

The permit process and the application materials that are required will vary depending on your specific requests. The following checklist will provide guidance on the application material required for you to submit a complete permit application. Should you have questions please contact the Land Management Department.

Please submit application and associated material to: [lake.permits@firstlightpower.com](mailto:lake.permits@firstlightpower.com)

or

Mail to: FirstLight, PO Box 5002, New Milford, CT 06776, Attn. Land Management

## I. ALL APPLICATIONS

- Completed and Signed Permit Application Form
- Letter of Agent Authorization, if applicable

## II. EXISTING USE PERMITS

- An Existing Use Permit authorizes your existing shoreline and land uses.
- Current owners of a Property, a portion of which is either owned by the Property Owner and/or a portion of which is owned by or subject to usage by FirstLight and lies within the Federal Energy Regulatory Commission's - Housatonic River Project P-2576 Boundary, and buyers under contract to purchase the Property may apply.
- Buyers who are under contract to purchase a Property may begin the permit process and may also request a Pre-Purchase Site Inspection by FirstLight.

### Required Information for Existing Use Permit Applications:

- Deeds: A copy of the current deed for the Property.
- Use Summary: A summary list of and photo(s) of the existing Shoreline and Land Use(s)
- Map(s): A drawing or location map showing the location, dimension, and configuration of any existing docks, structures, or other uses within the Project Boundary such as seawalls, retaining walls, walks, patio areas, steps or ramps to the water, boat racks, and beach or landing areas. Map should include location of existing vegetated buffer areas such as naturally vegetated areas, areas planted with shrubs, ground covers, or perennials, and canopy or understory trees.

### Buyers shall also provide the required information listed below:

- Written confirmation from the current owner or their legal representative that the "buyer" is under contract to purchase the Property at the Lake Address on the application form. This may be sent via email or by a letter attached to the application and should include the owner's or their legal representative's contact information.
- Deeds: Within 30 days of the change of ownership of the Property, a copy of the recorded deed confirming the transfer and new ownership of the Property is required.

### Additional information that may be requested by FirstLight:

- Title Summary and Lineage Deeds: A Title summary and copies of supporting lineage deeds detailing your rights to lands within the Project boundary
- Property Survey: An updated Property Survey performed by a CT Licensed Surveyor, defining the boundaries of the applicant's property within or adjacent to the Project boundary. Such survey should also detail the applicant's Existing Uses within the Project boundary.

### III. LIMITED ACTIVITY PERMITS

#### A. LIMITED REPAIRS OR MAINTENANCE OF EXISTING SHORELINE AND LAND USES:

- Permittees who have an Existing Use permit in place may perform repairs and maintenance, as defined within their Existing Use Permit. All insurance requirements as defined in their Permit apply.
- For repair and maintenance work not defined within an Existing Use Permit a Shoreline and Land Use Application and the required application material must be submitted.
- Repair and maintenance activities are limited to the repair and maintenance of existing shoreline and land uses; with no changes to the size, location, and configuration of shoreline or land uses.
- FirstLight may determine that the repairs/maintenance are a Significant Activity and will require that the applicant provide all application material required for a Significant Activity. Applicants should also be aware that there is an extended permit process for application for Significant Activities.

#### Required Information for Repair and Maintenance Permit

- All information as required in Section I and II unless an Existing Use Permit has been issued to you by FirstLight.
- Completed and Signed Permit Application Form
- Description: Drawings and/or Photos and other descriptive information of any proposed repairs or maintenance to existing docks, structures or other uses within the Project Boundary.

#### B. LIMITED DOCK PERMIT

- All information as required in Section I and II unless an Existing Use Permit has been issued to you by FirstLight.
- Completed and Signed Permit Application Form
- Project Description
- Dock Location Map
- Dock Drawing with Dimensions
- Dock Dimension Table

#### C. LIMITED LANDSCAPE PERMIT

- All information as required in Section I and II unless an Existing Use Permit has been issued to you by FirstLight.
- Completed and Signed Permit Application Form
- Project Description
- Site Improvement Plan and/or Landscape Plan
- Plant List (if applicable and deemed necessary by FirstLight)

#### IV. SIGNIFICANT ACTIVITY PERMITS

##### Required information:

- All information as required in Section I and II unless a Existing Use Permit has been issued to you by FirstLight. If you have been issued a Existing Use Permit please submit:
  - A Completed and Signed Permit Application Form
  - Map(s): A drawing or location map showing the location, dimension, and configuration of any existing docks, structures, or other uses within the Project Boundary such as seawalls, retaining walls , walks , patio areas, steps or ramps to the water, boat racks, and beach or landing areas. Map should include location of existing vegetated buffer areas such as naturally vegetated areas, areas planted with shrubs, ground covers, or perennials, and canopy or understory trees.
  - Description: Drawings and/or Photos and other descriptive information of any proposed repairs or maintenance to existing docks, structures or other uses within the Project Boundary.
  - Site Plans: Maps and drawing(s) with location, description, dimensions, and other details of any proposed shoreline uses, upslope uses, stormwater, dock or any other uses within the Project Boundary. Typically at a scale of 1"=20' or 1"=10' depending on the area and activities proposed.
  - Native Vegetation Plan: Drawings or plans documenting existing vegetated buffer areas and any proposed or enhanced landscaped areas to meet the goal for 50% of the first 50' of the vegetated buffer zone to be established as a vegetated buffer. The proposed enhancements or modifications shall be sufficient to achieve a compliant vegetated buffer as set forth in the FirstLight's "Shoreline Management Manual-A Homeowner's Guide to Shoreline Stabilization and Vegetated Buffer Zones". Planting plans should show the location, species, and quantity of proposed plants. Any planned phasing of the installation should also be indicated.

##### Additional information:

Depending on the activity proposed additional information may be required at the discretion of FirstLight.

- Summary of deeded rights with a copy of all lineage deeds. (For recent purchases this information may available within a Title Search)
- Property Survey, prepared by a CT Licensed Surveyor, with existing property outline, location of the FERC Project Boundary (as defined in Exhibit G of the License), area(s) of encroachment, easements, rights, conflicts and improvements throughout the property.
- Improvement Location Survey
- Boundary Stakeout Survey indicating the location of markers, both found and set.
- Topographic Survey with contours at 2' intervals.
- Location of all wetlands, watercourses, stormwater discharges and subsurface drainage.
- Proposed construction access and limits of disturbance.
- Site grading and drainage plans with final grading and details on proposed stormwater management.
- Erosion and sediment controls as planned to stabilize soils on site during and after construction.
- Cross sectional construction details of shoreline stabilization, retaining walls, and other proposed uses.
- CT licensed engineer seawall design and/or review.
- CT licensed engineer retaining wall design and/or review.
- CT licensed arborist report.
- Location and species of existing trees.