



# TOWN OF RIVERHEAD PLANNING BOARD

201 HOWELL AVENUE, RIVERHEAD, NEW YORK 11901-2596  
(631) 727-3200 EXT. 240

*Stan Carey, Chairman*  
*Ed Densieski, Vice-Chair*  
*Member*

*Richard M. O'Dea, Member*

*Joseph H. Baier, Member*  
*George Nunnaro,*

## **INSTRUCTIONS FOR FILING CHAPTER 219 APPLICATIONS**

1. **\*\*NEW REQUIREMENT\*\*** All applications must include a flash drive that includes digital files of all documents, surveys, site plans, supporting information, etc. Application will be deemed incomplete until digital files have been submitted.
2. Fill out the application form fully using a typewriter or by printing neatly in blue or black ink. Be as clear and complete as possible.
3. Submit one original and two (2) copies of the application, along with three (3) prints of a Title Survey signed and sealed by a registered licensed surveyor dated not more than three months prior to the date of the submission.
4. Eight (8) prints of a professionally executed site plan, signed and sealed by a NYS Professional Engineer or Registered Architect which contains the following information:
  - a. All dimensions of the subject lot locating any monument;
  - b. The locations and dimensions of all existing and proposed structures;
  - c. Utility pole numbers and Suffolk County tax map number;
  - d. Names of all adjoining property owners;
  - e. Location of the natural protective features as defined by Chapter 219 (beach, dune, bluff): including mean high water; seaward edge, crest and landward edge of dune; bluff toe, bluff crest and landward bluff limit of any wetlands or water bodies on or abutting the site and any areas of significant vegetative cover;
  - f. Location and identification of any flood zone limits and of the mapped Coastal Erosion Hazard Area line;
  - g. Horizontal distance from the Coastal Erosion Hazard Line to all existing and proposed structures within 25 linear feet and within 50 linear feet;
  - h. Existing topographic features with elevations (2-foot contours) within the property;
  - i. Each of the following:
    - i. Cross sections of the proposed improvements (stone armor wall, retaining walls, etc.);
    - ii. Details/cross section of the proposed wood stairs and landings;
    - iii. Size and types of the proposed materials to be used (timber, vinyl, steel sheeting armor stone, clean fill etc.);
    - iv. Method and calculations of estimated quantities of materials for construction (bedding and armor stone, sheeting, etc.);
    - v. Complete planting plan including spacing, quantities, and species;
    - vi. Details of the erosion protection methods (coir logs proposed for "terracing," geotextiles, hay-bales, silt fencing, etc.);
    - vii. Dimensions of all proposed improvements;

- viii. Construction staging area and locations for access;
- ix. Construction schedule;
- j. Detailed Maintenance Plan
  - i. Frequency of inspections;
  - ii. Priority of repairs (emergency, seasonal, routine);
  - iii. Contact names, phone number(s) and addresses for individuals and/or corporations and responsible parties charged with inspections and repairs.

**5. Provide supplementary information as follows:**

- a. For all areas it must be demonstrated that any excavating, grading, mining, or dredging will not diminish the erosion protection provided by that area. Any deposited material must be clean sand or gravel or an equivalent or slightly larger grain size. Active bird nesting and breeding areas shall not be disturbed unless approved by New York State Department of Environmental Conservation Fish and Wildlife staff.
- b. Construction, modification or restoration of an erosion control structure must be designed as such:
  - i. That the project is not likely to cause a measurable increase in erosion at the subject site or other locations
  - ii. That adverse effects on natural protective features, existing erosion protection structures and natural resources are minimized and if possible avoided
  - iii. That the structure is designed and constructed according to generally accepted engineering principles and has a likelihood of success in controlling long term erosion (30 years)
  - iv. Include a long term maintenance plan detailing the normal maintenance of degradable materials. A bond may be required to ensure compliance.
- c. Plans for erosion control structures in both plan and cross section view should, as appropriate, offer detail on all component dimensions and weights, on component placement and penetration relative to existing grades and must bear the original stamp or seal of a Professional Engineer licensed in New York State.

**6. Provide recent photos of the site, sufficient to illustrate the regulated area where the project is to be located. These should be dated, labeled with applicant name and indicate the location taken and direction of view. A xerox of the project plans can be used as a photo key to show the last item.**

**7. Short Environmental Assessment Form (Part I only) filled out in the same manner as the application. (see #1)**

**8. Copies of all prior permits issued/and or applied for, i.e. NYSDEC, Town of Riverhead CAC**

**9. Property Deed**

**10. Application fee (check or money order only) to be provided as follows:**

- a. Construction or replacement of structures other than erosion control structures, docks, piers and wharves, (\$100)
- b. Excavation, grading, mining, dredging, or filling of:
  - i. 100 cubic yards or less, (\$50)

- ii. 100-1,000 cubic yards, (\$100)
  - iii. 1,001 cubic yards or greater, (\$200)
- c. Construction or modification of docks, piers or wharves:
  - i. Fixed docks, (\$100)
  - ii. Solid fill docks, (\$200)
  - iii. Floating docks on piles or fixed dock, ramp and float combinations, one hundred dollars (\$100)
- d. Construction or modification of erosion protection structures:
  - i. Structures not exceeding 100 linear feet, (\$100)
  - ii. Structures greater than 100 linear feet, (\$200)
- e. Appeal of permit denial, (\$100)
- f. Any project or activity not previously described, (\$100)

**Applicants should consult Chapter 219 for detailed information on these requirements, procedures, and to determine prohibited activity in any given area.**



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**APPLICATION FOR PERMIT PURSUANT TO  
CHAPTER 219 OF THE RIVERHEAD TOWN CODE**

**Please type or print clearly**

Designated name of proposed development or property: \_\_\_\_\_

Applicant\*:

Owner\*(if different from applicant)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Suffolk County Tax Map Number: 0600- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Type of construction or activity. (Describe in detail with dimensions, amounts of fill or dredging, etc.  
Topographical survey is required. Attach additional sheets if necessary.)

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

Purpose of construction: \_\_\_\_\_

Proposed starting date: \_\_\_\_\_ Approximate completion date: \_\_\_\_\_

**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 suits, actions damages and costs of every name and description resulting from the said project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_ Notary Public

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.

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## OWNER'S ENDORSEMENT

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

\_\_\_\_\_, 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 to the Riverhead Town Planning Board for approval under  
Chapter 219 of the Town Code 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