



## 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.

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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:

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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.

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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.

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

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

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

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

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**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.

|  |  |                                |                                 |
|--|--|--------------------------------|---------------------------------|
| <b>Part 1 - Project and Sponsor Information</b>  |  |                                |                                 |
| 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?<br>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<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |
| 2. Does the proposed action require a permit, approval or funding from any other governmental Agency?<br>If Yes, list agency(s) name and permit or approval:   |  | NO<br><input type="checkbox"/> | YES<br><input type="checkbox"/> |
| 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.  |  |                                |                                 |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)  |  |                                |                                 |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____  |  |                                |                                 |
| <input type="checkbox"/> Parkland  |  |                                |                                 |



|  |  |   |
|--|--|---|
| <p>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)?<br/> If Yes, explain purpose and size: _____<br/> _____<br/> _____</p> | <p><b>NO</b></p><br><br><input type="checkbox"/> | <p><b>YES</b></p><br><br><input type="checkbox"/> |
| <p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br/> If Yes, describe: _____<br/> _____<br/> _____</p>   | <p><b>NO</b></p><br><br><input type="checkbox"/> | <p><b>YES</b></p><br><br><input type="checkbox"/> |
| <p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br/> If Yes, describe: _____<br/> _____<br/> _____</p>   | <p><b>NO</b></p><br><br><input type="checkbox"/> | <p><b>YES</b></p><br><br><input type="checkbox"/> |
| <p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>   |  |   |

**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 fore-  
going 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 and 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 per-  
sons 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 per-  
sons 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.