

## **TOWN OF POUND RIDGE WATER CONTROL COMMISSION**

### **PERMIT APPLICATION GUIDELINES**

#### **A) FILING TIMETABLE**

The Water Control Commission usually meets to consider applications on the fourth Wednesday of each month at 7:30 p.m. at the Town House. In order to meet the requirements for public hearing advertisement and to allow adequate time for inspections, the application must be filed by the first Wednesday of the month with the Office of the Building Inspector, 179 Westchester Avenue, Pound Ridge, NY 10576 (914-764-5511) in order to be heard that month. The application must be complete and have all necessary supporting documents (see requirements below). Incomplete applications will not be processed and applications received late will be processed for the following meeting.

#### **B) MATERIALS TO BE FILED WITH THE APPLICATION**

Please check off

1.  Completed application with payment fee:  
(\$150 developed lot, \$225 undeveloped lot, \$275 when related to a subdivision permit, \$150 each lot in a subdivision requiring wetlands permit).
2.  Submission of supporting documents that fully describe the existing conditions and proposed changes, which shall be prepared and stamped by an engineer, architect, or landscape architect licensed to practice in the State of New York (when the cost of the proposed work is greater than \$500).
3.  Drawings sufficient to describe all work to be performed with the dimensions, size, location, and distance to the wetland controlled area. All drawings shall include the owner's name, address, block and lot number, adjacent property owners, north arrow, scale, and the preparer's name, address and telephone number.
4.  Location map.
5.  Professional site plan that includes boundary lines, property dimensions, all existing buildings, structures, paved areas and roadways, easements and any other special features.
6.  A line locating the wetlands controlled area on the subject property (and the wetlands controlled area within 150 feet of the property).
7.  A line locating the wetlands minimum activity setback area 150 feet from the wetlands controlled area.
8.  The location of ponds, streams and drainage ways with the direction of flow indicated and the names and address of adjacent property owners.
9.  A detailed list of the work to be performed under this application and the sequence of work.

10. \_\_\_\_ Contour lines that describe the existing topography and the proposed topographical changes with relevant cross-sections and profiles.
11. \_\_\_\_ The proposed siltation control measures with location and details of installation.
12. \_\_\_\_ Limit of clearing; trees to be removed; location of existing vegetation, alteration to existing vegetation, and new vegetation proposed (where applicable).
13. \_\_\_\_ A line that defines the “contract limits” which indicates the area of the property that can be utilized during the construction period.
14. \_\_\_\_ The location for excavated earth and rock stockpile, movement and placement with calculations and quantities of material.
17. \_\_\_\_ Westchester County Health Department approval. Approvals of other required boards if required: \_\_\_\_ Planning Board, \_\_\_\_ Zoning Board of Appeals; \_\_\_\_ NYSDEC, \_\_\_\_ NYSDOT, \_\_\_\_ Other
18. \_\_\_\_ SWIMMING POOLS: Include additional information that describes the size and location of pool, location of pool equipment, type of filtration, and the proposed method for control of filter backwash water and pool drainage water.
19. \_\_\_\_ List of adjacent property owners or potentially impacted property owners and their addresses.

### **C) SITE VISITS**

Prior to hearing the application at the meeting, the Water Control Commission will inspect the site of the proposed work (usually the Saturday prior to the hearing). You will be notified if the property owner or a representative must be available at the time of inspection. All relevant location points on the site should be staked (dwelling, septic).

### **D. MEETING**

The owner or a representative should be present at the meeting.

### **E) PERMIT**

After a hearing is held, the Commission will issue a resolution. When all required conditions are met (including any additional information required, such as, a bond or revised plans), the owner/applicant can then apply for a wetlands permit.