

TOWN OF WOODSTOCK PLANNING BOARD
Ulster County, NY

WWP Case # _____

Date received: _____

Property Violations? Y N

APPLICATION FOR WETLANDS & WATERCOURSE PERMIT

Submit 3 copies of application, 3 copies sketch/preliminary plans + \$75 Application Fee (payable to Town of Woodstock). Completed *Part 1 – Project & Sponsor Info* of the *Short Environmental Assessment Form (EAF) completed online*, must accompany application + other forms, as applicable (see list page 3). Submit .pdf copy of plans to planning@woodstockny.org. Questions? Call office: (845) 679-2113 x 16

Name & Address of Owner(s): **Please print**

Phone: _____
Email: _____

Location of subject property (street address): _____

Scenic Overlay (circle one): YES NO

Zoning District(s): _____ Tax Parcel # (Section/Block/Lot): _____

Date Property Acquired: _____

Describe Restrictions or Easements affecting subject property, if any: _____

Name of Owner's Representative* (architect, engineer, etc.): _____

*authorization to act on owner's behalf must be submitted with application (see form attached)
Representative's Telephone No. _____

Have any Wetlands/Watercourse Permits under prior Local Law #3 of 2003 been applied for or issued with respect to this property? Yes No

If yes, please give date, name & case number of such application: _____

Has a Wetlands Permit or a Letter of Non-Jurisdiction been obtained from the NYS Dept of Environmental Conservation (NYS DEC) for this project? Yes* No

*If yes, please submit copy with application.

Project Information:

Is proposed work in a: Wetland Watercourse Adjacent Buffer Area (check all that apply)

Total area of Wetland, Watercourse and Adjacent Buffer Area: _____ sq. ft.

Total area of parcel (acres): _____

Size of Activity Area: _____ sq. ft. or acres (check one)

(application continues)

**Town of Woodstock Wetlands & Watercourse Permit application - Project Information
(continued):**

Total estimated value of work: \$

Description of the Project (use additional pages if needed):

Description of the Regulated Activity(s):

Explain why the proposed activity cannot be located outside of wetlands, watercourses and associated buffer areas (use additional pages if needed):

Proposed Starting Date: _____ Proposed Completion Date: _____

Name of Wetlands Expert delineating wetland (if applicable):

Estimated Quantity of Excavation (in cubic yards): Cut Fill

Plans Prepared by: _____ License # _____ Dated: _____
Revision date(s): _____

Signature of Owner(s): X _____
X

Date signed: . . .

(application continues)

Town of Woodstock Wetlands & Watercourse Permit application (continued):

Attachments: Site Plan in accordance with requirements of Zoning Law §260-34(F) – see checklist attached
 Supplemental Site Plan information in accordance with Town Zoning Law Section 260-34(G)1, when determined necessary by the Planning Board or Town Wetlands/Watercourse Inspector
 Project Location Map which indicates the approximate boundaries of the property in relation to surrounding land and roadways on a US Geological Survey or NYS Dept of Transportation topographic map having a scale no less than one (1) inch = two thousand (2,000) feet.
 Landscape Plan and Wetland/Watercourse Mitigation Plan in accordance with Town Zoning Law Section 260-34(H)
 Exterior building elevations (where applicable)
 Relevant section(s) of the tax map(s) & list of names and addresses of owners of lands adjacent to the subject property(s) where proposed regulated activity will occur, **and within 500 feet of the perimeter of the wetland, watercourse or associated buffer area** that will be disturbed. Addresses must be as they appear on current tax assessment roll (form att.)
 Signed Authorization to Represent Applicant Form (attached)
 Signed Permission to Inspect Property form for Planning Board members to visit the site (form att.)
 Application fee made payable to Town of Woodstock (see page 1)
 Supplemental written material as required by Town Zoning Law and as determined by Planning Board (e.g. timber harvest management plan)
 Appropriate number of copies of all of the above (see page 1)
 Completed & signed Environmental Assessment Form as required by Town of Woodstock Environmental Quality Review Law (form att.)

Please note:

- 1) If the proposed activity will have a significant impact upon the regulated area, additional material may be requested by the Planning Board, as outlined in Town Zoning Section 260-34.
- 2) The completion of this Wetlands/Watercourse Permit application does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town of Woodstock.

Also refer to additional forms to be attached to this application* and other information:

- * *Permission to Inspect Property* (part of application)
- * *Form to list contiguous property owners, addresses, property ID #s* (part of application)
- * *Short Environmental Assessment Form (EAF)* (part of application)
- * *Authorization Form for Applicant's Representative/Agent* (part of application, if applicable)
- * *Waiver Request Form* (if applicable)

WWP checklist in accordance with Zoning Law Section 260-34(F) (assists with plan preparation)

Wetland & Watercourse Mitigation information

Owner's Signature Box/Compliance Statement Sample (must be on all final plans)

Memo: Sketch Plat or Conceptual Plan Requirements

Memo: Missing or Requested Materials deadline for submission

TOWN OF WOODSTOCK
PLANNING BOARD
PERMISSION TO INSPECT PROPERTY
(part of application)

It is necessary for some or all members of the Woodstock Planning Board (herein the Board) to inspect the property for the project you are proposing. By signing this permission form, you are granting permission for members of the Board, their consultants (such as professional planners and engineers), and persons accompanying the inspecting party (where needed for safety and/or administrative purposes), to access your property for the purpose of verifying information in your application and for facilitating the resolution of your application. This may occur with or without further notice or appointment. It may occur with or without you or your representative present. In some instances, the Board may require you or your representative to be present, and, if so, the Board will work with you to set a mutually convenient time to meet at the site. Measurements and other analyses may be required to be taken. The data gathering will be non-invasive unless additional permission is agreed to in advance.

Permission is granted to the inspecting party(s) to disregard No Trespassing signs, gates, posted notices and so forth, as necessary. You agree to remove any dangerous obstacles or hazards, or make them known to the Board in advance. You agree to keep a road or pathway clear and the property duly flagged, if required, or unless otherwise noted in the record.

The Board agrees, without need for signature of this document, to try to keep such inspections as minimally invasive, safe and timely as possible.

This permission expires upon the resolution of your application, including a withdrawal. It continues where conditional approval(s) are granted, for the purpose of verifying that such condition(s) have been met.

Property owner(s): _____
(print) _____
(sign) _____

Owner(s) Representative: _____
(with written authorization) _____
(print) _____
(sign) _____

Date signed: _____

(part of application form)

Applicant/Owner(s) _____
() Subdivision () Site Plan Review () Special Use Permit () Wetlands Permit

- List *Names, Mailing Addresses and Tax Parcel ID numbers (Section-Block-Lot#)* of ALL contiguous property owners, including those across streets, streams or other land features which would touch the subject property if the street/stream, etc., were not there. Addresses must be taken from the current tax rolls, available in the Woodstock Assessor's office, or by accessing the Ulster County Real Property parcel data from their website: ulstercountyny.gov/maps/parcel-viewer
- Also provide a *copy of the relevant section(s) of the tax map* for the subject property, available from the Assessor's office or County website, above.

1. _____	Section-Block-Lot #	Name & Address (please print)
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		

Attach additional page(s) if needed

Form updated Feb 2016

AUTHORIZATION FORM FOR APPLICANT'S REPRESENTATIVES/AGENTS

To the Town of Woodstock Planning Board:

This will authorize _____
(print representative's name)

to represent me/us and make statements on my/our behalf at scheduled meetings
before the Planning Board in the matter of _____

Check type of application(s):

Subdivision Site Plan Review Special Use Permit Wetlands Permit

Print property owner(s) name: _____

Owner's signature(s)*: X _____
X _____
X _____

Date signed: _____

***PLEASE NOTE:** If owner of record is an Estate, Trust, LLC, PC, etc., please submit evidence that the person signing has authority to do so as an agent of such entity, and include that person's title (printed), e.g. Trustee, Executor, Director, President, etc., with signature. All owners of record must sign this authorization, including spouses, partners, family members, etc.

Representative's signature: X _____
Date signed: _____

Representative's address: _____

Phone Number & Email: _____

TOWN OF WOODSTOCK
PLANNING BOARD

WAIVER REQUEST FORM

I/We _____, the applicant(s) and owner(s) of the property located at _____ or the duly authorized representative of the owner, do hereby request the following waiver(s) from application requirements for:

Type of review (check one):

Site Plan Review Special Use Permit Major Subdivision
 Minor Subdivision Wetlands Permit

I/We request waiver(s) from: (check one and complete all information requested)

Town Code Chapter 260: Zoning Law, Section #: _____
Specific waiver(s): _____

Town Code Chapter 202: Subdivision of Land, Section #: _____
Specific waiver(s): _____

Reasons for waiver request: _____

Print (name): _____
Signature: _____
Date: _____

Town of Woodstock
Environmental Quality Review
617.20
Appendix B
Short Environmental Assessment Form

To access and complete the New York State Department of Environmental Conservation (DEC) State Environmental Quality Review Assessment Forms (EAF) go to: <http://www.dec.ny.gov/eafmapper/>

Applicant/project sponsor is required to **complete only Part 1 of the SHORT FORM EAF**. Please be sure to use a compatible search engine and shut off all pop-up blockers. Because the online form is self-populating for some answers, we recommend completing the EAF online and printing the completed form and any attachments to submit as part of your required Planning Board application paperwork. Download, complete any missing information, then sign and date your completed forms where indicated.

If you need assistance with the EAF online form, please contact:

David Rebecca

Cartographic Technician 1, Division of Environmental Permits

New York State Department of Environmental Conservation

625 Broadway, 4th Floor, Albany, NY 12233

P: 518-402-9485 | F: 518-402-9168 | david.rebecca@dec.ny.gov

www.dec.ny.gov |

PLEASE PROVIDE THE ORIGINAL AND 3 COPIES. IF NOT SUBMITTED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.
QUESTIONS? CONTACT THE PLANNING BOARD OFFICE @ 845-679-2113 EXT. 16

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-feet 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.

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.