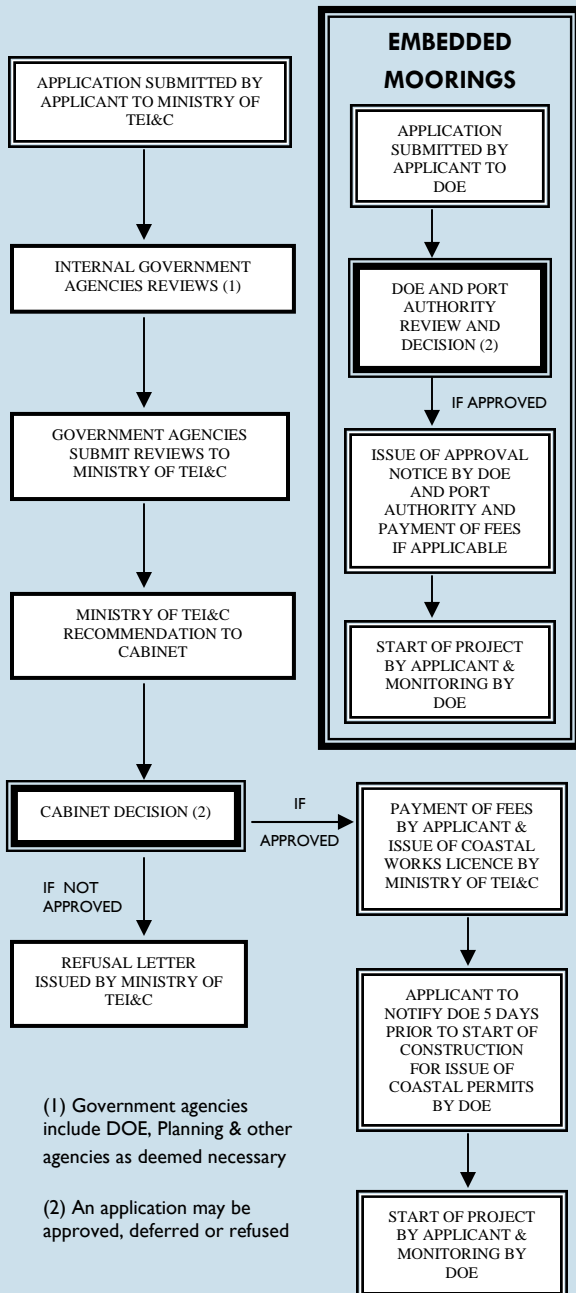


## How The Process Works



## EMBEDDED MOORING INSTALLATIONS

The Department of Environment and the Port Authority jointly review applications for embedded mooring installations (e.g. moorings that are installed by drilling, screwing or driving anchor rods into the seabed). Application forms can be obtained from the DOE office in the Cayman Islands Environmental Centre. Applicants must provide the proposed embedded mooring location, mooring design and materials, details of vessel using the mooring, and installation equipment and technique. The completed application form should be submitted to the DOE (Refer to process flowchart).

Generally, a fee is not applied when granting permission to install an embedded mooring.

It is the responsibility of the owner to maintain the embedded mooring in a useable condition.

## STORM MOORING INSTALLATIONS FOR COMMERCIAL VESSELS ONLY

The Environmental Zone is an exceptionally important feature of our marine ecosystem and access is limited under the Marine Conservation Law. Government recognizes the area also may offer hurricane protection and may permit installing permanent moorings under exceptional circumstances. Applications for installing commercial vessel storm embedded moorings within the Environmental Zone can be obtained from the DOE. If the application is approved, the applicant will pay an annual licence fee. The annual sum will be based upon the size of the embedded mooring and the impact to the seabed.

Prior to submission of the formal application, applicants are encouraged to consult with the Department of Environment regarding potential impacts of the proposed project or for information about the environment within which the project is proposed.

## Guide to Submitting Applications for Coastal Works



### Cayman Islands Government Department of Environment

P.O. Box 486, Cayman Islands Environmental Centre,  
580 North Sound Road, George Town,  
Grand Cayman, KY1-1106, Cayman Islands  
Tel: 345-949-8469  
Fax: 345-949-4020  
E-mail: doe@gov.ky

### Ministry of Tourism, Environment, Investment and Commerce

4th Floor, Government Administration Bldg,  
George Town, Grand Cayman, Cayman Islands  
Tel: 345-244-2458  
Fax: 345-945-1746



## GETTING STARTED

### Who needs a coastal works licence?

Persons who want to construct in, on, or over waters at or seaward of the mean high water mark (MHWM) or in, on, or over Crown-owned canals such as Governor's Harbour, Safe Haven Canal and Snug Harbour/Hyatt Canal must apply for a coastal works licence. This typically includes:

- Construction of
  - Seawalls
  - Docks & jetties
  - Launching ramps & slipways
  - Groynes
  - Embedded moorings (see reverse for embedded mooring application requirements and process)
- Excavation & dredging

### What needs to be submitted?

Application forms for coastal works may be obtained from the Ministry of Tourism, Environment, Investment & Commerce at the Government Administration Building, or the DOE at the Cayman Islands Environmental Centre. Applicants must provide a written description of the proposed project and its location, how works will be completed, what materials and equipment will be used, and what precautions will be taken to ensure the protection of the marine & terrestrial environment. Once the application form is complete, the following should be submitted to the **Ministry of TEI&C**:

- 3 copies of the completed application
- 4 complete sets of construction plans
- Registry map extract not more than 60 days old
- Land title not more than 60 days old
- Proof of newspaper advertisement (one advertisement per week for two weeks)
- Proof of notice to all waterfront property owners within 500 linear feet from boundaries of the proposed activity
- Proposed environmental mitigation plan

Construction plans must be certified by an engineer, architect, or surveyor and must include:

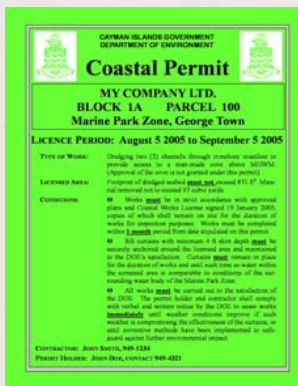
- A dimensioned site plan indicating
  - MHWM (not more than 60 days old)
  - Location & volume of proposed excavation or land fill areas
  - Sediment settling areas & associated drainage systems
  - Boundaries of significant geographical features e.g. channels, shoals
  - Natural communities e.g. seagrass, mangroves, coral, pan bottom, sand
  - Proximity to special aquatic or terrestrial sites e.g. marine parks, animal sanctuaries
- A dimensioned cross-section & elevation views
- A bathymetric survey drawing of the site
- Details of construction\*
  - Materials
  - Equipment
  - General procedures

Failure to submit all information requested may result in significant delays in processing the application.

\* Docks must be elevated at least 4 feet above high water level and must have at least 1/2 inch spacing between boards in order to promote seagrass growth.

### LICENCES & PERMITS

Once Cabinet has approved the project application, a coastal works licence is issued to the applicant by the Ministry. The licences are legally binding documents which contain specific conditions on how the works must be carried out, and must be signed by applicants and the Permanent Secretary of the Ministry to take effect.



The licence requires the applicant to notify the DOE five working days prior to commencement of works. The DOE will then issue two permits to the applicant. These permits must be visibly displayed on site near the area of coastal construction and by the roadside. Works shall not commence without these permits. If permits are not visible Marine Enforcement Officers will suspend works and penalties may be applied.

### FEES

There is no fee associated with submitting a coastal works application. If the application is approved, applicants may incur fees for royalties for use of Crown property, mitigation for damage of natural resources, and administrative and monitoring fees at the discretion of Cabinet.

## REBUILDING DAMAGED STRUCTURES

Previously authorized coastal structures damaged by hurricanes or storms can be rebuilt without the issuance of a new coastal works licence provided the following conditions are met:

- The Ministry of TEI&C must be advised of the applicant's intention to rebuild the approved structure. Application forms are available at the Ministry of TEI&C and the DOE.
- The structure must be rebuilt to the **same dimensions** as previously approved and licenced.
- The approved location, footprint and plan area of the structure must remain unchanged.
- Subject to the above requirements, the applicant will receive a letter from the Ministry advising that reconstruction can commence.
- The DOE must be notified of the commencement of works to allow for issuance of permits and monitoring.

No additional fees are incurred to rebuild a previously licenced structure providing that all above conditions have been met.

## UNAUTHORISED COASTAL WORKS & AFTER-THE-FACT APPLICATIONS

It is illegal to conduct coastal works without a licence. Unauthorized structures may be ordered to be removed. Offenders may incur fines, and/or be subject to prosecution. Submissions for after-the-fact applications may incur additional fees.