



# Town of Mamaroneck – Building Department

740 West Boston Post Road  
Mamaroneck, NY 10543-3353  
TEL: 914-381-7830 FAX: 914-381-8473

## APPLICATION FOR SURFACE WATER AND EROSION CONTROL PERMIT / STORMWATER POLLUTION PREVENTION PERMIT

*(No Hand Written Applications Accepted)*

DATE: \_\_\_\_\_

<b>Site Address:</b>			
<b>Block:</b>		<b>Lot:</b>	
		<b>Area of Lot:</b>	<b>(sq. feet)</b>
<b>Estimated Cost of Erosion Control Compliance:</b>			
<b>Permit Type (Check one - see attached for description):</b>			
<input type="checkbox"/>	Surface Water & Erosion Control Permit for <u>Minor</u> Land Development		
<input type="checkbox"/>	Storm water Pollution Prevention Permit for <u>Major</u> Land Development		
<b>Description of Work:</b>			

### OWNER INFORMATION:

<b>Name(s):</b>			
<b>Address:</b>		<b>City/St:</b>	<b>Zip:</b>
<b>Home Phone:</b>		<b>Work Phone:</b>	
<b>FAX:</b>		<b>Cell:</b>	
<b>E-Mail:</b>			



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## CONTRACTOR INFORMATION:

<b>Company Name:</b>					
<b>Contact Name(s):</b>				<b>Cell:</b>	
<b>Address:</b>			<b>City/St:</b>		<b>Zip:</b>
<b>Phone:</b>			<b>FAX:</b>		
<b>E-Mail:</b>					
<b>Lic. #:</b>					

## ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT INFORMATION:

<b>Company Name:</b>					
<b>Contact Name(s):</b>				<b>Cell:</b>	
<b>Address:</b>			<b>City/St:</b>		<b>Zip:</b>
<b>Phone:</b>			<b>FAX:</b>		
<b>E-Mail:</b>					

**Applicant Signature:** \_\_\_\_\_

**Filing Fee:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

<b>DATE STAMP</b>
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## INSTRUCTIONS FOR SUBMITTAL OF SURFACE WATER AND EROSION CONTROL/STORMWATER POLLUTION PREVENTION PERMIT APPLICATION

**Please Note:** Completing the application form does not constitute a permit to commence construction.

1. Determine if your project is a Minor or a Major Land Development Activity.

**A Minor Land Development Activity** is defined in Chapter 95 of the Town Code as:

“Any construction activity that (A) results in land disturbance of more than 100 square feet but less than one acre or (B) creates impervious cover of more than 100 square feet but less than one acre or (C) may alter the flow of surface water at the property line even if such disturbance or fill covers less than 100 square feet. For the purpose of this definition, construction activity includes but is not limited to clearing, grading, excavating, soil disturbance or placement of fill.”

**A Major Land Development Activity** is:

“Any construction activity that (A) results in land disturbance equal to or greater than one acre or (B) disturbs less than one acre but is part of a larger common plan of development of one or more parcels, even though multiple separate and distinct land development activities may take place at different times on different schedules if the total land disturbance is equal to or is greater than one acre. For the purpose of this definition, construction activity includes but is not limited to clearing, grading, excavating, soil disturbance or placement of fill.”

2. If your project is a **Minor Land Development Activity**, you will need to deliver to the Building Department the following:

- A. A signed and completed permit application.
- B. A completed Short Environmental Assessment form.
- C. Surface Water and Erosion Control Plans, signed and stamped by a New York State licensed Professional Engineer, Registered Architect or a New York State licensed Landscape Architect in the following formats:
  - Three(3) Full Sized sets of drawings and supporting documents
  - One(1) Electronic set of drawings and documents (Tiff) format -Not “PDFs”



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Plans must include:

- An existing conditions survey by a licensed land surveyor, with topographic information must be supplied. The Proposed plan must indicate existing and proposed contours.
- A copy of the USDA Soil Survey Map for the proposed site verifying hydrological soil type.
- Percolation tests must be performed in conformance with *“The New York State Storm water Management Design Manual”*, NYSDEC, most current version or its successor. Notification must be made to this office for inspection. Test logs must be submitted for review demonstrating conformance with methodology used (24 hour soak, uniform percolation rates, proper depth). Percolation tests must be performed in the location of the proposed practice. The locations of the percolation tests must be shown on the plan. Percolation tests must be performed even if no percolation volume is considered.
- Test pits must be performed to confirm soil type and to determine the elevation of ledge rock and groundwater conditions (minimum 2 feet below infiltration practices), test pit locations must be shown on the plan. If the minimum 2 foot separation is not possible, alternative methods to infiltration must be considered.
- Designer must locate the closest municipal storm drain within the ROW and show this on the plan. Where connection is proposed, pipe sizes, rim and invert must be listed.
- Storm water detention calculations must be provided demonstrating attenuation for the 25 year storm event (6”/24 hrs.) to pre-development conditions. For “knock-downs” the existing condition must be modeled as undisturbed land.
- Calculations may be performed in accordance with *“The New York State Storm water Management Design Manual”*, NYSDEC, most current version or its successor, however it is recommended to utilize a peak-rate flow based methodology as opposed to a volume based methodology for a more efficient design.
- Infiltration practices must be supplied with some means for overflow, preferably piped to the nearest drainage structure within the ROW.
- In no case should footing drains be interconnected with roof leaders.
- No infiltration practice should be placed completely in fill material or within 10’ of structures or property lines.
- Designer must indicate the roof area to be tributary to each infiltration practice or gallery proposed.
- Provide rims/inverts/sizes for all piping proposed.
- Gravel driveways must be assigned the proper curve number and incorporated into the design calculations.
- Plan must contain the required inspection schedule as per §95-26.
- Swimming pools are considered impervious.
- Proposed area of disturbance and the increase/decrease of impervious coverage must be clearly noted and delineated on the plan.
- A detailed sediment and erosion control plan must be included and implemented in conformance with the *“New York State Standards and Specifications For Erosion and Sediment Control”*, NYSDEC, most current version or its successor.



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- The plan must include all applicable details for sediment and erosion control measures to be utilized.
- A construction sequence must be included on the plan.
  - The plan must note that the design professional must certify installation of the sediment and erosion control measures prior to start of construction.

3. If your project is a **Major Land Development Activity**, you will need to deliver to the Building Department the following:

- A. A signed and completed permit application.
- B. A completed Long Environmental Assessment form.
- C. Storm water Pollution Prevention Plan, stamped by a New York State licensed Professional Engineer, Registered Architect or a New York State licensed Landscape Architect with drawings in the following formats:
  - Three(3) Full Sized sets of drawings and supporting documents
  - One(1) Electronic set of drawings and documents (Tiff) format -Not “PDFs”

These plans must include all of the items listed in Section 95-14 of the Town Code and all of the items required in order to obtain coverage under the SPDES General Permit for Construction Activities GP-0-10-001 or as amended or revised.

4. If your project is **either** a Major or a Minor Land Development Activity, you will **also** need to deliver to the Building Department the following:

- A. Two (2) copies of a property survey showing all existing conditions.
- B. Contractor’s Certificate of Liability listing the Town of Mamaroneck as:
  - Certificate Holder
  - Additionally Insured
- C. Contractor’s Workman’s Compensation Insurance or a *Waiver of Insurance if all work is to be performed by the property owner.*
- D. NYS Disability Insurance

Note: Please be advised, under new State and Municipal Laws, the Workman’s Compensation and Disability benefits insurance must be submitted on a separate State approved form. The “Accord” form is no longer acceptable proof of Workman’s Compensation or Disability coverage. Further information or questions may be answered by calling the NYS Bureau of Compliance at (518) 486-6307 or by visiting their website: [www.web.state.ny.us](http://www.web.state.ny.us) or by contacting the insurance provider.



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- E. Westchester County Home Improvement License.
- F. Applicable Fees as indicated below.

## FEE SCHEDULE

### FILING FEES:

A. Addition/Alteration Existing Residence & Pool	\$200.00
B. New Residence or >50% of residence is demolished	\$375.00
C. Minor Land Development in all other cases	\$375.00
D. Storm water Pollution Prevention Permit	\$500.00

### PERMIT FEES:

A. Addition/Alteration Existing Residence & Pool	\$150.00
B. New Residence or >50% of residence is demolished	\$200.00
C. Minor Land Development in all other cases	\$300.00
D. Storm water Pollution Prevention Permit	\$500.00

Note: If the anticipated cost of the work covered by the permit exceeds \$5,000, there shall be, in addition to the minimum fee, an additional fee of 6% of the anticipated cost that exceeds \$5,000. This 6% is not part of the engineering fee for site plan approval.

### BONDS:

In order to ensure the full and faithful completion of all land development activities the Town of Mamaroneck shall require the applicant or developer to provide, prior to construction, a performance bond, cash escrow, or irrevocable letter of credit from an appropriate financial or surety institution which guarantees satisfactory completion of the project and names the Town of Mamaroneck as the beneficiary. The security shall be in an amount to be determined by the Storm water Management Officer based on submission of final design plans, with reference to actual construction and landscaping costs.

### MODIFICATIONS:

A. Applicant-requested modifications	\$ 75.00
B. Modifications if work has commenced	\$125.00

### INSPECTIONS:

A. One or two-family	\$100.00
B. All other residential properties	\$150.00
C. Commercial parcels	\$250.00



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### **INSPECTION SCHEDULE**

To schedule inspections, the applicant shall contact the Building Department at least 48 hours before any of the following:

1. Start of construction,
2. Installation of erosion and sediment control devices,
3. Installation of storm water management practices,
4. Completion of site clearing,
5. Completion of rough grading,
6. Completion of final grading,
7. Close of the construction season,
8. Completion of final landscaping, and
9. Establishment of landscaping in public areas.

Additional inspections will be required for Major Land Development Activities for compliance with the NYSDEC SPDES General Permit for Construction Activities GP-0-10-001 or as amended or revised. These site inspections must be performed by a qualified professional every 7 days and within 24 hours of any storm event producing 0.5 inches of precipitation or more. The professional's reports shall be delivered to the Building Department, copied to the site log book and must be kept on site and made available to NYSDEC and the Town upon request.



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### Why Are We Doing This?

Soil erosion from residential and commercial construction sites is a major source of pollution in the Long Island Sound Watershed. Erosion and sediment control is important even for individual home sites that only disturb a small area. Eroding construction sites are a leading cause of water quality problems in New York. It is estimated that one and a half dump trucks of soil wash into a nearby lake or stream for every acre of land under construction without adequate erosion control practices in place.



#### Increased Taxes & Decreased Property Values

Cleaning and dredging sediment from streets, sewers, ponds, marinas and watercourses adds extra costs to our local budget. Increased street sweeping, staff hours and costly equipment are necessary to clean and maintain storm sewer systems.

Property values are damaged when a pond, stream or marina fills with sediment, making the water body unattractive. In addition, the water body's ability to detain storm water is reduced, resulting in the potential for downstream flooding.



**Impacts to Fish and Wildlife:** The photo on the right shows the Larchmont Gardens Lake filled with sediment. Sediment carries fertilizers that fuel algae and weed growth. Shallow areas encourage weed growth and reduce viable wildlife habitat. Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Suspended particles in stream water can act like a sand blaster during a storm and damage fish gills.



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### What can be done to Prevent Soil Erosion?

Proper use of erosion control devices is required on all construction sites in the Town of Mamaroneck. Typical erosion control measures like silt fencing and stabilized construction entrances/tracking pads are required on almost every construction site in the Town. Below are examples of good and bad installations of these measures.



**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.

<b>Part 1 - Project and Sponsor Information</b>				
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? 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.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
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: _____ _____ _____	<b>NO</b>  	<b>YES</b>  
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: _____ _____ _____	<b>NO</b>  	<b>YES</b>  
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: _____ _____ _____	<b>NO</b>  	<b>YES</b>  
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> 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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**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.

- 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.
- 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)