



Town of  
Washington

**TOWN OF WASHINGTON  
PLANNING BOARD**  
10 Reservoir Drive • P.O Box 667  
Millbrook, NY 12545 • (845) 677-3419  
EXT 112 •  
[planningboard@washingtonny.org](mailto:planningboard@washingtonny.org)

**APPLICATION FOR WETLANDS AND WATERCOURSE PERMIT  
PURSUANT TO ZONING CODE SECTION 396**

**Submit Application and four copies to:**

Zoning Administrator  
Town of Washington  
10 Reservoir Drive  
Millbrook, NY 12545

T: (845) 677-3419, Ext. 112  
F: (845) 677-1195  
[buildinginspector@washingtonny.org](mailto:buildinginspector@washingtonny.org)

**With electronic copy to:**

Planning Board Secretary at  
[planningboard@washingtonny.org](mailto:planningboard@washingtonny.org)

T: (845) 677-3419, Ext. 112  
F: (845) 677-2085

**I. Applicant and Site Information**

**Applicant**

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Representative (if different from the Applicant)**

Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Site**

Project Site Address (if different from Applicant's): \_\_\_\_\_  
Tax Map Parcel Number: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Overlay District(s), if any: \_\_\_\_\_  
Identify and describe any agricultural and forestry exemptions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant Name: \_\_\_\_\_

**II. Detailed Description of Activity**

Describe the proposed activity or development, e.g., buffer disturbance, stream disturbance, filling in wetlands, etc.:

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Describe why the proposed activity cannot be located at another site, i.e., out of the wetland, watercourse, water body or controlled area(s):

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**IV. Required Documents & Information**

The following documents and information must be included with your application, unless you have received a written waiver from the Zoning Administrator:

- A. A survey of the property delineating all wetlands, watercourses, water bodies and controlled areas on the site within two hundred (200) feet of the location of the regulated activity.

**Prior to filing an application, the Applicant should consult with the Zoning Administrator/Building Inspector to determine whether professional delineation is required for their initial application submission.**

- If a professional delineation is required, the Applicant may hire a private wetland consultant or the Town of Washington’s wetland consultant.
- If a professional delineation is not required, the NYS DEC Environmental Mapper may provide a useful tool in identifying the location of the wetlands, watercourses, water bodies and controlled areas on the property and can be accessed here: <https://gisservices.dec.ny.gov/gis/erm/>.

Applicant Name: \_\_\_\_\_

- B. A survey of the property, prepared by a licensed professional, surveyor or architect, at a scale no greater than one inch equals 50 feet (1"= 50') and containing contour intervals of five (5) feet or less in the regulated area, showing the area of wetlands, watercourses and water bodies directly or indirectly affected by the proposed regulated activity.\*\*

\*\*Information required in Section IV.A and Section IV.B may be combined in one survey.

- The requirement that a survey be prepared by a licensed professional, surveyor, or architect may be waived by the Zoning Administrator for proposed activity which is minor and limited in scope. An example of such minor activity would be the installation of a small shed in the buffer area. [Note, the Planning Board reserves the right, after initial review, to determine that such a survey is necessary.]

- C. Description of the vegetative cover of the area, including dominant species and their wetland classified status as set forth in the most recent edition of the National List of Plant Species that Occur in Wetlands, New York or the Northeast (Region 1), located at <https://digitalmedia.fws.gov/digital/collection/document/id/1348/>.

- D. Description of the soil types on the site as provided in Dutchess County Soil Survey, located at <https://www.dutchessny.gov/Departments/Planning/Docs/nrichapfour.pdf> or the USDA Web Soil Survey, located at <https://websoilsurvey.sc.egov.usda.gov>.

- E. Short Form Environmental Assessment Form (EAF) under SEQRA. This can be found at [https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf).

This Short Form EAF may also be filled out using the EAF Mapper Tool which creates the form as you go. See <https://gisservices.dec.ny.gov/eafmapper>. After initial review, the Planning Board may require a Long Form EAF (see below).

- F. Copy of the current deed and any easements affecting the property.

- G. If the property is located in an Agricultural District, please include a Town of Washington Agricultural Data Statement, located at <https://washingtonny.org/document-center/planning-board-minutes/planning-board-forms-general-information/1688-agricultural-data-statement-pdf/file.html>.

- H. A list of the names and addresses of all abutting property owners.

Applicant Name: \_\_\_\_\_

I. Application Fee and Escrow Deposit

An Application Fee and an initial Escrow Deposit for the amounts listed below must be included with this application.

Fee Type		Amount
<b>ESCROW FEE (DUE FOR ALL APPLICATIONS)</b>		
Initial Escrow Deposit:		\$1,500.00
<b>Plus the below amount:</b>		
	Projects under \$10,000.00 in development costs	\$2,000.00
	Projects with \$10,001.00 - \$50,000.00 in development costs	\$5,000.00
	Projects over \$50,001.00 in development costs	\$10,000.00
<b>WETLANDS PERMIT FEE</b>		\$600.00

V. Additional Documents Following Planning Board's Initial Review

After an initial review of your application, the Planning Board may require additional documents and information, including but not limited to the following:

- A. Long Form EAF under SEQRA. This can be found at [https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/feafpart1.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf).
- B. Ground water table elevations indicating depth to ground water, direction of flow and hydrologic connections with surface water features.
- C. Applications affecting the water retention capacity, water flow, or other drainage characteristics of any wetland, watercourse or water body may require a statement of impact of the project on upstream and downstream areas giving appropriate consideration to flood and drought levels and the amount of rainfall.
- D. Where creation of a lake or pond is proposed, details of the construction of any dams, embankments, outlets or other water control devices and an analysis of the wetland hydrologic system including seasonal water fluctuation, inflow/outflow calculations and subsurface soil, geology and groundwater conditions.
- E. Locations and specifications for any proposal to drain, fill, grade, dredge and clear vegetation, including areas and quantities proposed for deposit or removal, the procedures to be used and dominant species of vegetation to be removed. A letter from the United States Army Corps of

Applicant Name: \_\_\_\_\_

Engineers stating that the wetlands and watercourses are not subject to regulation under Section 404 of the Clean Water Act, or a copy of a Section 404 Application, may also be required for certain activities set forth herein.

- F. Locations and details of any existing and proposed storm water drainage facilities, including any point discharges, artificial inlets, or other conveyances, which would discharge into regulated areas, and measures proposed to control erosion both during and after the proposed work including a schedule for installation and maintenance for such measures.
  
- G. An analysis of hydrologic systems located within and connected to the regulated areas and a narrative to explain how the regulated areas will be affected by the proposed action including water retention capacity, water flow and drainage characteristics, Applications for projects affecting the water retention capacity, water flow, or other drainage characteristics of any pond, lake, reservoir, natural drainage system, or wetland shall include a statement and numerical calculations of the impact of the projects on upstream and downstream areas giving appropriate consideration to other-than-normal levels of watercourses and amounts of rainfall, specifically the 100-year storm event.

Please note that if the Applicant is aware that the scope of the proposed regulated activity will necessitate provision of some or all of the above-described additional information, the Applicant may include such information with the initial application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_



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**THIS DOCUMENT MUST BE SIGNED BEFORE A NOTARY PUBLIC**

**PLEASE NOTE:** If ownership is held by a corporation, LLC, jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement.

**OWNER'S ENDORSEMENT**

STATE OF NEW YORK                    )  
COUNTY OF \_\_\_\_\_) ss:

\_\_\_\_\_, being duly sworn, deposes and says:

- I am: (check one)
- \_\_\_\_\_ 1.           the sole owner in fee (One individual on the tax roll)
  - \_\_\_\_\_ 2.           a part owner in fee (Two or more individuals on the tax roll)
  - \_\_\_\_\_ 3.           an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
  - \_\_\_\_\_ 4.           designated party authorized to act pursuant to a trust or legal document. (Trustees listed on tax roll)
  - \_\_\_\_\_ 5.           member/owner(s) of Limited Liability Corporation (LLC).

**(If you checked #3, #4 or #5, you must attach proof of authority (i.e.: Corporate Resolution, Surrogate Letter, Executor of the Will, Certified Letter of Testamentary, Letter of Administration, Attorney-Opinion Letter, Letter or Probate, Power of Attorney)**

I reside at \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have authorized (name) \_\_\_\_\_  
(Company) \_\_\_\_\_

to make the foregoing application to the Town of Washington for approval as described herein for the property located at \_\_\_\_\_

Property ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
If owner is a corporation or LLC, please indicate name of the entity and title of the officer whose signature appears above.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Notary Public \_\_\_\_\_ Notary Stamp:  
commission expires: \_\_\_\_\_

\_\_\_\_\_ **Proof of Authority is attached. Type of Authority:** \_\_\_\_\_



