

**TOWN OF WOODSTOCK WETLANDS & WATERCOURSE PERMIT**  
**Plan checklist as per Town Zoning Law Section 260-34(F)**

Upon a determination by the Wetland and Watercourse Inspector that a Wetland and Watercourse Permit (WWP) is required a WWP application shall be filed by the applicant with the Planning Board on forms furnished by the Planning Board office. An application for a Wetland and Watercourse Permit shall include the following information:

- \_\_\_ (1) Completed original application with required # of copies + forms (see application form)
- \_\_\_ (2) Application fee as specified by the fee schedule established by the Town Board and available from the Planning Board office (see application form)
- \_\_\_ (3) A description of the proposed work and the purpose thereof, and an explanation why the proposed activity cannot be located outside of wetlands, watercourses and associated buffer areas.
- \_\_\_ (4) Owner's permission to allow site visits to subject property by Town authorities (see form provided for this purpose)
- \_\_\_ (5) The names and mailing addresses of the owners of record of lands adjacent to the property(s) where the proposed regulated activity will be located. The names and addresses shall be as they appear on the tax roll of the Town of Woodstock. (see form provided for this purpose)
- \_\_\_ (6) A completed Full or Short Town of Woodstock Environmental Assessment Form (EAF) as required by Local Law No. 1 of the year 1990, the Town of Woodstock Environmental Quality Review Law (TWEQR).
- \_\_\_ (7) Copies of all applicable local, county, state, and federal permits or other permit applications that are required for proposed activities.
- \_\_\_ (8) A project location map which indicates the approximate boundaries of the property in relation to surrounding land and roadways on a U.S. Geological Survey or NYS Department of Transportation topographic map having a scale of no less than 1 inch = 2,000 feet.
- \_\_\_ (9) A detailed map of the subject property(s), drawn to a scale of not less than 1 inch = 50 feet and showing:
  - \_\_\_ (a) An existing conditions plan depicting all existing structures and improvements, including buildings, drainage structures, wells and septic systems, and depicting all natural resources to be impacted such as trees, ridgelines, woodlands, and stone walls located on the subject property(s).
  - \_\_\_ (b) The approximate boundaries of all areas of 100-year floodplains, wetlands, watercourses and associated buffer areas.
  - \_\_\_ (c) A grading and drainage plan showing contour lines at 2-foot intervals in the area to be disturbed, and depicting existing and proposed topographic conditions.
  - \_\_\_ (d) All proposed site improvements, including areas to be disturbed, structures, roads, parking areas, sewage disposal facilities, water supply facilities, drains, culverts, stormwater treatment facilities, fences and walls.

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Wetlands & Watercourse Permit checklist continued:

- \_\_\_ (e) A Stormwater Pollution Prevention Plan (SWPPP) in accordance with the NYS Stormwater Management Design Manual, where required by State law.
- \_\_\_ (f) Where creation of a lake, pond, detention or other water impoundment is proposed, details of the construction of any dams, berms, embankments, outlets or other water control devices.
- \_\_\_ (g) A request for any waivers in accordance with §260-34G(6) Zoning Law.

## Wetland and Watercourse Mitigation

Acceptable mitigation measures are those that minimize impacts to the maximum extent practicable. Possible mitigation measures are listed below:

### For disturbance in a wetland/watercourse buffer area:

- a) Limiting vegetation removal and area of disturbance.
- b) Implementation of preventive measures to protect natural condition and functions, including, restricting activities within buffer areas by the establishment of a conservation easement or deed restriction, a permanent greenbelt around wetlands and watercourses and generally prohibiting any activity within buffer areas which would negatively impact them.
- c) Restoration or enhancement (e.g., improving the density and diversity of native woody plant species) of remaining or other wetland/watercourse buffer areas to offset the impacts to the affected buffer area.
- d) Restoration of existing degraded or disturbed wetlands or watercourses to offset impacts to the buffer area on areal basis proportional to the cost of re-establishing the buffer area being disturbed; e.g., if the cost of restoring an acre of buffer area is "x", then "x" amount should be applied to degraded watercourse restoration.
- e) Increasing of buffer areas to equalize or compensate for the intrusion into the regulated area.
- f) Construction of vegetated and structural stream bank protection measures where increased stream bank erosion is expected from a project
- g) Mitigation measures that use natural channel stability design criteria available from the UCSWCD or the NYCDEP to appropriately dimension stream width, depth, cross sectional area, slope and planform and
- h) Construction of vegetated swales, depressions and/or bioengineered streambanks.

### For disturbance in a wetland or watercourse:

- a) Restoration of areas of existing disturbed or degraded wetland or watercourse on a minimum of a two-for-one areal basis to bring back one or more functions that have been partially or completely lost by such



actions as filling or draining, provided the area of proposed mitigation takes place in a confirmed disturbed or degraded wetland or watercourses having lesser functional values as a result of such disturbance or degradation.

- b) Replacement of proposed impacted wetlands or watercourses by the construction of new wetland or watercourse, usually by flooding or excavating lands not previously occupied by a wetland or watercourse, that recreates as nearly as possible the original wetland or watercourse in terms of type and functions, and is located on a minimum of a three-for-one areal basis, on-site or within the same watershed. New wetland or watercourse shall be maintained until vegetation is established then left undisturbed.
- c) Public access to remaining undisturbed portion of stream for passive, permitted recreational purposes with access proportional to area impacted by development, provided that such access is in compliance with applicable provisions of New York State and Federal law.
- d) Mitigation of disturbance to Regulated Areas may include, but is not limited to:
  - 1) Construction of vegetated swales, depressions and/or bioengineered streambanks.
  - 2) Construction of vegetated swales as detention areas to serve as infiltration basins for stormwater and to serve as stormwater and/or runoff pre-treatment systems (such as bio-filtration ponds). Natural or man-made barriers can be used to divert contaminated runoff into these swales or detention areas.
  - 3) Dedication of easements or imposition of other operation controls, sureties, and/or deed restrictions concerning future use of land to protect and preserve wetlands, watercourses and/or wetland/watercourse buffers areas.
  - 4) Limitations on vegetation removal or disturbance.
  - 5) Increasing width of the wetland/watercourse buffer area in one area of the wetland or watercourse to compensate for unavoidable encroachment in another area on a two-for-one areal basis. Establishment of buffer area could include improving the density and diversity of native woody plant species.
  - 6) Restoration of all or a portion of the disturbed wetland, watercourse or wetland/watercourse buffer area. Restoration of disturbed watercourses

should be based on a survey of a stable reference reach as identified by the Wetland Inspector, UCSWCD or NYC DEP.

7) Extension of an existing wetland into another portion of the site in order to replace impacted buffer area or wetland on a minimum of a two-for-one areal basis.

8) Restoration of all or a portion of an off-site previously disturbed wetland, watercourse, and/or wetland/watercourse buffer area within the same watershed and on a minimum of a two-for-one areal basis.

9) Construction of a new wetland of similar function, type, and geographic location/setting at a ratio of 3:1 acreage replacement, or such other ratio as the Planning Board determines.

10) Construction of vegetated and structural streambank protection measures where increased streambank erosion is expected from a project. Where available from the UCSWCD or the NYCDEP, natural channel stability design criteria may be used to appropriately dimension stream width, depth, cross sectional area, slope and planform.

11) Construction of streambed grade control where stream channel incision (downcutting) is expected by increased flow to a stream from the project. Mitigation measures may use the natural channel stability design criteria available from the UCSWCD or the NYCDEP to appropriately dimension stream width, depth, cross sectional area, slope and planform.

Date: 2011

**TOWN OF WOODSTOCK PLANNING BOARD**

Policy adopted April 1995

**A SIGNATURE BOX IS TO BE ADDED TO ALL FINAL SITE PLANS:**

I/We, the owner(s) and/or lessee, understand I/we must conform exactly to these plans as signed by the Town of Woodstock Planning Board.

Any and all changes require formal amendment by me/us to the Planning Board.

SAMPLE

sign

date

sign

date

sign

date



# Memo

**To:** All Applicants  
**Subject:** Sketch Plat or Plan Requirements

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Prior to approval of any sketch plat or conceptual plan, the Planning Board may require identification and depiction of the following site constraints and/or natural and habitat features:

- \_\_\_\_\_ Wetland delineation including vernal pools
- \_\_\_\_\_ Full depiction of all watercourses, ponds and/or other water features
- \_\_\_\_\_ Topographical lines (US Geological Survey data)
- \_\_\_\_\_ Historical sites (as verified by NYS Office of Parks, Recreation & Historic Preservation)
- \_\_\_\_\_ Known Archeological site (NYSOPRHP and/or Phase 1 field survey)
- \_\_\_\_\_ Threatened or Endangered Plant and Animal Species (Natural Heritage Database and/or field survey)
- \_\_\_\_\_ Ground cover map incl. significant natural communities (Natural Heritage data) & Heritage Tree inventory
- \_\_\_\_\_ Depiction of land in adjacent municipalities
- \_\_\_\_\_ Unique geological formations incl. ridgelines, waterfalls, rock outcroppings, talus (e.g., rock piles at cliff bases), erratics (e.g., glacial boulders not native to the site), cliffs, caves or other unusual geological formations covering an area > 200 sq ft
- \_\_\_\_\_ Historic trails and manmade features (stone walls, cairns, etc)
- \_\_\_\_\_ Biodiversity Assessment
- \_\_\_\_\_ *Hudsonia* Habitat Survey data

# MEMORANDUM

To: All applicants  
Subject: Missing or requested materials/documentation

Any outstanding items or changes requested by the Planning Board **must be submitted no less than ten (10) days prior to a Public Hearing**. This includes, but is not limited to, updated Site Plans or plats, missing forms, material samples and permits or determinations from other agencies.

Failure to submit the requested items in the specified time frame may result in cancellation of the Public Hearing (fee for cancellation applies) or a delay in the Planning Board's decision process.