

TOWN OF MAMARONECK PLANNING BOARD
WETLANDS AND WATERCOURSES PERMIT CHECKLIST

Print property address, tax block & lot

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, REFER TO **CHAPTER 114** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 114 ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FORTY-FIVE (45) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD'S INITIAL CONSIDERATION OF THE APPLICATION.

NO DOCUMENTS FROM APPLICANT WILL BE CONSIDERED BY THE PLANNING BOARD IF RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO THE APPLICABLE PLANNING BOARD MEETING. ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

This signed and dated checklist is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.

THE APPLICANT HAS SUBMITTED THE FOLLOWING¹

- 1. An application, application fee, engineering, and inspection fee in amounts set forth in the fee schedule approved by the Town Board
- 2. The name, address, email address and telephone number of the applicant and of the property owner, if different
- 3. A copy of the deed of ownership and if the applicant is not the owner, a notarized statement from the owner authorizing the applicant to proceed on behalf of the owner
- 4. The applicant has identified on the application any Town officer, employee or board member with an interest in this application
- 5. A summarized list of all other permits and/or applications which have been or must be made by the applicant in order to proceed this application

¹ If any of the items in this checklist are not submitted herewith, please provide an explanation.

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6. Copies of any previously issued site plan approvals, special permits, variances, covenants and/or restrictions affecting the subject property, resulting from a Town and County record search

7. A completed and signed environmental assessment form, unless it is a Type 2 Action under the State Environmental Quality Review Act as determined by the Town Environmental Planner

8. A map showing property and adjacent properties, including all improvements and streets, within a radius of 500 feet from the perimeter of the site, at a scale of not more than 50 feet to the inch, including all relevant deed restrictions or covenants

9. An area map at a scale of one inch equals 400 feet, on the same drawing, showing all streets and all property (with all improvements thereon) within 1,000 feet of the boundaries of the applicant's property. All property held by the applicant, in whole or in part, individually or in any manner, in the area is to be identified

10. A list of all property owners within a one-hundred-foot radius of the perimeter of the subject property, along with their mailing addresses

11. A survey conducted within one year of this application, certified by a licensed surveyor, showing existing structures and features such as wetlands and watercourses, driveways, parking lots, walkways, etc., as well as the location of any easements or rights of way

12. A statement of the proposed work and purpose thereof

13. A statement that the property owner and applicant will indemnify and hold the Town or its representatives harmless against any damage or injury in connection with the activities for which a permit is being sought

14. Complete plans certified by a licensed engineer, architect, land surveyor or landscape architect, drawn to a scale no less detailed than one inch equals 20 feet showing the following:

A. The location and quantification of all wetlands/watercourse and wetland/watercourse buffer areas

B. A description of the existing vegetative cover of the regulated area, including dominant species

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C. A landscape plan showing the sizes and species of all existing and proposed trees, grasses, aquatic plants and shrubs

D. A description of the on-site soil types including the location of percolation tests and deep test pits, identifying the depths to ground water and/or bedrock

E. The location of the construction area or area proposed to be disturbed, and its relation to property lines, roads, buildings and watercourses within 250 feet of the proposed activity

F. The exact locations, specifications and amount of all proposed draining, fill, grading, dredging and vegetation removal or displacement, and the procedures to be used to do the work

G. The location of any well(s) and depth(s) thereof, and any disposal system within 100 feet of the area(s) to be disturbed

H. The existing and proposed contours at two-foot intervals in the proposed disturbed area and to a distance of 50 feet beyond; and elevations of the site and adjacent lands within 200 feet of the proposed activity

I. Details of any temporary or permanent drainage system proposed both for the conduct of work, and after completion thereof, including locations at any point discharges, artificial inlets, or other human-made conveyances which would discharge into the wetland or wetland buffer, and measures proposed to control erosion, both during and after work

J. Where creation of a lake or pond is proposed, details of the construction of any dams, embankments, outlets or other water-control devices, and analysis of the wetland hydrologic system, including seasonal water fluctuation, inflow/outflow calculations and subsurface soil, geology and groundwater conditions

K. Where creation of a detention basin is proposed, with or without excavation, details of the construction of any dams, berms, embankments, outlets or other water-control devices, and an analysis of the wetland hydrologic system, including seasonal water fluctuation, inflow/outflow calculations and subsurface soil, geology and groundwater conditions

L. Details of erosion and sediment control practices, including a diagram showing what and where erosion and sediment control practices will be implemented and a schedule for their installation and maintenance and any other information as specified in

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Chapter 95 of the Town Code (Erosion and Sediment Control)

M. Functional analysis of the wetlands and/or wetland buffer to be affected showing existing wetlands formation and impacts to those functions from the proposed activity including a written narrative addressing the factors to be considered as identified in Section 114.7.D(1)-(6) of the Town Code

FOURTEEN (14) COMPLETE APPLICATION PACKAGES ARE REQUIRED TO BE SUBMITTED TO THE DEPARTMENT OF BUILDING WITH DOCUMENTS ASSEMBLED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST. A MINIMUM OF FIVE (5) OF THE APPLICATION PACKAGES MUST CONTAIN FULL SCALE DRAWINGS; OTHERS CAN BE REDUCED SCALE COPIES.

The undersigned applicant(s) hereby certifies/certify that all documents checked above are submitted herewith and are accurate and complete.

Print Name of Applicant

Signature

Date

Print Name of Applicant

Signature

Date