

TOWN OF MAMARONECK PLANNING BOARD  
WETLANDS AND WATERCOURSES PERMIT CHECKLIST

Print property address, tax block & lot (the “Property”)

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, REFER TO **CHAPTER 114** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

THE APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 114 ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FOURTEEN (14) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING, AND AFTER MEETING WITH THE TOWN ENVIRONMENTAL PLANNER AND THE TOWN ENGINEER TO ASCERTAIN WHICH ADDITIONAL ITEMS MUST BE SUBMITTED AND/OR WHICH ITEMS ON THIS CHECKLIST DO NOT HAVE TO BE SUBMITTED. TO OBTAIN THE BOARD’S INITIAL CONSIDERATION OF THE APPLICATION.

ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

ACTUAL SIGNATURES ARE REQUIRED. DIGITAL SIGNATURES ARE NOT ACCEPTABLE.

**This checklist, signed and dated by each applicant (collectively, the “Applicant”), is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.**

THE APPLICANT HAS SUBMITTED THE FOLLOWING (check the applicable boxes)<sup>1</sup>:

- 1. An Application, application, engineering and inspection fees, in the amounts set forth in the fee schedule approved by the Town Board
- 2. A copy of the most recent deed, showing ownership of the Property by the owner.
- 3. A list of all other permits and/or applications which have been or must be made by the Applicant in order to proceed with this Application
- 4. Copies of all previously issued site plan approvals, land use approvals, special use permits, variances, covenants and/or restrictions affecting the subject property

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<sup>1</sup> If any of the items on this checklist required after meeting with the Town Environmental Planner and the Town Engineer are not submitted herewith, please attach an explanation.

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- 5. A completed and signed environmental assessment form, unless it is a Type 2 Action under the State Environmental Quality Review Act, as determined by the Town Environmental Planner
- 6. A survey, certified by a NYS licensed surveyor, showing all existing structures and features, including, but not limited to, wetlands and watercourses, driveways, parking lots, walkways, etc., as well as the location of any easements and/or rights of way
- 7. A description of the on-site soil types, including, but not limited to, the location of all percolation tests and deep test pits, identifying the depths to ground water and/or bedrock
- 8. Letters or permits from all other agencies, if any, having jurisdiction over the Property in connection with this Application
- 9. A map showing the Property and all other properties, including all improvements and streets, within a radius of 500 feet from the boundaries of the Property, at a scale of not more than 50 feet to the inch, including all relevant deed restrictions and covenants
- 10. An area map at a scale of not more than 400 feet to the inch, on the same drawing, showing all streets and all properties (with all improvements thereon) within 1,000 feet of the boundaries of the Property. All properties owned by the applicant, in whole or in part, individually or in any other manner, directly or indirectly, in the area is to be identified
- 11. A statement of the proposed work and the purpose thereof
- 12. A signed and notarized statement, in the form attached to this checklist, that each owner of the Property will indemnify and hold the Town of Mamaroneck and its representatives harmless against any and all claims for damage or injury in connection with the activities for which a wetlands and watercourses permit is being sought, including, but not limited to, legal expenses.
- 13. Complete plans, certified by a NYS licensed engineer, architect, land surveyor or landscape architect, drawn to a scale no less detailed than 1 inch equals 20 feet, showing at least the following:
  - A. The location and quantification of all wetlands and watercourses and all wetlands and watercourses buffer areas
  - B. A description of the existing vegetative cover of the regulated area, including dominant species
  - C. A complete landscaping plan showing the species, size and location of all landscaping and buffer areas, including, but not limited to, existing and proposed trees, grasses, aquatic plants and shrubs

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D. A description of the on-site soil types, including the location of percolation tests and deep test pits, identifying the depths to ground water and/or bedrock

E. The location of the construction area and of the area proposed to be disturbed, and its relation to property lines, roads, buildings and watercourses within 250 feet of the proposed activity

F. The locations, specifications and amount of all proposed draining, fill, grading, dredging and vegetation removal or displacement, and a description of the procedures to be used to do the work

G. The location of any well(s) and the depth(s) thereof, and/or of any disposal system within 100 feet of the area(s) to be disturbed

H. The existing and proposed contours, at two-foot intervals, in the proposed disturbed area and to a distance of 50 feet beyond, as well as the elevations of the site and other lands within 200 feet of the proposed activity

I. Details of any proposed temporary or permanent drainage system(s), both for the conduct of the work and after the completion thereof, including, but not limited to, the locations of all discharges, artificial inlets or other human-made devices which may discharge into the wetland or wetland buffer, and of the measures proposed to control erosion, both during and after the proposed work

J. If creation of a lake or pond is proposed, details of the construction of any dams, berms, embankments, outlets and other water-control devices, and a professional analysis of the wetland's hydrologic system, including, but not limited to, seasonal water fluctuations, inflow/outflow calculations and subsurface soil, geology and groundwater conditions

K. If creation of a detention basin is proposed, with or without excavation, details of the construction of any dams, berms, embankments, outlets and other water-control devices, and a professional analysis of the wetland's hydrologic system, including, but not limited to, seasonal water fluctuations, inflow/outflow calculations and subsurface soil, geology and groundwater conditions

L. Details of erosion and sediment control practices, including a diagram showing how, what, where and when erosion and sediment control practices will be implemented, including, but not limited to, a schedule for their installation and maintenance, as well as all other information as specified in Chapter 95 of the Town Code

M. A functional analysis of the wetlands and/or wetlands buffer to be affected, showing existing wetlands formations and impacts to those functions from the proposed activity, including, but not limited to, a written narrative addressing the factors to be considered as identified in Section 114.7.D(1)-(6) of the Town Code

FOURTEEN (14) COMPLETE APPLICATION PACKAGES, PLUS A DIGITAL COPY OF THE ENTIRE APPLICATION PACKAGE (EXCEPT FOR THE FEES), MUST BE SUBMITTED TO THE TOWN BUILDING DEPARTMENT, WITH ALL REQUIRED DOCUMENTS ATTACHED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST.

IN ADDITION TO COMPLYING WITH THE FOREGOING SUBMITTAL REQUIREMENTS, THE APPLICANT IS REQUIRED TO COMPLY WITH THE NOTIFICATION PROCEDURES SET FORTH IN CHAPTER 144 OF THE TOWN CODE.

**The undersigned applicant(s) hereby certifies/certify that all documents checked above are submitted herewith and are accurate and complete.**

SIGNATURE OF EVERY APPLICANT - IF INDIVIDUALS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

AUTHORIZED SIGNATURE OF EVERY APPLICANT - IF AN ENTITY:

\_\_\_\_\_  
Print name of entity

\_\_\_\_\_  
Print name of entity

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Title: \_\_\_\_\_  
Print

Title: \_\_\_\_\_  
Print

**INDEMNIFICATION AGREEMENT BY EACH OWNER**

To be submitted in connection with an Application for a Wetlands & Watercourses Permit.

Each of the undersigned, the owner(s) of the property located at \_\_\_\_\_, \_\_\_\_\_, Town of Mamaroneck, New York, (the “Property”), hereby agree, jointly and severally if more than one, to indemnify and hold the Town of Mamaroneck and its representatives harmless against any and all claims for damage or injury in connection with the activities for which a Wetlands and Watercourses permit relating to the Property is being sought, including, but not limited to, legal expenses.

**SIGNATURE OF EVERY OWNER - IF INDIVIDUALS**

_____	_____
Signature	Signature
Print Name: _____	Print Name: _____

**AUTHORIZED SIGNATURE OF EVERY OWNER - IF AN ENTITY:**

_____	_____
Print name of entity	Print name of entity
By: _____	By: _____
Signature	Signature
_____	_____
Print name	Print name
Title: _____	Title: _____
Print	Print

**ACKNOWLEDGEMENT OF INDEMNIFICATION AGREEMENT BY  
EACH OWNER**

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, the undersigned, a Notary Public in and for said state, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the foregoing Indemnification Agreement, and acknowledged to me that he/she/they executed the same in his/her/their capacity, that, by his/her/their signature(s) on the foregoing Indemnification Agreement, he/she/they executed the Indemnification Agreement, and that he/she/they executed the Indemnification Agreement in the City of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_