TOWN OF SHELTER ISLAND

38 NORTH FERRY ROAD - P.O. BOX 1549
SHELTER ISLAND, NEW YORK 11964-1549

DOROTHY S. OGAR
TOWN CLERK
REGISTRAR OF VITAL STATISTICS
FREEDOM OF INFORMATION OFFICER
RECORDS ACCESS OFFICER

townclerk@shelterislandtown.us

ADMINISTRATIVE (631)-749-1166
FAX NUMBER (631)-749-3436

WETLANDS PERMIT APPLICATION

NOTE: THE WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED UNTIL BOTH WETLANDS AND BUILDING PERMITS ARE ISSUED.

IMPORTANT: PLEASE READ INSTRUCTIONS (AT END) BEFORE COMPLETING THIS APPLICATION

A. CONTACT INFORMATION

Owner:_____ Date:_____

1. Address and Tax Map Number of Property seeking approval:

_____

Mailing Address_____

Telephone Numbers_____

Email Address_____

2. Applicant/Representative_____

Mailing Address_____

Telephone Numbers_____

Email Address_____

3. Name of Attorney (If applicable) _____

Mailing Address_____

Telephone Numbers _____

Email Address _____

4. Name of Surveyor _____

Mailing Address _____

Telephone Numbers _____

Email Address _____

B. DESCRIBE THE PROJECT

1. State exactly what you plan to do. Attach twenty-four copies of a plan showing the project.

_____

_____

_____

_____

_____

Before filing this application, you need a Letter of Disapproval from the Building Department. It will give you the information to answer the next two questions.

2. What Zoning District is this property located in? _____

3. Is the property located within the Near Shore and Peninsular Overlay District?_____

Site Characteristics:

4. Parcel Size (in acres or square feet) _____

5. What are the predominant soil types on the property?

Sand Loam Clay Fill Other (specify) _____

6. Please give the approximate depth to groundwater. _____ feet.

7. Provide an estimate of the depth of the water table on the property. _____ feet.

8. Are there areas on your property where water regularly puddles or runs off? Please explain:

_____

9. Do hunting, fishing or shellfishing opportunities presently exist on or adjacent to the property?
Yes No

10. Does the property contain any species of plant or animal life listed as rare, threatened or endangered by New York State, the New York State Natural Heritage Program or the United States of America? Yes No
If yes, please identify each species and its status as classified by New York State, the New York State Natural Heritage Program or the United States.

_____

_____

11. Has the property ever been used for disposal of solid waste or hazardous waste? Yes No

Project Information

12. Existing Square Footage: Building (all floors) _____ Deck/patio_____
Proposed Square Footage: Building (all floors) _____ Deck/patio_____

13. Number of Structures Proposed _____

Type _____ Dimensions _____

_____ _____

_____ _____

_____ _____

_____ _____

14. Setbacks of Structures from Wetlands Property Lines

_____

_____

15. What kinds of materials will be used during construction?

_____

_____

16. What measures will the contractor take to prevent runoff during and after construction?

_____

_____

17. If the project is a residence, how many bedrooms will the residence contain when the project is complete? _____

18. If the project is an addition/renovation to an existing structure, how many bedrooms does the existing structure contain? _____

19. How much, if any, natural vegetation will be cleared or removed for the project?

_____ acres _____ square feet

20. Type of Vegetation to be Cleared (include photos of existing vegetation):

Wetlands Mature Trees and Forest Brush Open Fields Other_____

21. How much of the following items will be removed as part of this project:

Soil _____ cubic yards Sand _____ cubic yards

Dredge Spoil _____ cubic yards Gravel _____ cubic yards

22. How much fill will be deposited on site: _____ cubic yards

How much fill will be deposited in connection with septic system: _____ cubic yards

23. Identify any existing or proposed sediment/erosion control structures, bulkheads, jetties and docks on the property.

_____

_____

24. When was the original Septic System installed? _____

When was the last improvement to the septic system? _____

Describe the septic system on the property today _____

_____

25. Does property have a buried oil tank?_____ Size?_____

26. If this project involves a swimming pool, please indicate:
Salt water pool Fresh water pool

Please describe the proposed pool fence and make sure its location is marked on the survey:

_____

Please be sure the location of pool drywells is marked on the survey.

27. Identify any other significant aspect of the Proposed Action

_____

_____

_____

C. STATUS OF APPROVALS

1. Have any wetlands permits under Chapter 129 of the Shelter Island Town Code been issued with respect to this property? Yes No
If so, give date(s) and number(s) of permit(s).

_____

_____

2. Has a wetlands permit or a letter of non-jurisdiction been obtained from the New York State Department of Environmental Conservation for this project? Yes No
If so, please attach a copy.

3. This application is made because of the presence of one or more of the following natural features on or adjacent to the site (please circle all that apply):
Tidal Wetlands Freshwater Wetlands

4. Are there any rights-of-way, easements or restrictive covenants which encumber the property?
Yes No
If so, please indicate the nature of these restrictions and supply copies of the legal instrument (i.e., deed, covenant, conservation easement, etc.) which created this restriction.

_____

_____

5. Was Suffolk County Health Department approval required for this project? Yes No

What is the permit number of the approval given this project by the Suffolk County Health Department?_____ (Attach twenty-four copies of the permit to this application.)

6. Is a permit required from any other agency? Yes No
If so, please name agency and date of permit _____

_____

D. JUSTIFICATION FOR PERMIT

1. Identify aspects of this project that do not meet the recommended setbacks set forth in Chapter 129, Wetlands, of the Town Code and state the proposed setback.

_____

_____

2. Explain why this project does not or cannot be located outside the vegetative buffer and/or regulated area.

_____

_____

3. Explain why you believe that the project will not impair the function and value of the wetlands and buffer.

_____

_____

4. What steps have you taken to ensure that the project will not have a negative impact on the quantity and quality of groundwater?

_____

_____

5. What can you show to prove that the project will not create a net increase in the risk of runoff?

_____

_____

_____

E. MITIGATION MEASURES

1. List at least three specific mitigation measures that you will include in your project to offset the potential adverse environmental impacts of this project. These can include upgrades in septic processing, removal of structures from regulated areas, addition of vegetative buffers, covenants to maintain portions of the property as open space or other activity. Be as specific as possible.

a._____
b._____
c._____
d._____
e._____

_____ I am the owner of this property and submit this application.

_____ I am the agent for the applicant and submit this application (with attached owners endorsement).

I affirm that the above statements are true to the best of my knowledge.

Dated:_____ _____

Applicant's Signature

Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:	Telephone:		
	E-Mail:		
Address:			
City/PO:	State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO ☐	YES ☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:		NO ☐	YES ☐
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____acres			
4. Check all land uses that occur on, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

OWNER'S ENDORSEMENT
(TO BE SIGNED IF APPLICANT IS NOT THE OWNER)

STATE OF NEW YORK)

) ss.:

COUNTY OF SUFFOLK)

_____, being duly sworn, deposes and says:

I reside at _____, in the County of _____ and the State of _____, and I am the (owner in fee) (officer of the Corporation which is the owner in fee) of the premises described in the foregoing and that I have authorized _____ to make the foregoing application as described herein.

_____
Signature

_____
Signature

_____
If Corporation, name of Corporation

_____
Officer's Title

Sworn to before me this _____
day of _____, 20_____

_____
Notary Public

Town Board
CERTIFICATION
To be Signed by Applicant(s)/Owner(s)

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a wetlands permit now pending before the Town of Shelter Island.
2. I reside at _____.
3. The nature of my interest in the aforesaid application as follows (circle answer):
I am the owner tenant bank Other _____.
4. It is my understanding that the Shelter Island Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Shelter Island Town Board an other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise. The following Town officials have an interest in this property: _____.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either corporation or company, etc., list all officers): _____
_____
6. By signing this form, I authorize Town staff and Town Board members to enter onto my property to perform an on-site inspection of the changes for which I am applying.

_____ _____
Signature(s)

Please print name(s) _____ _____

Sworn to before me this _____
day of _____, 201 _____.

_____
Notary Public

NOTICE TO ADJACENT PROPERTY OWNERS

In The Matter of the Petition of _____
to the Town Board of the Town of Shelter Island

TO: _____

YOU ARE HEREBY GIVEN NOTICE:

1. That the undersigned has petitioned the Town Board of the Town of Shelter Island to request a Wetlands Permit to: _____
_____.

2. That the property which is the subject of the Petition is located within two hundred feet of your property and is designated as follows: _____
_____
_____

3. That the property which is the subject of such Petition is located in the following Zoning District: _____

4. That by such Petition, the undersigned will request the following relief: _____
_____
_____

5. That the provisions of Chapter 129, Wetlands, of the Code of the Town of Shelter Island, applicable to the relief sought by the undersigned are Article _____ Section _____

6. That a written Petition requesting the relief specified above has been filed in the Shelter Island Town Clerk's Office at 38 North Ferry Road, Shelter Island, New York, and you may examine same at any time during regular office hours.

7. That before the relief sought may be granted, a public hearing must be held on the matter by the Town Board; that a notice of such hearing must be published at least ten (10) days prior to the date of such hearing in the Shelter Island Reporter, the official newspaper of the Town of Shelter Island and designated for the publication of such notices; and that you or your representative have the right to appear and be heard at such hearing.

Dated: _____

_____
Petitioner

_____
Address

_____

AFFIDAVIT OF MAILING OF NOTICE

(Attached Certified Mail Receipts)

Names & Addresses:

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

_____, residing at _____
_____, being duly sworn, deposes and says that on the _____ day of _____, 20_____, deponent mailed a true copy of the Notice To Adjacent Property Owners, directed to each of the above named persons at the addresses specified; that the addresses indicated are the addresses of said persons as shown on the current assessment roll of the Town of shelter Island; that said notices were mailed at the United States Post Office at _____
_____; and that said Notices were mailed to each of said persons by certified mail.

_____
Signature

Sworn to before me this _____
day of _____, 20_____

_____
Notary Public

(This Affidavit is not required to be transmitted to adjoining property owners.)

AFFIDAVIT OF POSTING OF SIGNS

STATE OF NEW YORK
COUNTY OF SUFFOLK
TOWN OF SHELTER ISLAND

_____, being duly sworn, deposes and says, that he/she has complied with Section 129-4 of the Shelter Island Town Code by displaying the required sign(s) concerning the Wetlands Application filed with the Town Board for the following application:

Owner _____
Location of Property _____
Suffolk County Tax Map Number _____

Date sign(s) was/were posted: _____

_____
Affiant

Sworn to before me this _____
day of _____, 20 ____.

_____
Notary Public

INSTRUCTIONS

Please note that submission of an accurate, thorough application with all necessary information supplied is a prerequisite to the processing of the application and the timely scheduling of a public hearing. **AN INCOMPLETE APPLICATION MAY BE RETURNED TO YOU FOR COMPLETION AND WILL DELAY THE REVIEW OF YOUR APPLICATION.**

Chapter 129 of the Shelter Island Town Code sets forth the process and standards for issuance of a wetlands permit. Upon receipt of an application in proper form, the application will be forwarded to the Building Department for review for compliance with the Code and with the letter of disapproval. The Town Board will review the application for completeness at a work session. The Building Department and Town Board reserve the right to request additional information not specifically required by this application form as may be necessary to make a fair, reasonable and informed decision on this application. The complete application is referred to the Planning Board and Conservation Advisory Council for a 45 day comment period. The matter is then set for a public hearing, requiring applicant to give mailed notice to adjacent property owners. Applicant shall also file a radius map prepared by a professional on or before the commencement of the public hearing. A decision will be made within 60 days following the public hearing. The applicant or his agent shall also erect or cause to erect a sign or signs (available in the Town Clerk's Office) which shall be displayed on the parcel upon which the application is made, facing each public street on which the property abuts, giving notice that an application has been made to the Town Board, and stating the time and place where the public hearing will be held. The sign(s) shall not be located more than ten (10) feet from the street line, and shall not be less than two (2) nor more than six (6) feet above the natural grade at the street line. The sign(s) shall be displayed for not less than ten (10) days immediately preceding the public hearing date. The applicant shall also file an Affidavit of Posting of Signs which states that (s)he has complied with this provision. Failure to submit such affidavit shall result in the adjournment of the public hearing.

Please be advised that Town officials may be visiting the property to review the application and make appropriate recommendations.

This form is an application for an Administrative Wetlands Permit. It must be **fully** completed, either typed or printed in ink, and meet all requirements set forth below. **Twenty-four copies** of the completed application, along with the requirements listed below, shall be submitted to the Town Clerk.

This application must be accompanied by each of the following. Check off all items submitted.

_____ **Application.** The application must have complete and correct owner's name and mailing address. A correct Suffolk County Tax Map Number and house number must be included within the application. The application must be signed by the owner of the property. Applicant must provide **twenty-four (24) copies** of the application.

_____ **Application Fee.** Submission of an application fee of $250 in the form of cash, check, or money order.

_____ **Letter of Disapproval from Building Department.** This is issued by the Building Permits Coordinator after an evaluation of the zoning, plans, wetlands regulations and property. It establishes the basis for permit review. Applicant must provide **twenty-four (24) copies** of the letter of disapproval.

_____ **Survey.** Submission of **twenty-four (24) blueprint copies** of an up-to-date signed, guaranteed survey giving a detailed layout of the lot or parcel, drawn to scale and clearly showing the following:

A. **Property Lines**. All property lines with directional bearings and distances, the property's relationship to adjoining premises and public streets, and lot area.

B. **Wetlands Lines.** The nature, size and location of any wetlands as defined in the Town Code, as well as any natural features of the site within one hundred feet of the landward wetlands boundary. You should mark both the regulated area (100 feet) line and the adjacent regulated area (75 feet) line. Both lines should be located and flagged by an environmental consultant before being placed on the survey, and the flagging should be left for review by Town officials.

C. **Topography**. Existing topography of the site at two foot contour intervals as referred to in the 1929 NGVD datum, the boundary line of mean high water where the parcel bounds on tidal waters, and water depth contours for fill projects or pond enlargements.

D. **Regrading.** Proposed topography of site contours after construction, in either a site plan or survey.

E. **Well and Septic**. Location of existing and proposed wells and septic systems, and the locations of adjacent wells and septic systems if within 150 feet of the subject property.

F. **Runoff Drywells.** Location of existing and proposed drywells for roof runoff, pool, driveway and other impermeable areas.

G. **Runoff retention.** Location of hay bales and/or silt fencing that will be installed to control runoff during construction.

H. **Work locations and dimensions.** The location of all existing and proposed buildings, structures and improvements (including driveways and parking areas) with setback dimensions to each proposed structure shown from all property lines and wetlands. (Closest point from wetlands boundary should be clearly marked depicting setbacks in linear feet.) The existing and proposed edge of clearing should also be demonstrated. Number of stories should also be specified.

I. **Pool Fence.** If a pool is proposed, please mark location of pool fence.

J. **Property easements.** The locations of all known easements, roads, trails, rights-of-way and utilities on, over or immediately adjacent to the site.

K. **Vehicle Access.** Indicate the area where vehicles will access the construction. Will all access be on applicant's property? Yes No

L. **Zoning.** The zoning district or districts and any zoning overlay districts in which the property is located, the Suffolk County Tax Map Number, and a directional arrow.

M. **Driveway.** Please indicate whether the driveway is permeable or impermeable.

_____ **Approvals**. Submit **twenty-four copies of permits** for this project from other involved agencies such as the NYS Department of Environmental Conservation, Suffolk County Health Department, Army Corps of Engineers, etc.

_____ **Vegetation Plan**. A vegetation plan must be submitted for any proposal which involves new construction, showing the way in which the vegetative buffer will be affected, preserved, or replanted. The submission should include a list of replacement plants, and clearly show the plans to mitigate runoff on the property. Photos of the existing vegetative buffer and existing sedimentation/erosion controls should be included. Submit **twenty-four copies.**

_____ **Floor Plans.** If the requested Wetlands Permit involves a building, please submit **twenty-four 8.5 x 11 copies plus one full size copy (1/4" scale)** of the floor plans showing room use.

_____ **Building Elevations.** If the requested Wetlands Permit involves a building within the Regulated Area, please submit **twenty-four 8.5 x 11 copies** of the building elevations. The submission should include a cross section showing any significant grade changes and elevations of swimming pools and other proposed structures.

_____ **Insurance.** Please attach a certificate of insurance showing the Town of Shelter Island as an additional insured under a comprehensive general liability policy with minimum limits of $500,000.