

TOWN OF POUND RIDGE WATER CONTROL COMMISSION
PERMIT APPLICATION GUIDELINES

FILING TIMETABLE

The Water Control Commission usually meets to consider applications on the second Wednesday of each month at 8:00 p.m. at the Town House. Please call the WCC office (914-764-3982) to confirm the date of the meeting. In order to meet the requirements for hearing notices, and to allow adequate time for inspections, the application must be filed at least 16 days prior to the meeting date with the Office of the Building Inspector, 179 Westchester Avenue, Pound Ridge, NY (914-764-4635). The application must be complete and have all necessary supporting documents (see requirements below). Incomplete applications will not be processed and late applications will be processed for the following meeting.

NOTIFICATION

Send notification of application (included in this packet) to all owners of record within 500' of the boundary of the subject property(ies) for the initial application by regular mail at least 15 days prior to the meeting. This information is available in the Assessor's Office.

Submit a copy of the notification letter, list of homeowners notified, and completed Affidavit of Notification (included in this packet), to the Water Control Commission prior to the meeting.

MATERIALS TO BE FILED WITH THE APPLICATION

1. _____ Completed application with payment fee as follows:
 \$150 developed lot, \$225 undeveloped lot, \$275 when related to a subdivision permit, \$150 each lot in a subdivision requiring wetlands permit.
2. _____ Submission of supporting documents (3 sets) that fully describe the existing conditions and proposed changes, which shall be prepared and stamped by an engineer, architect, or landscape architect licensed to practice in the State of New York (when the cost of the proposed work is greater than \$500).
3. _____ Drawings sufficient to describe all work to be performed with the dimensions, size, location and distance to the wetland controlled area. All drawings shall include the owner's name and address, block and lot number, adjacent property owners, north arrow, scale, owner's name, and preparer's name, address and telephone number.
4. _____ Location map.
5. _____ Professional site plan that includes boundary lines, property dimensions, all existing buildings, structures, paved areas and roadways, easements and any other special features.
6. _____ A line locating the wetlands controlled area on the subject property (and the wetlands controlled area within 150 feet of the property).
7. _____ A line locating the wetlands minimum activity setback area 150 feet from the wetlands controlled area.
8. _____ The location of ponds, streams and drainage ways with the direction of flow indicated.
9. _____ A detailed list of the work to be performed under this application and sequence of work.

10. _____ Contour lines that describe the existing topography and the proposed topographical changes with relevant cross-sections and profiles.
11. _____ The proposed siltation control measures with location and details of installation.
12. _____ Limit of clearing, trees to be removed, location of existing vegetation, alteration to existing vegetation, and new vegetation proposed (where applicable).
13. _____ A line that defines the “contract limits” which indicates the area of the property that can be utilized during the construction period.
14. _____ The location for excavated earth and rock stockpile, movement, and placement with calculations and quantities of material.
15. _____ Westchester County Health Department approval. Approvals of other board if required: _____ Planning Board, _____ Zoning Board of Appeals, _____ NYSDEC, _____ NYSDOT, _____ Other agency
16. _____ SWIMMING POOLS: Include additional information that describes the size and location of pool, location of pool equipment, type of filtration, and the proposed method for control of filter backwash water and pool drainage.
17. _____ List of property owners and their addresses within 500' of the perimeter of the applicant's property.
18. _____ If the applicant is not the owner, a letter from the owner authorizing the applicant to act on his/her behalf.
19. _____ Completed EAF (included in this packet)
20. _____ Verification of taxes paid (included in this packet)
21. _____ Completed Zoning Conformance Worksheet (included in this packet) for the purpose of determining if Planning Board approval is required.
22. _____ Affidavit of Notification (included in this packet)

SITE VISITS

Prior to hearing the application at the meeting, the Water Control Commission will inspect the site of the proposed work (usually a Tuesday morning prior to the meeting). You will be notified if the property owner or a representative must be available at the time of the inspection.

ALL RELEVANT LOCATION POINTS ON THE SITE SHOULD BE STAKED (DWELLING, SEPTIC).

MEETING

The owner or a representative should be present at the hearing.

PERMIT

After a hearing is held, the Commission will issue a resolution. When all required conditions are met (including any additional items required, such as a bond or revised plan) the owner/applicant can then apply for a wetlands permit.

ZONING CONFORMANCE WORKSHEET
Town of Pound Ridge

Applicant: _____ Address: _____ Block/Lot: _____ Date: _____

	EXISTING	PROPOSED	TOTAL	R-3A	R-2A	R-1A	% THRESHOLD (Total/Threshold)
a. Principal Dwelling				(Maximum Allowable Building Threshold sq. ft.)			
b. Other Buildings							
TOTAL BUILDING COVERAGE							4,500] 3,600 [2,600
a. Total Building Coverage (from above)				(Maximum Allowable Lot Threshold sq. ft.)			
b. Driveway							
c. Other Structures/Improvements (1) pool (2) tennis court (3) patio, deck, walks							
TOTAL LOT COVERAGE							12,000] 9,000 [7,000

ZONING DISTRICT	MINIMUM REQUIRED SETBACKS			EXISTING	PROPOSED	INCREASED MINIMUM SETBACKS (Minimum Required x % Threshold Rounded up to 5' increments)
	R-3A	R-2A	R-1A			
a. Front Yard	60'	60'	50'			
b. Side Yard	50'	50'	35'			
c. Rear Yard	75'	50'	50'			
d. Vegetated Buffer	20'	15'	10'			

Instructions for Completing Zoning Conformance Worksheet

1. Enter existing and proposed square footage of all property coverage and enter total.
2. Divide this total by the maximum coverage threshold for your zoning district (R-3A, R-2A, R-1A)
3. Enter the percentage in the right column
4. Adjust this percentage to a decimal to calculate increased setbacks in the table at the bottom of the worksheet. For example, if the “% Threshold” is 121%, and you are in an R-3A district, multiply each setback by 1.2 (1.2 x 60’ front yard = 72’ rounded up to the nearest 5’ increment = 75’) (1.2 x 50’ side yard = 60’)
5. Enter the increased setbacks in the column to the right. Identify these increased setbacks as well as the minimum setbacks on the site plan.

**NOTIFICATION OF APPLICATION
WATER CONTROL COMMISSION
Town of Pound Ridge, NY**

Date _____

To: _____

Dear Madam or Sir:

Please be advised that an application has been made for approval for a permit from the Water Control Commission of the Town of Pound Ridge for the following property:

Name _____

Address _____

Block/Lot _____

You are being notified of this application since you are a property owner located within 500 feet of the perimeter of this property.

Details of the proposed application are as follows:

The meeting will be held at the Pound Ridge Town House, 179 Westchester Avenue on _____ at 8:00 p.m., at which time the details of this application will be presented. For a complete agenda of hearings to be held on that date, consult our website at **townofpoundridge.com**.

Plans are available for review in the Water Control Commission office.

Sincerely,

Signature of Applicant

**AFFIDAVIT OF NOTIFICATION
TO BE COMPLETED BY APPLICANT OR DULY AUTHORIZED
REPRESENTATIVE**

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss.

_____, being duly sworn, deposes and says that he/she is (are) the owner(s) of record or representative of the owner of the property located at

_____, which is the subject of an application for approval before the Water Control Commission of which is herein made. That the above-mentioned name of record of said premises has hereby sent notification of their application for the Town of Pound Ridge Water Control Commission to all owners of record within five hundred (500) feet of the boundary of the subject property by regular mail, and is in receipt of the proper documentation stating that all such notifications were received by said owners of record. That the statements contained herein are true to the best of the deponent's knowledge and belief, and are made for the purpose of inducing the Water Control Commission of the Town of Pound Ridge to approve the application submitted.

Signed _____

Print Name _____

Title _____

Sworn to before me this the _____

Day of _____, 20_____

Notary Public

Town of Pound Ridge

Debbie Damascus
Receiver of Taxes

Tel.: 914-764-5511
Fax: 914-764-0102



Date: _____

PURSUANT TO LOCAL LAW 1 OF 1988 COLLECTION OF FEES, FINES, ASSESSMENTS AND CHARGES

To Whom It May Concern:

The Receiver of Taxes, of the Town of Pound Ridge, New York 10576, does hereby certify that all current taxes due on the property designated as:

Section _____ Block _____ Lot _____, of the Town of Pound Ridge assessment map are paid to date.

The said parcel being assessed to: _____

NOTE: This document is valid only until the close of the next tax-billing period

Ending on: _____.

Debbie Damascus
Receiver of Taxes

COMMENTS:

617.20
Appendix B
Short Environmental Assessment Form

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?		NO	YES
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.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<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			

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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT