



## TOWN OF NORTH SALEM

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### CONSERVATION ADVISORY COUNCIL

274 Titicus Road  
North Salem, NY 10560

Telephone: (914) 669-0245  
Fax: (914) 485-1920  
E-mail: [jwill@northsalemny.org](mailto:jwill@northsalemny.org)

### WETLANDS ACIVITY PERMIT APPLICATION GUIDELINES

1. Any person proposing to conduct a regulated activity upon any wetland or water-course, or within 100 ft. of a wetland or watercourse, must file a wetlands activity permit application. **Regulated activities are defined in Chapter 107, Freshwater Wetlands**, of the North Salem Town Ordinance.

Five (5) copies of the application and plans must be accompanied by the application filing fee of **\$100.00** plus a **\$1,500.00** Escrow Account deposit. One check will suffice, made out to the Town of North Salem. **The applicant is responsible for obtaining the signatures required on the Affidavit.**

2. All wetlands, streams, lakes and ponds must be clearly delineated on site plans and subdivision plats.
3. All wetlands and stream corridors must be flagged in the field, using standard orange flagging tied to existing vegetation at 30 ft. intervals.
4. Wetland soil types and vegetation species are listed in the North Salem Freshwater Wetlands Protection law.
5. **It is the applicant's responsibility to secure State Wetlands Permits**, if necessary, from the Department of Environmental Conservation. Application for and review of a State Wetlands Permit for approval by the DEC shall be done concurrently with the review and approval of the local Wetlands Permit.
6. Permit applications for sites with existing wetland violations will not be considered.
7. All erosion control measures must be clearly delineated on site plans and subdivision plats. Applicants should consider the potential impact of their proposal on existing drainage patterns.

Your cooperation in complying with all of the listed guidelines is appreciated and will expedite review of the wetlands permit application.

Send or deliver to: Janice Will, CAC Secretary  
Town of North Salem  
274 Titicus Road  
North Salem, NY 10560



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**DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY**

Application Fee Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Maps Received: \_\_\_\_\_ Names Received: \_\_\_\_\_

Consent of Owner: \_\_\_\_\_ Application Complete: \_\_\_\_\_

Application Transmitted to: \_\_\_\_\_ Wetlands Permit # : \_\_\_\_\_

Wetlands Inspector: \_\_\_\_\_

Town Board: \_\_\_\_\_

CAC: \_\_\_\_\_

Abutting Town: \_\_\_\_\_

Abutting County: \_\_\_\_\_ Planning Board: \_\_\_\_\_

Building Inspector: \_\_\_\_\_

DEP: \_\_\_\_\_

PLANNING BOARD RECS RECEIVED: \_\_\_\_\_

APPLICATION: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

**Please type or print the requested information for items 1 through 12.**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

2. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Mailing address if different from above: \_\_\_\_\_

4. Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

5. Applicant's Agent: Name \_\_\_\_\_ Address: \_\_\_\_\_

6. Number of years residing at the above address: \_\_\_\_\_

7. Owner of property: \_\_\_\_\_

Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

8. Type of activity to be conducted: \_\_\_\_\_

\_\_\_\_\_

9. The following must accompany this application:
- A. Written consent of the owner of the property if applicant is not the owner.
  - B. A map showing the controlled area affected and any wetland or watercourse therein and the location, extent and nature of the proposed work.
  - C. The names of persons whom the applicant knows or has reason to know claim rights in or adjacent to the wetland or watercourse.
10. Prior to issuance of a permit, the applicant may be required to file with the Town Board a performance bond in form and surety acceptable to the Town Board in such amount as the Town Board may deem sufficient to ensure the faithful performance of the work to be undertaken.
11. I certify that the foregoing information and any information contained in any attachment is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

12. Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Notary Stamp

All fees must accompany this application in the amount prescribed by Chapter 85 – “Fees” – in the Code of the Town of North Salem in the manner requested before a permit will be granted.

<b>FOR PLANNING BOARD USE ONLY</b>	
1.	Recommendation of CAC received: _____
2.	Public hearing held: _____
3.	Notice to Property Owners: _____
4.	Notice Published: _____
5.	Planning Board Report issued to:
a.	Town Clerk _____
b.	Wetlands Inspector _____

**AFFIDAVIT**

Regarding Town of North Salem  
Application Processing Restrictive Law  
(Code of the Town of North Salem, Chapter 37)

I hereby certify that to the best of my knowledge no outstanding fees under the Standard Schedule of Fees of the Town of North Salem exist for the property identified below. Furthermore, I hereby certify that to the best of my knowledge, no outstanding violation of local laws or ordinances of the Town of North Salem exists with respect to the cited property or any structure or use existing thereon.

Property tax identification (please verify that the sheet, block and lot number(s) provided are correct. See tax bill or contact Town Assessor’s Office):

Sheet \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

Address of property subject to application: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Submitted to: \_\_\_\_\_  
(Identify Board or Department)

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
Owner of Record/Date Agent for Permit Application/Date

Notary Public/ \_\_\_\_\_  
Date

Notary Public/ \_\_\_\_\_  
Date

Confirmations (**Do not sign if note below applies**):

Signed \_\_\_\_\_  
Building Inspector/Date

Signed \_\_\_\_\_  
Planning Board Secretary/Date

Signed \_\_\_\_\_  
Town Clerk/Date

**Note: The processing and approval of any and all applications for approval and issuance of any permit or certificate of occupancy or use by any board or official of the Town of North Salem is prohibited for any property owner who has fees outstanding under the Standard Schedule of Fees of the Town of North Salem. The process of applications is similarly prohibited when there are outstanding violations of any local laws or ordinances of the Town of North Salem on the property for which the approval is being requested. If the confirmations cannot be provided, an application cannot be processed. In accordance with the Code of the Town of North Salem, Chapter 37, Section 37-5, an applicant may make a written request to the Town of North Salem Town Board for a waiver of provisions of the Code Chapter 37.**

This Affidavit must be completed and submitted with any and all application(s) to the Town of North Salem in accordance with Code Chapter 37.