

**Town of Pound Ridge**  
**WATER CONTROL COMMISSION APPLICATION**

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

Project Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this application, the owner authorizes the Water Control Commission and any member of other Town Boards or Commissions, as well as it's agents, consultants or employees the right to enter the premises for the purpose of gathering information pertinent to the application.

Name of Applicant (if other than owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit a letter of authorization from the owner to sign on their behalf.*

Name of Registered Engineer/Architect: \_\_\_\_\_ NYS License # \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**IDENTIFICATION OF PROPERTY**

Block/Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Area (in acres): \_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED: Attach separate sheet if necessary.**

Check if proposed work is within a: DEC regulated area  DEP regulated area  FEMA Flood Plain

Are there any Conservation Easements on the property? \_\_\_\_\_

Identify other Town and/or governmental approvals required: \_\_\_\_\_

Decision (dates): Permit Approved \_\_\_\_\_ Tabled \_\_\_\_\_ Denied \_\_\_\_\_

Permit # \_\_\_\_\_ Date Issued \_\_\_\_\_ Fee Paid \_\_\_\_\_

Bond Amount \_\_\_\_\_ Form \_\_\_\_\_ Posted by \_\_\_\_\_

**Submit application with fee to the Building Department at the Town House, 179 Westchester Avenue, Pound Ridge, NY 10576. Digital files submitted to Christeen at [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com). If approved by the WCC & signed by the Building Inspector, this application becomes your Wetlands Activity Permit.**

**Building Inspector:** \_\_\_\_\_

## Water Control Commission (“WCC”) Approval Process

**Meeting:** The WCC typically meets on the 2<sup>nd</sup> Wednesday of each month at 7pm. The complete application must be submitted at least 14 days prior to the monthly meeting. Please contact Christeen at 914.764.3982 or at [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com) to confirm the meeting date, time & format-in-person, via Zoom or hybrid.

All meeting details are on the monthly calendar at <https://www.townofpoundridge.com>.

**Site Walk:** Prior to the meeting, the WCC will visit the site of the proposed work- typically the morning of the meeting around 8:30am. You will be notified, but it is not necessary to be present at the site walk. All relevant location points on the site must be staked prior to the site walk.

**Permit:** When all conditions of approval are met including any additional items required, such as a bond or revised plan, and approvals from other Boards, if required, the owner/applicant can then be issued a wetland permit.

**Release of Bond:** Upon the Building Inspector’s final inspection & approval, the design professional who prepared the drawings sends a letter stating the work has been completed per his/her specifications & includes the details of the refund (to whom & where the check should be sent) to Christeen via email; [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com). Christeen will confirm with the Building Department that the work passed final inspection. Christeen submits the refund to the Town Board for approval at the next available Town Board meeting & submits it to the Finance Department at the same time for processing.

### **Application:**

- **Submit a complete application with fee to the Building Department at the Town House, 179 Westchester Avenue, Pound Ridge, NY 10576.**
  - **Fee: \$150 developed lot, \$225 undeveloped lot- check payable to the Town of Pound Ridge**
- **Submit all files as PDFs to the WCC Administrator - Christeen [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com). Upon receipt, Christeen will notify neighbors within 500’ of the property & confirm taxes are paid to date for the property.**
- **Comprehensive Site Plans that indicate the existing conditions and proposed changes, prepared and stamped by an engineer, architect, or landscape architect. – 7 copies**  
**Site Plans should include the following, indicated on a single drawing, if applicable:**
  - Owner's name, address, block and lot number, adjacent property owners, north arrow, scale, and preparer’s name, address & telephone number.
  - Boundary lines, property dimensions & elevations, all existing buildings, structures, paved areas & roadways, easements and any other special features. Location map of the property.
  - A line indicating the 150' wetland-controlled area on the subject property as well as from offsite wetlands.
  - Location of ponds, streams and drainage ways with the direction of flow indicated.
  - Proposed additions with dimensions, size, location & distance to the wetland-controlled area.
  - Detailed list of the work to be performed & construction sequence of work.

- Contour lines that describe the existing topography & the proposed topographical changes with relevant cross-sections & profiles.
- Proposed siltation control measures with location and details of installation.
- Limit of clearing, trees to be removed, location of existing vegetation, alteration to existing vegetation, and new vegetation proposed.
- A line indicating the existing limit of lawn with a demarcation of the "no mow" zone.
- A line that defines the "contract limits" which indicates the area of the property that can be utilized during the construction period.
- Foundation/Excavation Details: Location for excavated earth and rock stockpile, movement, and placement with calculations and quantities of material.
- Location of dumpster & staging area for construction materials.
- Swimming Pools: Include additional information that describes the size & location of pool, location of pool equipment, type of filtration, & the proposed method for control of filter backwash water & pool drainage & method for seasonal draw down
- **Completed Code Conformance Worksheet - 7 copies**
- **Completed Short Environmental Assessment Form Part I- 7 copies**  
[https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf)

Or Utilize the DEC's EAF Mapper to automatically complete parts of the EAF & identify if there are potential environmental & cultural concerns on a site.  
[EAF Mapper \(ny.gov\)](#)  
Detailed Mapper Instructions: <https://gisservices.dec.ny.gov/EAFhelp>
- **Westchester County Health Department approval and, if required, approvals of other boards (Planning Board, Zoning Board of Appeals, NYSDEC, NYSDOT) – 7 copies**

# Town of Pound Ridge

## CODE CONFORMANCE WORKSHEET

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

Owner/Applicant: \_\_\_\_\_ Address: \_\_\_\_\_ Block/Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

	EXISTING + PROPOSED sq. ft. (footprint)	= TOTAL sq. ft. (footprint)	DIVIDE TOTAL BY COVERAGE OF YOUR ZONING DISTRICT	% THRESHOLD
Principal Dwelling			Threshold Building Coverage: <input type="checkbox"/> R-1A = 2,600 sq. ft. <input type="checkbox"/> R-2A = 3,600 sq. ft. <input type="checkbox"/> R-3A = 4,500 sq. ft.	Multiply figure by 100 to obtain percentage.
Other Covered Structures				
<b>TOTAL BUILDING COVERAGE</b>			= _____	= _____ %
<b>Total Building Coverage</b>				
Driveway: (pervious & impervious)			Threshold Lot Coverage: <input type="checkbox"/> R-1A = 7,000 sq. ft. <input type="checkbox"/> R-2A = 9,000 sq. ft. <input type="checkbox"/> R-3A = 12,000 sq. ft.	Multiply figure by 100 to obtain percentage
Other Structures: deck, patio, pool, tennis court, walkways				
<b>TOTAL LOT COVERAGE</b>			= _____ *	= _____ %

\* If the % Threshold exceeds 100%, use this decimal figure to calculate increased minimum setbacks below.

Example: if the "% Threshold" is 120%, & in an R-3A district, multiply each setback by 1.2 (1.2 x 60' front yard = 72' rounded up to 5' increments = 75')

ZONING DISTRICT	MINIMUM REQUIRED SETBACKS			EXISTING	PROPOSED	INCREASED MINIMUM SETBACKS (Minimum Required x % Threshold Rounded up to 5' increments) Plot these on the site plan.
	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'			