

REQUIRED INFORMATION TO APPLY FOR A FILL PERMIT

Applicant: _____

Address: _____

Phone Number: _____

Professional Engineer of Record: _____

Address: _____

Phone Number: _____

Owner: _____

Address: _____

Phone Number: _____

Project Location (Street name & Address): _____

Distance (in feet) From Cross Street: _____

Volume: _____ Sheet: _____ Block: _____ Lot: _____

Purpose of Application: _____

Fill Dimensions: Width _____ Length _____ Maximum Depth: _____

Volume (Cubic Yards): _____ Are Trees to be Removed (Yes/No): _____

Number of Trucks per Day: _____

Number of Cubic Yards per Truck: _____

Estimated Date Work Will Start: _____

Estimated Number of Work Days: _____

Estimated Date of Work Completion: _____

ADDITIONAL INFORMATION TO BE SUBMITTED

- Three (3) copies of a site plan signed and sealed by a NYS Licensed Professional Engineer, at a scale not to exceed 1" = 50', indicating the following information at a minimum: site features; existing and proposed topographic contours at 2-ft intervals; critical cross sections; details of construction; tree removals (if any); compaction requirements; drainage provisions; erosion control plan & details, and; final restoration measures;
- Three (3) copies of a completed Slope Clearance Form, including an additional three (3) copies of the site plan with required slope and disturbance data noted thereon;
- Three copies of a Wetland Clearance Form, with all required information, submitted to the Department of Planning;
- The Environmental Clearance Form and the Full Environmental Assessment Form attached herewith;
- A copy of the Contractors insurance certificate, to be kept on file in this office with our copy of your executed permit;
- Please note that the professional engineer of record for the project will be required to provide a certified as-built plan of the project upon completion. This will include the submission of all fill material manifests, testing data and any other data required by the permit.

Permit #: _____

TERM: From: _____

To: _____

**FILL PERMIT ISSUED UNDER ZONING ORDINANCE
TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS**

**Applicant:
Address:**

Phone Number:

**Professional Engineer of Record:
Address:**

Phone Number:

**Owner:
Address:**

Phone Number:

**Fill Location:
(Street Name)**

Distance: feet from cross street

Volume: Sheet: Block: Lot:

Purpose of Application:

Fill Dimensions: Width: Length: Max. Depth:

Fill Volume (cubic yards): Are trees to be removed?(Y/N):

Permit Fee Received: \$ Deposit Received: \$

Inspection Fee Received: \$

Insurance Company:

Policy Number: Expiration Date:

Date work will start:

Note: No fill may be placed without 48 hours prior notice to the Town Engineer (914-989-1583).

I certify that I have received due notice of the provisions of the Zoning Ordinance of the Town of Greenburgh adopted June 25, 1980 and am ended, and agree to conform to all conditions contained therein as well as to the rules and regulations and specifications of the Department of Public Works as set forth on reverse side.

By signing below both the applicant and owner state that they have read, understand and agree to comply with all of the conditions set forth by this permit.

Applicant: Date: Owner: Date:

Permit Issued By: _____ Date: _____
Kenneth V. Cioce, P.E., Town Engineer

FILL PERMIT – TERMS AND CONDITIONS

1. If in the course of this operation, any of the following conditions are violated or not complied with, then this permit shall immediately become **NULL** and **VOID**, and all work shall cease immediately.
2. **TERM:** The term of this Fill Permit Number _____ shall commence on _____; to be completed or renewed by _____. Any renewal or extension of this will require an additional application fee of One Hundred (\$100.00) dollars.
3. **HOURS:** No work shall be performed on a Sunday, or holiday, nor any day before 7:30 am or after 6:00 pm, except with prior permission of the Department of Public Works. Any work located within a Residential Zone may not begin before 9:00 am.
4. **MATERIAL:**
 - A) Clean natural earth shall provide 60% or more of the fill volume; rock is the only other acceptable material, provided its total aggregate volume does not exceed 40% of the total fill volume. The top foot of fill shall have more than 90% of its volume as clean earth (top soil) with no more than 10% of the volume composed of rock.
 - B) Unacceptable materials shall include everything but clean earth and rock. If any material except earth and rock is found in a load delivered to the site, the Town Engineer can stop the operation, and, if necessary, revoke the permit.
 - C) The Applicant shall identify a sole source of fill material to the Bureau of Engineering, prior to the start of work. Additionally, the Applicant will be required to perform fill material testing as recommended in NYSDEC "Schedule B", part II.c.3 for collection frequency, and parts II.d. & e. for analysis. Evaluation of results shall be as per NYS DEC requirements.
5. No acceptable material may have any dimension larger than 36". No material in the top foot of a fill area shall have any dimension larger than 6".
6. The site shall be graded and restored with a ground cover that conforms to the plans, and to the satisfaction of the Town Engineer. If the Town revokes the permit, the permittee shall be required to regrade and restore the site to a condition satisfactory to the Town Engineer, even if the proposed filling project has not been completed. Final restoration may be superceded by a Building Permit, at the discretion of the Town Engineer.
7. It is the responsibility of the Applicant to determine if the project requires that a NYS DEC Phase II Storm Water Notice of Intent be filed with the DEC. If required, the NOI must be filed by the Applicant's Engineer; approved by the DEC in writing, and; submitted to the Engineering Department prior to the start of the project.
8. If it becomes necessary to remove a tree over 6" in diameter, then the necessary Tree Removal Permit must first be obtained from the Town Planning Department.
9. All other locations on the property, such as access roads and temporary storage areas, shall be kept clean and maintained dust-free at all times.
10. All operations shall be in full compliance with all laws, ordinances, rules and regulations, as well as those of the State of New York and the U.S. Government. This permit shall not supercede any such laws, ordinances, or rules and regulations, unless the terms of this permit are more stringent.

FILL PERMIT – TERMS AND CONDITIONS (cont):

11. The Town reserves the right to re-evaluate the environmental, aesthetic, or physical impact of this operation at any time as the work progresses, and the permit may be evoked or suspended if such re-evaluation indicates that the environmental impact is detrimental to any adjacent property or the general character of the surrounding community and properties. It shall clearly be understood that the issuance of the permit does not confer any vested rights on the permittee.
12. All loads of fill delivered to the site shall be accompanied by a manifest listing the total quantity of the load, as well as the point of origin. These manifests must be submitted to the Town by the project engineer on a weekly basis, unless the Town Engineer requests more frequent submissions. At any time, the Town Engineer can direct the applicant to halt deliveries from any source he considers unacceptable until a report on the soil is received from a certified testing lab. The applicant may also be required to test water runoff from a site for oil, grease and any other contaminants if the Town Engineer deems it necessary.
13. All roadways and Town right-of-ways shall be kept clean of dust and debris. Sweeping and dust control are the responsibility of the applicant. Should the Town be required to clean and/or sweep areas, the applicant will be billed for such services at the prevailing rate. The Town may issue a Stop Work order if the applicant refuses to keep roadways clean.
14. The Town shall have the right to have an inspector on site, whose decision shall be final, in regard to what fill material may be rejected (by load) and what material must be removed from the site (by discrete units). The duration and frequency of the inspections shall be deemed as necessary by the Town.
15. The Town of Greenburgh must be notified in writing of the location to which the objectionable material on the site is being removed, prior to its removal. Any change in disposal sites must be submitted in writing to the Town Engineer 48 hours prior to the change.
16. A progress survey may be required by the Engineering Department, at intervals determined by the Town Engineer.
17. The professional engineer of record for the project will be required to be present on-site full time during filling/compaction operations, as well as at any other time that the Town Engineer may require. The professional engineer of record shall also provide a certified as-built plan of the project upon completion, including the submission of all fill material manifests, as well as any other data required by the permit.
18. Truck traffic must be timed so that trucks do not back onto adjacent local streets at any time.
19. Fill cannot exceed the amount requested unless an additional application, with revised plans, is filed, and an additional One Hundred (\$100.00) Dollar application fee is paid. The refundable deposit and the inspection fee will also be adjusted accordingly.
20. An application fee in the amount of Two Hundred Fifty (\$250.00) Dollars will be required for a permit.
21. A \$_____ returnable deposit shall be required to guarantee the performance of the above mentioned conditions (Bond not acceptable). This deposit will be calculated on the basis of \$0.20 per cubic yard.
22. A non-returnable inspection fee of \$_____ shall be required prior to the issuance of the permit. The inspection fee will be calculated on the basis of \$0.15 per cubic yard. **THE ENGINEERING BUREAU MUST BE NOTIFIED 48 HOURS PRIOR TO ANY FILLING ON THE SITE (914-989-1583).**

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.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
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: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
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?	NO	YES	
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: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	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: _____ _____ _____	NO	YES
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: _____ _____ _____	NO	YES
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: _____ _____ _____	NO	YES
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)?		

	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)