

Applicant Check List

2/1/11

Town of Yorktown Conservation Board

The Town of Yorktown Conservation Board, in accordance with Chapter 178 of the Town of Yorktown Code shall not consider an application complete and ready for discussion until the following conditions are met:

All submissions are to be to the Conservation Board Clerk one (1) week prior to the meeting. Submission shall be: Two (2) hard copies and one (1) complete set electronically. Submitted to email address: **YorktownCB@yorktowncb.org**

Pre- Preliminary Submission

- 1. Contact Information: Owner's and Owner's Representative(s)
 - a. Name
 - b. Address
 - c. Phone and Email
- 2. Street Address and Tax Map designation of property
- 3. Vicinity Map: with scale and north arrow
- 4. Statement of Proposed Work and /or Preliminary Sketch
- 5. Photographs of Site showing the character of the site, location of wetlands or water courses on site and adjacent to the site

Preliminary Submission – Conceptual Plan

- 1. All responses to the Conservation Board comments should use the same item number as in their memo and explain what you have done to satisfy each comment, e.g. pending - will supply later, supplied the requested material, moved the driveway further from the wetland, etc.
- 2. Conceptual Site Plan showing the following but not limited to:
 - a. Name and Address of Owner
 - b. Street Address and Tax Map designation of property
 - c. Vicinity map: with scale and arrow
 - d. Wetlands and or Water courses within 200 feet of new development
 - e. Existing vegetation outline and brief description of vegetation cover
 - f. All existing features on the Site, ie: foundations, pavements, buildings, septic systems, sewer systems, utilities
 - g. All wells within 100' of new development.

- 3. Grading Concept Plan showing the following but not limited to:
 - a. showing proposed and existing contours
 - b. Steep Slopes as defined by the Town Code graphically represented on plan
 - c. limits of disturbed area
 - d. amounts of draining, fill, dredging and or excavation
 - 4. Drainage System Proposed for Sanitary and Stormwater
 - 5. Stormwater Treatment Concept
 - 6. Draft EAF – note: consult NYS Heritage Report when analyzing for endangered or threatened species
- Design Development Submission**
- 1. All responses to the Conservation Board comments should use the same item number as in their memo and explain what you have done to satisfy each comment, e.g. pending - will supply later, supplied the requested material, moved the driveway further from the wetland, etc.
 - 2. Report and Delineation Plan of the Wetlands and or Water courses within 200 feet of new development as determined by a qualified ecologist/botanist or soil scientist or certified wetland delineator no earlier than 12 months prior to filing date. (Note: Plan information can be incorporated into the Working Drawings).
 - a. Confirmation by Town’s Wetland Specialist.
 - 3. Working Drawings – signed and sealed by a design professional. Drawings to conform to Town Code Chapter 178 – Freshwater Wetlands. Drawings to have a scale no greater than 1”=50’ and a north arrow. Drawings to include but not limited to:
 - a. Site Improvement Plan - plan to include all items of Preliminary Submission 2a – 2g
 - b. Removals/Demolition Plan
 - c. Sediment and Erosion Control Plan – Drawings to conform to Town Code Chapter 165 and NYS Standards –2010 Stormwater Design Manuel Appendix G. Plan to include but not limited to: Details of temporary drainage system shown in relation to wetland and wetland buffer, including points of discharges, artificial inlets, or other human-made conveyances which would discharge into wetland or wetland buffer
 - d. Grading Plan – showing 2’ Contours and including all items of Preliminary Submission 3a-3d
 - e. Utility Plan
 - f. Stormwater Pollution Prevention Plan
 - g. Landscape Plan
 - h. Tree Plan conforming to Town Code
 - i. Exterior Lighting Plan
 - j. Site Sections /Elevations showing proposed development

k. Site Details

4. Soil Types graphically shown on plan with description of types based on Westchester County Soil Survey, (can be incorporated into the working drawings)

5. Report of Impact of development downstream and upstream

6. Analysis of rainfall runoff comparing existing to proposed development

7. Draft Long EAF

8. Comments (if required) from all outside agencies: Westchester County, DOH, Westchester County DPW, NYC DEP, NYS DEC, and NYS DOT

Final Submission

1. All responses to the Conservation Board comments should use the same item number as in their memo and explain what you have done to satisfy each comment, e.g. pending - will supply later, supplied the requested material, moved the driveway further from the wetland, etc.

2. All Items from Design Development Submission: 2, 4 thru 6

3. **Revised** Working Drawings – signed and sealed by a design professional. Drawings to conform to Town Code Chapter 178 – Freshwater Wetlands. Drawings to include but not limited to: All items of Design Development Submission 3a-3m

4. Final EAF

5. Wetland Permit Application

6. Excavation Permit Application

7. Approvals from all outside agencies: Westchester County, DOH, Westchester County DPW, NYC DEP, NYS DEC, and NYS DOT