



Town of Riverhead Conservation Advisory Council

4 W. 2nd Street, Riverhead, New York 11901
(631) 727-3200 ext.264 FAX (631) 727-9101

CHAPTER 295 – APPLICATION CHECKLIST

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT WITHOUT REVIEW

*****Please note that as of April, 2022, all Applications require submission of digital information on a Flash Card or Thumb Drive*****

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

1. ☐ **Application Form (3 copies)** – (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 (3 copies)** – Must be completed by the owner of the property if the applicant is someone other than the owner of the property. (A notarized letter written by owner naming agent is acceptable)
3. ☐ **Contiguous Owners** – Proved the name and addresses of all owners of lands contiguous to lands and waters where proposed project will take place.
4. ☐ **Survey (3 originals)** – **Must be less than (10) years old**, showing ALL structures that currently exist on the site, including cesspool and septic locations.
5. ☐ **Project Plan (3 copies)** – **Must be less than (10) ten years old** and show **ALL** existing structures, proposed structures (including but not limited to docks, decks, swimming pools, bulkheads, sheds, tennis courts, retaining walls, etc.), 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. 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.
6. ☐ **Application Fee** – All applications must be accompanied by a **\$100.00 nonrefundable fee**. Fees are set by the Town Board of the Town of Riverhead and may not be waived by Town personnel.
7. ☐ **Recent photos of project area (3 copies)** – One from each view of property (north, south, east & west). Photographs should show any relevant feature on the property (structure, 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 the photo was taken.
8. ☐ **This project will require the following approvals (check all that apply):**

Town of Riverhead

☐ Building Permit ☐ Zoning Board Approval ☐ Site Plan Approval ☐ Subdivision Approval

Other Agencies (Submission to these agencies should be done prior to this application)**

☐ S.C. Dept. of Health Services ☐ New York State DEC ☐ US Army Corps of Engineers

(Please include "other agency" determinations with your application submission)**

9. ☐ **Covenants & Restrictions (if applicable)** – Enclose copies of covenants and restrictions if parcel was part of a subdivision or Zoning Board of Appeals approval
10. ☐ **Short Environmental Assessment Form (3 copies)** – Completed similarly to application

Chapter 295 – Wetlands

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 to Chapter 295, after a violation of this chapter has occurred, *shall pay triple the application fee.*



TOWN OF RIVERHEAD
Conservation Advisory Council
201 Howell Avenue, Riverhead New York 11901
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APPLICATION STANDARDS FOR CAC / CHAPTER 295

ALL permit applications shall be accompanied by:

(1) A survey and topographical map, with contours shown at two-foot intervals and the area of removal, deposition, use or construction indicated.

(a) All maps shall be certified by a registered land surveyor or professional engineer, both licensed in the State of New York.

(b) The survey and topographical map shall show the boundary of relevant wetlands. The soundings, depth or height of the proposed removal and deposition area will also be indicated on the survey. The vertical control for elevation and soundings shall be based upon United States Coast and Geodetic Survey datum.

(c) If the site in question is affected by tidal waters, the floodplain elevations will be indicated on the submitted topographic map.

(2) The names and addresses of all owners of lands contiguous to lands and waters where proposed operations will take place.

(3) A listing of the predominant tidal or freshwater wetland plant species on site.

(4) A performance bond or other security representing no more than 5% of the estimated cost of the proposed operation as designated by the Town Board.

C. This chapter does not obviate the necessity for the applicant to obtain the assent of or a permit required by any other agency before proceeding with operations under an approved Town Board permit. Approvals or permits which may be required by the Town Board, New York State Department of Environmental Conservation, Suffolk County Department of Health Services, State Water Resources Commission, Army Corps of Engineers or others are solely the responsibility of the applicant. No operations shall be initiated by the applicant until such other permits as may be required are issued.

D. All applications for building permits, proposed subdivision maps or any development within 150 feet of the boundary of freshwater wetlands, natural or altered drainage systems, or other watercourses, or within 300 feet of the boundary of any tidal water or tidal wetlands shall be reviewed by the Town Conservation Advisory Council. The Council shall file its report with the Town Board as provided in § **295-6D**. [Amended 4-17-2007 by L.L. No. 10-2007]

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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APPLICATION INFORMATION

Name of proposed development or project: _____

Applicant*:

Name: _____

Address: _____

Phone: _____

Owner*:

Name: _____

Address: _____

Phone: _____

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

• Location of site: _____

• Type of Permit ☐ Wetlands ☐ Natural Drainage System ☐ Dock, Mooring

☐ Combined (fees shall be combined)

• Start Date: _____ Approx. Completion Date: _____

Project Description:

☐ Bulkhead ☐ Dock ☐ Residence ☐ Accessory Structure ☐ Addition to Existing Structure

☐ Dredging ☐ Sanitary System ☐ Filling: amount to be added: _____ removed: _____

☐ Planting ☐ New Road ☐ Clearing ☐ New ☐ Existing ☐ Other _____

☐ Work has commenced prior to filing, **DOUBLE 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

Please note: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

OWNER'S ENDORSEMENT

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

Application/Project Name: _____

Project Address: _____

_____, being duly sworn, deposes and says:

I am: (check one) ☐ a part owner in fee
 ☐ the sole owner in fee
 ☐ an officer of the corporation which is the owner in fee of the premises described in
the foregoing application.

I reside at _____
Mailing Address

Hamlet/Post Office/Village State Zip Code

I have authorized _____ to make the foregoing application (described above) to the Riverhead Town Board and/or Planning Board for site plan/subdivision approval as described herein.

Signature

(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)

Sworn before me this

_____ day of _____, 20____

Notary Public

Read this document carefully. You may consult your attorney before completing.

Disclosure Affidavit

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, _____ an
applicant for

the following relief: _____ and being
duly

(Type of Permit)

sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof. That I understand that this affidavit is required by Section 809 of the General Municipal Law and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

☐ ***Check here if not applicable (i.e., you have no relative working for the Town of Riverhead.)
and please sign below before a notary public.***

OR:

That _____ is a State Officer, is an officer or employee of
Riverhead

(Name of Relative)

Town, and:

That this person has an interest in the person, partnership or association with this site plan application.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

Sworn to before me this _____ day

of _____, 20_____

(Signature)

Short Environmental Assessment Form

Part 1 - Project Information

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 government 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 _____ acres or controlled by the applicant or project sponsor?				
4. Check all land uses that occur on, are adjoining or near the proposed action: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): </div> <div style="margin-top: 5px;"><input type="checkbox"/> Parkland</div>				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/> <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

