



TOWN OF NORTH SALEM

CONSERVATION ADVISORY COUNCIL

274 Titicus Road
North Salem, NY 10560

Telephone: (914) 669-0245

Fax: (914) 485-1920

E-mail: jsantis@northsalemny.org

WETLANDS ACTIVITY PERMIT APPLICATION GUIDELINES

1. Any person proposing to conduct a regulated activity upon any wetland or water-course, or within 100 ft. of a wetland or watercourse, must file a wetland permit application. **Regulated activities are defined in Chapter 107, Freshwater Wetlands**, of the North Salem Town Ordinance.

Five (5) copies of the application and plans must be accompanied by the application filing fee of **\$100.00** plus a **\$1,500.00** Escrow Account deposit. Two separate checks are required, both made out to the Town of North Salem. **The applicant is responsible for obtaining the signatures required on the Affidavit.**

2. All wetlands, streams, lakes and ponds must be clearly delineated on site plans and subdivision plats.
3. All wetlands and stream corridors must be flagged in the field, using standard orange flagging tied to existing vegetation at 30 ft. intervals.
4. Wetland soil types and vegetation species are listed in the North Salem Freshwater Wetlands Protection law.
5. **It is the applicant's responsibility to secure State Wetlands Permits**, if necessary, from the Department of Environmental Conservation. Application for and review of a State Wetlands Permit for approval by the DEC shall be done concurrently with the review and approval of the local Wetlands Permit.
6. Permit applications for sites with existing wetland violations will not be considered.
7. All erosion control measures must be clearly delineated on site plans and subdivision plats. Applicants should consider the potential impact of their proposal on existing drainage patterns.

Your cooperation in complying with all of the listed guidelines is appreciated and will expedite review of the wetlands permit application.

Send or deliver to: Jennifer Santis, CAC Secretary
Town of North Salem
274 Titicus Road
North Salem, NY 10560



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DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Application Fee Received: _____ Amount Received: _____

Maps Received: _____ Names Received: _____

Consent of Owner: _____ Application Complete: _____

Application Transmitted to: _____ Wetlands Permit # : _____

Wetlands Inspector: _____

Town Board: _____

CAC: _____

Abutting Town: _____

Planning Board: _____

DEP: _____

Abutting County: _____

Building Inspector: _____

PLANNING BOARD RECS RECEIVED: _____

APPLICATION: Approved _____ Disapproved _____

Please type or print the requested information for items 1 through 12.

1. Name: _____ Address: _____

2. City: _____ State: _____ Zip Code: _____

3. Mailing address if different from above: _____

4. Telephone: Home _____ Work _____

5. Applicant's Agent: Name _____ Address: _____

6. Number of years residing at the above address: _____

7. Owner of property: _____

Sheet: _____ Block: _____ Lot: _____

8. Type of activity to be conducted: _____

9. The following must accompany this application:
- A. Written consent of the owner of the property if applicant is not the owner.
 - B. A map showing the controlled area affected and any wetland or watercourse therein and the location, extent and nature of the proposed work.
 - C. The names of persons whom the applicant knows or has reason to know claim rights in or adjacent to the wetland or watercourse.
10. Prior to issuance of a permit, the applicant may be required to file with the Town Board a performance bond in form and surety acceptable to the Town Board in such amount as the Town Board may deem sufficient to ensure the faithful performance of the work to be undertaken.
11. I certify that the foregoing information and any information contained in any attachment is true and accurate to the best of my knowledge.

Signature of Applicant

12. Subscribed and sworn to before me this _____ day of _____ in the year of _____ in the County of _____ and State of _____.

Signature of Notary

Notary Stamp

All fees must accompany this application in the amount prescribed by Chapter 85 – “Fees” – in the Code of the Town of North Salem in the manner requested before a permit will be granted.

FOR PLANNING BOARD USE ONLY

- 1. Recommendation of CAC received: _____
- 2. Public hearing held: _____
- 3. Notice to Property Owners: _____
- 4. Notice Published: _____
- 5. Planning Board Report issued to:
 - a. Town Clerk _____
 - b. Wetlands Inspector _____

AFFIDAVIT

Regarding Town of North Salem
Application Processing Restrictive Law
(Code of the Town of North Salem, Chapter 37)

I hereby certify that to the best of my knowledge no outstanding fees under the Standard Schedule of Fees of the Town of North Salem exist for the property identified below. Furthermore, I hereby certify that to the best of my knowledge, no outstanding violation of local laws or ordinances of the Town of North Salem exists with respect to the cited property or any structure or use existing thereon.

Property tax identification (please verify that the sheet, block and lot number(s) provided are correct. See tax bill or contact Town Assessor's Office):

Sheet _____ Block _____ Lot _____

Owner: _____ Agent: _____

Address of property subject to application: _____

Type of Application: _____

Submitted to: _____
(Identify Board or Department)

Signed _____ Signed _____
Owner of Record/Date Agent for Permit Application/Date

Notary Public/ _____
Date

Notary Public/ _____
Date

Confirmations (**Do not sign if note below applies**):

Signed _____
Building Inspector/Date

Signed _____
Planning Board Secretary/Date

Signed _____
Town Clerk/Date

Note: The processing and approval of any and all applications for approval and issuance of any permit or certificate of occupancy or use by any board or official of the Town of North Salem is prohibited for any property owner who has fees outstanding under the Standard Schedule of Fees of the Town of North Salem. The process of applications is similarly prohibited when there are outstanding violations of any local laws or ordinances of the Town of North Salem on the property for which the approval is being requested. If the confirmations cannot be provided, an application cannot be processed. In accordance with the Code of the Town of North Salem, Chapter 37, Section 37-5, an applicant may make a written request to the Town of North Salem Town Board for a waiver of provisions of the Code Chapter 37.

This Affidavit must be completed and submitted with any and all application(s) to the Town of North Salem in accordance with Code Chapter 37.