Wetlands Instruction Sheet for Permits and Certificates of Compliance

Your proposal is located in proximity to an environmentally sensitive area as identified by the Town of Islip and the New York State Department of Environmental Conservation. This sheet will give you some information as to the required applications and the necessary phone numbers for your use. Please be advised that your application must undergo an environmental permit review by the following agencies:

1. New York State Department of Environmental Conservation (NYSDEC)
   NYSDEC Environmental Permits
   SUNY, Stony Brook
   50 Circle Road
   Stony Brook, NY 11790

   A Freshwater/Tidal Wetlands/Coastal Erosion Hazard Area Permit or Letter of Non-Jurisdiction is required from this agency in order to undertake your proposed project. You can contact New York State DEC for information, an application, and a guidebook at (631) 444-0355.

2. Town of Islip Department of Planning & Development Wetlands and Watercourses Permit is required subsequent to obtaining a N.Y.S. DEC freshwater/tidal wetlands permit.

A Wetlands and Watercourses Permit will be required from the Town of Islip in order to undertake your proposed project. The fee is available on the Town of Islip Department of Planning and Development fee schedule. You can contact the office for information and an application at (631) 224-5450. Applications are also available online at http://www.islipny.gov

ANSWERS TO COMMON QUESTIONS

What is a wetland?

A wetland is an environmentally sensitive area that serves as a breeding ground for many different species of fish and wildlife. Wetlands provide home habitat for many different native plants which, in turn, provide a food and cover source for migratory birds. They also provide areas for excess water during heavy rains and help prevent flooding of homes and streets. Wetlands come in many forms, as marshes, bogs, ponds, streams and rivers; even some isolated patches of wetland plant species can be classified as a wetland. There are two different major types of wetlands, freshwater and tidal. Islip's Tidal Wetlands are located primarily to the south of Montauk Highway (Rt. 27A) consisting of areas that are tidally influenced. Freshwater wetlands make up the remainder of the Town and are concentrated along stream corridors, drainage ditches, ponds, and non-tidally influenced marshes/bogs.

When will wetland regulations affect my property and/or proposal?

Properties within a certain distance of a designated wetland area will require a permit review. Any new construction that increases a foundation and disturbs the ground in any way will require permits. Similarly, the legalization of old construction and existing structures within these areas requires a wetlands review.

How long does a Wetland permit review take and what steps are necessary to get a final Town Building Permit?

A combined Town of Islip and New York State DEC tidal/freshwater wetlands review normally takes 2 to 5 months to complete. If a Wetlands permit is required, then the Town of Islip Building Permit cannot be issued until all environmental reviews have been completed. Once a Wetlands Permit has been issued, then the applicant must obtain the Town Building Permit in order to begin construction or receive a Certificate of Compliance.

How can I expedite, or speed up, my environmental review?

In order for us to process your permit as quickly as possible you need to have the property's TAX MAP # ready. You can find this number on your Tax Bill and it looks like this: 0500 -370.00-02.00-076.000. A pre-application conference can help to guide you and eliminate potential problems. To schedule one, please have your Tax Map # ready and contact the Town of Islip Department of Planning and Development at 631-224-5450.

In addition, for those permits requiring review from the New York State DEC or the Army Corps of Engineers (ACOE), contacting these organizations as soon as possible to begin the review process will help expedite your permitting process. Contact information for the New York State DEC is (631) 444-0355. If necessary please contact the ACOE at (917) 790-8007. Please be aware that an ACOE permit may be necessary for any work taking place seaward of a bulkhead.

TOWN OF ISLIP, NEW YORK

Wetlands & Watercourses Permit Process

STEP 1

PRE-APPLICATION MEETING WITH PLANNING STAFF, IF DESIRED. APPLICANT IS ADVISED IF OTHER APPLICATIONS SHOULD BE FILED CONCURRENTLY (E.G. ZONING BOARD OF APPEALS)

STEP 2

OBTAIN NYSDEC WETLANDS PERMIT, FROM NYSDEC REGION 1, LOCATED IN STONY BROOK, NY.

STEP 3

SUBMIT A COMPLETE WETLANDS & WATERCOURSES APPLICATION TO THE PLANNING DIVISION.

STEP 4

PLANNING DIVISION REVIEWS COMPLETE APPLICATION AND CONTACTS APPLICANT WITH QUESTIONS AND/OR COMMENTS.

STEP 5

APPLICANT RESOLVES ANY QUESTIONS OR COMMENTS.

STEP 6

IF APPROVED, PERMIT IS ISSUED & WORK MAY BEGIN IN ACCORDANCE WITH CONDITIONS.

SUBMISSION REQUIREMENTS CHECKLIST
FOR
Wetlands and Watercourses

Application Requirements	MET	*NOT MET	N/A
Application Form—Completed, signed and notarized.	○	○	○
One (1) copy of certified survey (<10 years old) with property lines and one (1) legible and scaled site plan showing proposed work. Plans to include:	○	○	○
• Bulkhead elevation: existing and proposed. Including adjacent properties	○	○	○
• Overhead (top-down) view of proposed structures, excavation, dredge, or fill.	○	○	○
• Cross section of proposed structures, excavation, dredge, or fill.	○	○	○
• Depth soundings to be provided on the survey by a licensed surveyor, from mean low water (for proposed docks only).	○	○	○
Copies of permits and approvals, where required, issued by other government agencies (e.g. NYSDEC, ACOE, NYSDOS, Coast Guard, FINS, etc.).	○	○	○
Elevation Survey for proposed new homes in flood zones.	○	○	○
Fees as per the current schedule of fees.	○	○	○
Short Environmental Assessment Form—(SEAF) Available at http://www.dec.ny.gov/permits/70293.html	○	○	○
Letter of Agent Authorization, if submitted separate from application form.	○	○	○
Property Owner's approval if work is proposed on private or property owners' association underwater land not owned by the property owner involved in the application.	○	○	○

Note: Electronic submission of documents is encouraged.

*NOT MET—APPLICANT MUST EXPLAIN WHY REQUIREMENT IS NOT NECESSARY

Town of Islip Department of Planning and Development

Wetlands & Watercourses Permit Application

Office Use Only

WW 20____-_____

Receipt No. _____

1. Property Information

Tax Map Number 0500_____ **Water Body Affected**_____

_____ _____

Project Location_____ _____

_____ _____

2. Applicant Information

_____
Name

_____ _____
Street No. Street Name

_____ _____
City/Town State/Zip

_____ _____
Telephone Number E-mail Address

3. Property Owner Information

_____
Name

_____ _____
Street No. Street Name

_____ _____
City/Town State/Zip

_____ _____
Telephone Number E-mail Address

4. Representative Information

_____
Name

_____ _____
Street No. Street Name

_____ _____
City/Town State/Zip

_____ _____
Telephone Number E-mail Address

Town of Islip Department of Planning and Development

Wetlands & Watercourses Permit Application

4. Statement of Agreement and Agent Authorization

I, _____, the applicant stated herein, hereby designate _____, the representative stated herein, to file the Town of Islip Wetlands and Watercourses permit application and associated documents for the attached project on my behalf.

In doing so, I certify that to the best of my knowledge and belief the information I supplied to said representative for preparation of said applications is true, complete, and accurate.

I understand that said representative does not guarantee the decision of the Town of Islip or is responsible for the actual design, construction or implementation of the project including inspections by it. Any changes to the project requires notification prior to performing work under the permits issued.

_____ _____

Signature of Applicant/Property Owner ***Date***

**Applicant or Representative may submit their own Agent Authorization form.*

5. Project Checklist

Check all items that apply to your project.

☐ **New Application**

☐ **Amendment**
Previous Permit No.: _____

☐ **Extension**
Previous Permit No.: _____

☐ **DOCK/PIER**
Linear footage of dock _____ ft.
Material to be used: _____
_____

☐ **EXCAVATION OF BOAT SLIP**
Expected volume of excavated material:
_____

☐ **BULKHEADING**

- ☐ Replacement in-kind, in-place
- ☐ Reface/Resheath
- ☐ New Bulkhead
- ☐ Replacement seaward within 18”

Length of affected bulkhead _____ ft.
Width (from face of existing to proposed) _____ ft.
Material to be used: _____
_____
_____

☐ **CONSTRUCTION OF OFF SHORE STRUCTURES**

- ☐ Jetties
- ☐ Wavescreens
- ☐ Other: _____

Structure length _____ ft.
Material to be used: _____
_____

☐ **WORK IN TOWN-OWNED UNDERWATER LAND**

☐ **WORK IN COUNTY-OWNED UNDERWATER LAND**

☐ **WORK IN ASSOCIATION-OWNED UNDERWATER LAND**

☐ **DREDGING**
Dredge depth (-ALW) _____ ft.
Area to be dredged _____ ft. x _____ ft.
Volume to be dredged _____ yd^3.
Destination of dredge spoil: _____
_____

☐ **DEMOLITION/ERECTION OF DWELLING**

Town of Islip Department of Planning and Development

Wetlands & Watercourses Permit Application

6. Brief Description of the Project

_____

_____

_____

_____

_____

_____

_____

The information in this application is true to the best of my knowledge and belief.

Signature of Applicant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Sworn before me this _____ **day of** _____**, 20** _____

_____

Notary Public

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:	Telephone:			
	E-Mail:			
Address:				
City/PO:	State:	Zip Code:		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			**NO** ☐	**YES** ☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			**NO** ☐	**YES** ☐
3.a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____acres				
4. Check all land uses that occur on, adjoining and near the proposed action. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

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	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

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	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☐	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☐	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☐	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☐	☐
3. Will the proposed action impair the character or quality of the existing community?	☐	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☐	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☐	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☐	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☐	☐
b. public / private wastewater treatment utilities?	☐	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☐	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☐	☐

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	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☐	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☐	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

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