

APPLICATION FOR WETLANDS PERMIT



**TOWN OF MOUNT PLEASANT  
ENGINEERING DEPARTMENT  
1 TOWN HALL PLAZA  
VALHALLA, NY 10595**

Dear Applicant:

Enclosed are the required forms for completing an application for a wetlands permit with the Town of Mount Pleasant. Each form is designed to be self-explanatory and when necessary, instructions for completing the forms have been included. If you have any questions, please call the Town of Mount Pleasant's Engineering Department at 742-2317. Please submit the completed application to :

**Town of Mount Pleasant  
Attn: Engineering Department  
One Town Hall Plaza  
Valhalla, NY 10595**

Checklist for completing an application for a wetlands permit:

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ SEQR - Short Environmental Assessment Form, when application reviewed by Engineering Dept.
- \_\_\_\_\_ SEQR - Long Environmental Assessment Form, when application reviewed by Planning Board.
- \_\_\_\_\_ Additional project descriptions, if appropriate or required.
- \_\_\_\_\_ Complete Site Plans, with original signature and seal of NYS licensed PE, RA or LA.
- \_\_\_\_\_ Fee enclosed, payable to the Town of Mount Pleasant. (checks only)
- \_\_\_\_\_ Other, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Note:** A Performance Bond may be required.

\_\_\_\_\_ THE APPLICANT SHALL SUBMIT THE ABOVE INFORMATION AS FOLLOWS:

**A. Engineering Department Review - Seven (7) Complete sets.**

or

**B. Planning Board Review - Seventeen (17) Complete sets.**

**Note:** The Planning Board review will follow SEQR requirements, which includes a public hearing.

**APPLICATION FOR WETLANDS PERMIT**

**Permit #** \_\_\_\_\_  
(ISSUED BY ENGINEERING DEPT.)

**1. IDENTIFICATION OF APPLICANT**

DATE \_\_\_\_\_

Owner \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Applicant \_\_\_\_\_  
(If other than owner)

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**Legal Signatures:**

Owner \_\_\_\_\_

Applicant \_\_\_\_\_

**2. IDENTIFICATION OF SUBJECT PROPERTY**

Address \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot (s) \_\_\_\_\_

Land Area \_\_\_\_\_ Zoning District \_\_\_\_\_

Flood Hazard Area \_\_\_\_\_ Vegetation \_\_\_\_\_

Habitat Suitability \_\_\_\_\_ Position of Wetland in Watershed ( Isolated, Headwater,  
Retention Area, alongside stream channel, etc.) \_\_\_\_\_

Soil Types \_\_\_\_\_ Character of Surrounding Settlement ( Commercial,  
Residential, Undeveloped, etc.) \_\_\_\_\_

Character of Surrounding Terrain ( Steep, Rocky, Rolling, Flat, etc.) \_\_\_\_\_

Rare Species on Site \_\_\_\_\_

NYSDEC Stream Classification \_\_\_\_\_

**3. PURPOSE OF APPLICATION AND RELIEF SOUGHT (Proposed Activity)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. APPLICANT HARDSHIPS (If Applicable)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. MITIGATING MEASURES PROPOSED BY APPLICANT: (Retention basins provided,  
of vegetation, erosion control measures, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR WETLANDS PERMIT (cont.)**

6. **FEES** \_\_\_\_\_ Engineering Department \$ 50.00  
\_\_\_\_\_ Planning Board \$ 100.00

Note: The appropriate review authority will be determined by the Town Engineer at the time of application. Please be advised that the applicant, if referred to the Planning Board, may also be subject to professional review fees. The \$ 100.00 filing fee is waived if the wetland is part of the Planning Board's review of a subdivision.

Any site for which an application has been submitted shall be subject to inspection upon notice to property owner and applicant at any reasonable time, including weekends and holidays, by the Town, or by members of the Conservation Advisory Council, Planning Board, or their designated representatives. By making of this application the above applicant agrees to indemnify and hold harmless the Town, its officers and employees against any damage or injury that may be caused by or a rise out of any entry onto the subject property in connection with the processing of the application during construction or within one (1) year after the completion of work.

NOTE: Applicant's attention is called to Paragraph 111-6, A 2 & A 3 of the Wetland's Control Ordinance.

7. **TOWN ACTION REQUIRED ( For Official Use Only)**

- Engineer Approval (Paragraph 111-5 B - Wetlands Control Ordinance)  
 Planning Board Approval (Paragraph 111-5 C - Wetlands Control Ordinance)  
 Planning Board Adjustment of Regulations (Paragraph 111-4 - Wetlands Control Ordinance)

8. **OTHER ACTION REQUIRED ( For Official Use Only)**

- Zoning Variance  Permits required (NYSDEC, etc.)  Other \_\_\_\_\_  
 Subdivision Approval  Health Department \_\_\_\_\_  
 Site Plan Review  Environmental Impact Statement (wetlands over 12.4 acres in size) \_\_\_\_\_

9. **REFERRAL ( For Official Use Only)**

- Town Engineer  \$ 50.00 Fee Paid  
 Planning Board  \$ 100.00 Fee Paid  
 Conservation Advisory Commission  
**Boundaries Determined by:**  
 U.S.D.A.S.C.S.  Wetland Consultant  
 N.Y.S.D.E.C.  Westchester County Soil Conservation Service

cc: Town Clerk, Town of Mount Pleasant  
County Clerk, County of Westchester (if Wetland is partially outside Town of Mount Pleasant).

10. **REFERRED TO ( For Official Use Only)**

Westchester County - Date \_\_\_\_\_ NYSDEC - Date \_\_\_\_\_

**Field Inspection By:**

- Town Engineer \_\_\_\_\_  
 Planning Board \_\_\_\_\_  
 Conservation Advisory Commission \_\_\_\_\_  
 NYS Dept. of Environmental Conservation \_\_\_\_\_  
 U.S.D.A. Soil Conservation Service \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION FOR WETLANDS PERMIT (cont.)

11. RECOMMENDATIONS: ( For Official Use Only)

Engineer:

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Planning Board:

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Conservation Advisory Commission:

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12. ACTION TAKEN: ( For Official Use Only)

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

By Engineer: \_\_\_\_\_

or

By Planning Board: \_\_\_\_\_

Submitted Plans (List Sheet #'s and Licensed Professional):

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Other Comments:

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