not subject to major flood damage, or is anchored, restrained or enclosed to prevent it from floating away or is removed prior to flooding. The material storage areas should be identified on the construction plans.

DECD Point of Contact

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**Appendix
DECD Professional Certification Form**

For all General Permit Applications submitted as part of the Flood Management Certification for Minor Activities, the following certification must be signed and sealed by a professional engineer licensed to practice in Connecticut and submitted with the Flood Contingency Plan.

"I certify that in my professional judgment, this project has been designed consistent with the Flood Management Certification # FM- 201406879 for Minor Activities as approved by DEEP on August 22, 2014, and that the information is true, accurate and complete to the best of my knowledge and belief.

This certification is based on my review of the Flood Contingency Plan.

I understand that a false statement made in the submitted information may, pursuant to Section 22a-6 of the General Statutes, be punishable as a criminal offense under Section 53a-157b of the General Statutes, and may also be punishable under Section 22a-438 of the General Statutes."

Signature of Applicant

Date

Name of Applicant (print or type)

Title

Signature of Professional Engineer

Date

Name of Professional Engineer (print or type)

P.E. Number

Affix P.E. Stamp Here

