



TOWN OF RIVERHEAD
Conservation Advisory Council
200 Howell Avenue, Riverhead New York 11901
(631) 727-3200, Ext. 207

APPLICATION STANDARDS FOR CAC / CHAPTER 47 & 107

All plans/surveys must include the following information:

1. Location of all existing structures and proposed structures, including but not limited to docks, decks, swimming pools, bulkheads, sheds, tennis courts, retaining walls, etc.
2. Location of any wetlands (tidal or freshwater) or surface waters. Tidally influenced bodies of water must indicate the apparent high water mark and the apparent low water mark and the date and time the measurements were taken.
3. The applicant's name, the preparer of the survey, date prepared and any revision date.
4. A survey and topographical map with contours shown at two-foot intervals, showing, in detail, the scope of work to occur on the site.

All plans for residential or accessory structures must be done by a licensed surveyor, architect or engineer and include the following:

1. Limits of clearing, filling or disturbance to vegetation.
2. The limit of wetlands, the date and the person or agency who provided the delineation should be marked. Any water body adjacent to or on the project site should be indicated and shaded.
3. An accurate depiction and location of either the proposed or existing sanitary system including a cross-sectional diagram, the system's distance to Apparent High Water and/or the edge of any wetlands or water body; any dry well(s) and their recharge capacity; location and date of a recent test hole result showing depth to groundwater; and the distance to any private well. If retaining wall(s) are required, top and bottom elevation should be indicated at each corner of the retaining wall(s) and the total amount of fill required.
4. If fill is required for the construction, then the type and source of material, existing and proposed contours at 1 or 2 foot intervals using National Geodetic Vertical Datum (NGVD) must be provided. The flood zone designation should be indicated and proof that the structure will comply with the rules and regulations of the appropriate flood zone.
5. For primary residential structures or large impervious surfaces such as tennis courts and driveways, drainage calculations should be provided for four (4") inches of rainfall and adequate containment and overflow structures indicated.

Bulkhead, Revetment, Retaining Wall or Gabions Jetties, Groins and Breakwaters:

1. Location of proposed and existing structure(s), Apparent High Water, Apparent Low Water or wetland edge, distance to existing or proposed structure(s) or reference points (i.e. house, roads, property line, monument). In addition, the survey should indicate any bulkheads within 100 feet of the proposed bulkhead.
2. Cross Sectional Plan View, drawn to scale, of the structure(s) should include: location of and Storm or Spring High Water; existing and proposed elevations seaward and landward of proposed structure according to National Geodetic Vertical Datum (NGVD), and complete construction detail with specific dimensions.
3. Outline of excavation and/or fill. State amount, type and source of all required fill.
4. If the bulkhead is going to tie into that of the adjacent property, then consent from the appropriate property owner is required.
5. For any new Bulkhead or Erosion Control Device the following MUST be submitted with the application:

- a. estimate of erosion over preceding twenty (20) years and identification of the cause of erosion.
- b. analysis of available non-structural erosion protection measures. Before a structural measure can be considered for approval, the impracticality of non-structural measures must be shown.

Dock, Catwalk, Pier, Bridge:

1. Location of proposed structure(s) in relation to Mean High water or wetland edge, and distances to any existing structure(s).
2. Cross-sectional plan/view showing structure, dimensions and elevations above Mean Low Water, Mean High Water, and identified wetlands.
*** The Town Code of the Town of Riverhead requires all piers and docks to be placed a minimum of 4.0 feet above any wetlands, not be located within 10 feet of any side property line, be of open construction, and have a maximum length not to exceed 30% the width of the waterway, 150 feet or end at a water depth not to exceed 3.0 feet. ***

Dredging:

1. Cross-sectional plan view of the area to be dredged to include depth below the Low Water mark showing proposed depths in relation to National Geodetic Vertical Datum and adjacent slope.
2. Amount, in cubic yards, showing how this was determined, and type of sediment to be removed.
3. Means of dredging (i.e. hydraulic, clam shell bucket).
4. Limits of proposed spoil site and cross sectional diagram of spoil site indicating containment volume and interior and exterior elevations according to NGV datum. If dredging is to be done hydraulically, a complete diagram of the dewatering system should be included.
5. Authorization by the owner for the use of the spoil site



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CHAPTERS 47 AND 107 ~ APPLICATION CHECKLIST

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW

To avoid delays in the processing of your application be sure that all the information indicated below is included (where applicable) with your application. **A complete application consists of the following:**

1. **Application Form** - Must be filled out completely. Be sure to include a complete project description, stating the type of structure or work proposed with specific dimensions and areas for all activities. The application must also include the Suffolk County Tax Number, the property location, and be signed by the applicant/owner and dated.
2. **Owner's Consent Form** - must be completed by the owner of the property if the applicant is someone other than the owner of the property.
3. **Affidavit of Indemnity Form** - Completed and signed by the owner of the property and by a Notary Public. A second affidavit must be signed by the contract vendee of the property, if applicable, and notarized.
4. **Contiguous Owners** - Provide the name and addresses of all owners of lands contiguous to lands and waters where proposed project will take place.
5. **A copy of a current survey.**
6. **Performance Bond** - A performance bond or the security representing no more than five percent of the estimated cost of the proposed project as may be deemed necessary by the Town Board.
7. **Application Fee** – All applications must be accompanied by a \$100.00 nonrefundable fee. Fees are set by the Town Board of the Town Riverhead and may not be waived by Town personnel.
8. **Two recent photos of the project area** (projects may require more than two photos for better verification). Photographs should show any relevant feature on the property (structures, dunes, ponding areas, shoreline, etc.) and the approximate area of construction. Photographs should be labeled with applicant's name, date, and the direction in which photo was taken.
9. **Survey or Project Plan (2 complete sets)** - The surveyor, prior to the submission of the application, should stake out proposed structure(s). All plans must be drawn in a scale no less detailed than one inch equals forty feet or in a scale as required to meet the guidelines as required in the Riverhead Subdivision Regulations.

10. **This project will require the following approvals:**

Town of Riverhead:

Building Permit Zoning Board Approval Site Plan Approval Subdivision Approval

Other Agencies:

S.C. Dept. of Health Services NYSDEC US Army Corps of Engineers

11. **Copies of permits or pending applications required by other** agencies and/or including a New York State Department of Environmental Conservation (NYSDEC) Letter of non-jurisdiction.
12. **Covenants and restrictions** – Enclose copies of covenants and restrictions if parcel was part of a subdivision or Zoning Board of Appeals approval
13. **Short Environmental Assessment Form** – completed similarly to application

Chapter 107 - Tidal and Freshwater Wetlands

Chapter 47- Bays and Creeks

Commencement of work prior to obtaining necessary permits may be considered a violation of this chapter is hereby declared to be an offense punishable by a fine not exceeding \$1,000 or imprisonment for a period not to exceed six months, or both. Each day's continued violation of this chapter will constitute a separate additional violation.

In addition to any penalties, fines, forfeitures or injunctions that may be imposed pursuant to this , an applicant who files an application for a permit pursuant Chapter 107 and 47, after a violation of this chapter has occurred, shall pay triple the application fee.



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APPLICATION INFORMATION

Designated name of proposed development or project: _____

Applicant*: _____ **Owner*:** _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Suffolk County Tax Map Number: 0600/ _____ - _____ - _____.

• Location of site: _____

- Type of Permit Wetlands Natural Drainage System (Chapter 107) Dock, Mooring (Chapter 47) Combined (fees shall be confined)

• Start Date: _____ Approx. Completion Date: _____

Project Description:

- Bulkhead Dock Residence Accessory Structure
- Dredging Sanitary System Filling Addition to Existing Structure
- Planting New Road Clearing New Existing Other _____
- Work has commenced prior to filing, TRIPLE FEE REQUIRED Summons was issued prior to filing

• Project description; dimensions, amounts of fill, etc. _____

• Purpose of construction: _____

CERTIFICATION: I hereby affirm under penalty of perjury that information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law. As a condition to the issuance of a permit, the applicant accepts full legal responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless the Town from suites, actions, damages and costs of every name and description resulting from the said project.

 Date Signature

Sworn to before me this _____ day

of _____, 20

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment