

Coastal Works Application Intake Checklist

Please ensure that all applications meet the following requirements prior to submission to the Ministry. For the avoidance of doubt, the term "date of submission" means the date the application is accepted for submission by the Ministry.

New Construction Coastal Works Applications:

1. Complete Coastal Works Application Form (2021 Version)

- a. Please ensure that all contact information is included
- b. Please ensure to fill out all necessary parts of the Application Form
- c. Must be signed by the registered property Owner, as per the Land Register.
- d. For properties owned by Strata or a Company, must be signed by a Company Director or Authorised Signatory(ies) of the Strata

2. Plan Set for the Proposed Works

- a. Please ensure that Plans are drawn by a local licensed Architect or Engineer
- b. Please include all plan sheets with as much detail as possible
- c. All plans must be drawn to scale (rough sketches will not be accepted)
- d. Ensure that all plans are dated within 12 months of the date of Application submission

3. Bathymetric Survey

- a. Ensure that the bathymetric survey is conducted by a local licensed surveyor
- b. Include dated Mean High Water Mark (MHWM) surveyed within the last 12 months of date of Application submission
- c. Ensure that the bathymetric survey is dated within 12 months of the date of Application submission

4. Buffer Map

- a. Must be issued by the Lands and Survey Department
- b. Dated within 60 days of the date of submission

5. Buffer Map Owner Listing

- a. Dated within 60 days of the date of submission
- b. Ensure that this document is date stamped by Lands and Survey Department

6. Land Register

- a. Dated within 60 days of the date of submission
- b. Date stamped by the Lands and Survey Department
- c. Ensure that the name(s) listed on the Land register is exactly as the Applicant's name on the CW application form



7. Registry Map Extract

- a. Dated within 60 days of the date of submission
- b. Date Stamped by the Lands and Survey Department

8. For Strata and Company-owned Parcels

- a. Please include a notarized Register of Directors

9. General Public Notice

- a. Please include draft wording in documents to be reviewed during the Intake Meeting
- b. The general public notice should not be advertised until the Ministry has given written confirmation that it has accepted the submission of the Coastal Works Permit application by issuing a CWL number AND the Ministry has given written approval of the wording for the public notice(s) for the application.
- c. Please ensure that the notice is placed in a local newspaper for one day a week for two consecutive weeks within 7 business days of receiving the CWL number for the application.
- d. The newspaper notice shall contain the following wording.....

"Notice is hereby given that [Applicant's Name] has submitted a Coastal Works Application to the Ministry of Health, Environment and Sustainability for [type of construction/dredge/fill] on Block xx Parcel(s) xx, [street address and area/district, e.g. xx Water Cay Rd., North Side, [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 and Sustainability, Government Administration Building, George Town, Grand Cayman, by emailing coastal.works@gov.ky, to be received within 21 days of publication of this notice."

10. Registered Mail Notice

- a. The Registered Mail Notice should not be issued to the Post Office until the Ministry has given written confirmation that it has accepted the submission of the Coastal Works Permit application. Within 7 business days of receiving the CWL number, notices should be issued and receipts submitted to the Ministry demonstrating proof of notices sent.

11. Proposed Mitigation Plans:

- a. Proposed mitigation measures are 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.
- b. Proposed Site Rehabilitation Plan (includes relocation and restoration activities), if applicable.
- c. Proposed Construction Schedule & Operations Plan, detailing materials, equipment and general procedures.

Reconstruction Coastal Works Applications:

12. Complete Coastal Works Reconstruction Application Form (2021 Version)

- a. Please ensure that all correct contact information is included
- b. Please ensure to fill out all applicable parts of the Application Form

13. Original Coastal Works Permit

- a. CW Applicant to provide a copy of the previously-issued coastal works permit which gives authorisation for the structure
- b. Ministry to verify whether a coastal structure was constructed prior to 1994

After-the-Fact Coastal Works Applications:

14. After-the-fact applications will be required for coastal works found to be constructed without proper prior authorisation by the Cabinet. An application for after-the-fact coastal works will be required to follow the SAME process as new applications outlined in steps 1-8 and 11 if still applicable to unfinished works. In addition, the following two steps shall reflect the after-the-fact nature of the application:

15. General Public Notice

- a. Please include draft wording in documents to be reviewed during the Intake Meeting
- b. The general public notice should not be advertised until the Ministry has given written confirmation that it has accepted the submission of the After-the-Fact Coastal Works Permit application by issuing a CWL number AND the Ministry has given written approval of the wording for the public notice(s) for the application.
- c. Please ensure that the notice is placed in a local newspaper for one day a week for two consecutive weeks within 7 business days of receiving the CWL number for the application.
- d. The newspaper notice shall contain the following wording.....

"Notice is hereby given that [Applicant's Name] has submitted an after-the-fact coastal works application to the Ministry of Health, Environment and Sustainability for [type of construction/dredge/fill] on Block xx Parcel(s) xx, [street address and area/district, e.g. xx Water Cay Rd., North Side, [Island, e.g. Grand Cayman, Cayman Brac or Little Cayman].

Any person having cause to make comment on this after-the-fact coastal works application should do so in writing to the Chief Officer, Ministry of Health, Environment and Sustainability, Government Administration Building, George Town, Grand Cayman, by emailing coastal.works@gov.ky, to be received within 21 days of publication of this notice."

16. Registered Mail Notice

- a. The Registered Mail Notice should not be issued to the Post Office until the Ministry has given written confirmation that it has accepted the submission of the After-the-Fact Coastal Works Permit application. Within 7 business days of receiving the CWL number, notices should be issued and receipts submitted to the Ministry demonstrating proof of notices sent.