

TOWN OF YORKTOWN – ENGINEERING – PLANNING BOARD – TOWN BOARD
MS4 STORMWATER MANAGEMENT / EXCAVATION PERMIT APPLICATION
WETLAND PERMIT APPLICATION and/or TREE PERMIT APPLICATION

APPLICANT CHECKLIST

Please Submit by Mail or In-Person to the
Engineering Department:

- Original Signed Application**
- Original Short or Long Environmental Assessment Form**
- Applicable Application Fee(s)**
- Check (s) Made Payable To: **Town of Yorktown****
- Do **NOT** Double Side or Bind Application or EAF.**
- One (1) Paper Set of Plans / Maps / SWPPP**
- PDF of Plans / Maps / SWPPP to: louise@yorktownny.gov**

NOTE:

- **Map/Plan/SWPPP Revisions: Submit One Paper and One PDF As Stated Above.**
- **Questions? – Call - #962-5722, ext. 220**

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SECTION: _____

BLOCK: _____

LOT#: _____

Job Site Address: _____

City/State/Zip: _____

Approval Authority: TE [] PB [] TB []

Application #: _____

Date Received: _____

Date Issued: _____

Date Expires: _____

Fee Paid: \$ _____

**NOTE: Application fees are doubled with
issuance of a Stop Work Order /
Notice of Violation as per Town Code.**

APPLICANT:

NAME: _____

COMPANY: _____

ADDRESS: _____

_____ ZIP: _____

PHONE: _____

EMAIL: _____

OWNER:

NAME: _____

COMPANY: _____

ADDRESS: _____

_____ ZIP: _____

PHONE: _____

EMAIL: _____

APPROVED PLANS AND PERMIT SHALL BE ON-SITE AT ALL TIMES

#	✓	Type	Approval Authority	Cost
1.		MS4 Stormwater Management Permit – Administrative	Town Engineer	\$300.00
		MS4 Stormwater Management Permit – Non-Administrative	Town Board / Planning Board	\$1,500.00
		Renewal Administrative MS4 Stormwater Management Permit	Town Engineer	\$150.00
2.		Wetland Permit – Administrative	Town Engineer	\$800.00
		Wetland Permit – Non-Administrative	Town Board / Planning Board	\$1,800.00
		Renewal Administrative Wetland Permit	Town Engineer	\$150.00
3.		Tree Permit	All	\$0.00

Complete the sections for the permits selected on page 1:

1. MS4 STORMWATER MANAGEMENT / EXCAVATION PERMIT (Dirt Disturbance)

Description of proposed activity. Description of proposed activity reflected on plan(s) / map(s):

2. WETLAND PERMIT

If project is in a wetland or wetland control area (buffer), description of wetlands:
(check all that apply)

Lake/Pond	_____	Control area of Lake/Pond	_____
Stream/River/Brook	_____	Control area of Stream/River/Brook	_____
Wetlands	_____	Control area of Wetlands	_____

Description of proposed activity in the wetland and/or wetland buffer. Description of proposed activity reflected on plan(s) / map(s):

Describe the proposed work including the following: i.e. maintenance, construction of dwelling, addition, driveway, culverts, including size and location.

3. TREE PERMIT

Description of Tree Removal:

Number of trees and/or stumps to be removed: _____

Sizes; approximate DBH: _____

Species of trees to be removed if known (i.e. Birch, Spruce): _____

Reason for removal: _____

Tree removal contractor: _____

Attach survey/sketch indicating property boundaries, existing structures, driveways, roadways and location of existing trees. **Trees must be marked in the field before inspection.**

PROPERTY OWNER CONSENT: **If another entity (e.g. contractor, consultant) is applying on the owner's behalf, the PROPERTY OWNER is to complete, sign and date this authorization:**

I, _____ hereby authorize _____ to apply for this Stormwater/Wetland Permit/Tree Permit on my behalf.

Signature: _____

Date: _____

Must be original signature. Digital signatures not accepted.

No application will be processed without the above-mentioned, required information.

GENERAL CONDITIONS – PLEASE READ WHAT YOU ARE SIGNING FOR:

1. The permittee is responsible for maintaining an active application. If no activity occurs within a six (6) month period, as measured from the date of application, the application will become null and void. Applications fees are non-refundable.
2. The Town of Yorktown reserves the right to modify, suspend or revoke this permit at any time after due notice when:
 - a. Scope of the project is exceeded or a violation of any condition of the permit or provision of the law pertinent regulations are found; or
 - b. Permit was obtained by misrepresentation or failure to disclose relevant facts; or
 - c. Newly discovered information or significant physical changes are discovered.
3. The permittee is responsible for keeping the permit active by requesting renewal from the Approval Authority. Any supplemental information that may be required by the Approval Authority, including forms and fees, must be submitted 30 days prior to the expiration date. The expiration date is one year from the date the bond is paid to the Engineering Department. In accordance with Chapter 178 of the Town Code, Freshwater Wetlands, Section 178-16 -Expiration of a Permit. **Renewal fee for an additional year is \$150.**
4. This permit shall not be construed as conveying to the applicant any right to trespass upon private lands or interfere with the riparian rights of others in order to perform the permitted work or as authorizing the impairment of any right, title or interest in real or personal property held or vested in person not party to this permit.
5. The permittee is responsible for obtaining any other permits, approvals, easements and right-of-way, which may be required.
6. Any modification of this permit granted by the Approval Authority must be in writing and attached hereto.
7. Granting of this permit does not relieve the applicant of the responsibility of obtaining any other permission, consent or approval from the U.S. Army Corps of Engineers, N.Y.C. Department of Environmental Protection, N.Y.S. Department of Environmental Conservation or local government, which may be required.

PRINT NAME

SIGNATURE OF APPLICANT

DATE

Must be original signature. Digital signatures not accepted.