



Roslyn Harbor

500 MOTTS COVE ROAD SOUTH, ROSLYN HARBOR, NY 11576
TEL # (516) 621-0368 FAX # (516) 621-1803
WWW.ROSLYNHARBOR.ORG

STEEP SLOPE APPLICATION REQUIRED SUBMISSIONS AND INSTRUCTIONS

Unless expressly waived by the Village, the application shall include all of the following:

1. Site Plan drawn at a scale of (1) inch equals twenty (20) feet, prepared by a professional engineer, land surveyor, architect, or landscape architect licensed by the State of New York, showing within the lot or lots containing the following:
 - Proposed location of major buildings, including drainage, septic system, wells, driveways, etc..
 - The location of the proposed area of disturbance and its relation to adjacent properties, together with buildings, structures, driveway locations, roads, parking areas, landscaping, grading, affected wetlands and affected trees, if any, utilities and other planned site uses or improvements contemplated by the Applicant, within 100 feet of the boundaries of said area.
2. Topographical Survey prepared and certified by a New York State Licensed Land Surveyor drawn to a scale of (1) inch equals twenty (20) feet, and shall include the following:
 - Existing contours with vertical intervals of no greater than two (2) feet;
 - Location and boundaries of any slopelands clearly labeled as moderate slope, steep slope, very steep slope, or extremely steep slope;
 - Location of all existing buildings, structures, driveways and utilities serving the property;
 - Existing easements and rights-of-way;
 - Present use of land and structures;
 - Specific type, size and location of trees with a circumference of 18 or more inches measured at height four feet above ground level; and
 - Any other existing features or characteristics of the land which is required by the Building Inspector and Village Engineer.
3. Proposed design and construction procedures to be followed which will mitigate the potential impact of the proposed site development on the slopelands both during and after construction, including but not limited to:
 - Location and type of construction
 - Material
 - Site restoration
 - Plantings
 - All other safeguards and precautions deemed necessary by the Building Inspector and Engineer
4. Any special reports deemed necessary by the Building Inspector, Village Engineer and/or Planning Board to evaluate this application.
5. Applicant will furnish documents pertaining to easements and/or covenants and restrictions of record.
6. Affidavit of Ownership and Disclosure Affidavit
7. Public Notice Mailing List. Provide a list of all adjoining properties and property owners within 100 feet of the subject property.
8. Applicant must send notice of the public hearing to all adjoining properties and property owners located within one hundred (100) feet of the subject property, by certified mail, return receipt requested, at least ten (10) days, but not more than twenty (20) days prior to hearing. **An affidavit of mailing shall be prepared, executed and delivered to the Clerk's office along with copies of the certified mail receipt cards no later than three (3) days prior to the hearing.**
9. **Fees & Deposits:** Payment of a \$300 permit fee, and a \$1,000 per lot deposit for reimbursement of all contracted engineering review costs. Applicant is responsible for reimbursement of all expenses incurred by the Village on behalf of the application and must be paid in full prior to a determination on the permit application.



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STEEP SLOPE PERMIT APPLICATION

PERMIT NO: _____ DATE: _____ FEE \$ _____
C of O NO: _____ DATE: _____

THIS FORM MUST BE COMPLETED BY A NYS LICENSED PROFESSIONAL (P.E., L.S., R.A.OR L.A.)

Owner's Name: _____

Address: _____

Phone: _____ Email: _____

Applicant's Name (If Other than Owner): _____

Address: _____

Phone: _____ Email: _____

Subject Property:

Address: _____ Section: _____ Block: _____ Lot (s): _____

Zoning: District: _____ Flood Hazard Area: _____ Total Lot Area: (in square feet) _____

Area with existing slopes 10% to less than 15% _____ s.f. (Moderate Slope)

Area with existing slopes 15% to less than 25% _____ s.f. (Steep Slope)

Area with existing slopes 25% to less than 35% _____ s.f. (Very Steep Slope)

Area with existing slopes 35% and greater _____ s.f. (Extreme Steep Slope)

**Slopes measured in 2 foot intervals, perpendicular to the contours, covering an area of 750 s.f. or greater with a minimum width, parallel to the contours, of at least 25 feet.*

Proposed Action: Description of proposed work, purpose thereof and an explanation why proposed activity cannot be located elsewhere on the site: _____

Proposed Mitigating Measures: _____

Number of Trees to be Removed: _____ (Tree Removal Application Required)

Size of Activity Area: _____

Plans Prepared By: Name: _____
Address: _____
Phone: _____ Email: _____
Contact: _____

Survey Prepared By: Name: _____
Address: _____
Phone: _____ Email: _____
Contact: _____

Owner/Applicant's Name (Print) **Signature** **Date**

For Official Use Only

Other Actions Required

- Zoning Variance Site Plan Review Permits Required (NYSDEC, etc.)
 Subdivision Approval Tree Removal Permit Fill Permit
 Stormwater Management (SWPPP) Other _____

Referral

- Building Department/Village Engineer Planning Board

FOR VILLAGE USE ONLY
BUILDING INSPECTOR APPROVAL

Signed: _____
Date: _____

Short Environmental Assessment Form

Part 1 - Project Information

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 <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
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, are adjoining or near the proposed action:			
5. <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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?			
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?			
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:			
_____	<input type="checkbox"/>	<input type="checkbox"/>	

10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____			
_____	<input type="checkbox"/>	<input type="checkbox"/>	

11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____			
_____	<input type="checkbox"/>	<input type="checkbox"/>	

12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?			
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?			
	<input type="checkbox"/>	<input type="checkbox"/>	
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:		
<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
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>

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
	<input type="checkbox"/>	<input type="checkbox"/>

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
	<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



INCORPORATED VILLAGE OF

Roslyn Harbor

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that Applicant resides at _____, and is the owner of the property hereinbefore described and is the Applicant herein; that the statements contained in the foregoing Application and in any papers submitted herewith are in all respects true and complete to Deponent's knowledge, and hereby authorizes _____ with address at _____ as his agent to make this application and to enter into agreements with respect to the subject property.

• ***If Corporate Applicant:***

Full Name of Corporation

Title

Address of Corporation

Owner's Signature

Sworn to before me this
___ Day of _____ 20___

Notary Public

AFFIDAVIT OF APPLICANT DESIGNEE

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

(Applicant) _____, being duly sworn, deposes and says that he resides at _____; and that he is the _____ of the property herein described and is authorized by _____
(Architect, Engineer, Builder, Contractor)
the Owner to make the foregoing application and that the statements contained herein and in any papers submitted herewith are in all respects true and complete.

Applicant's Signature

Sworn to before me this
___ Day of _____ 20___

Notary Public



INCORPORATED VILLAGE OF
Roslyn Harbor

**DISCLOSURE AFFIDAVIT
GENERAL MUNICIPAL LAW SECTION 809**

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them
(a) is the applicant, or
(b) is an officer, director, partner or employee of the applicant, or
(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

3. In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law. 1

4. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

_____, being duly sworn, deposes and says

1. I am the _____ of the attached application.
(Owner, Contractor Vendee)

2. I make this affidavit for the purposes of complying with the requirements for the General Law Municipal Law Section 809.

3. No state officer of the State of New York, and no officer or employee of the County of Nassau, Town of North Hempstead, Town of Oyster Bay, or the Village of Roslyn Harbor has any interest in the person, partnership or association making the application to which is attached.

SUBSCRIBED AND SWORN TO BEFORE ME

THIS ____ DAY OF _____, 20____

NOTARY PUBLIC

Signature

Date

Figure 7A.8
Silt Fence

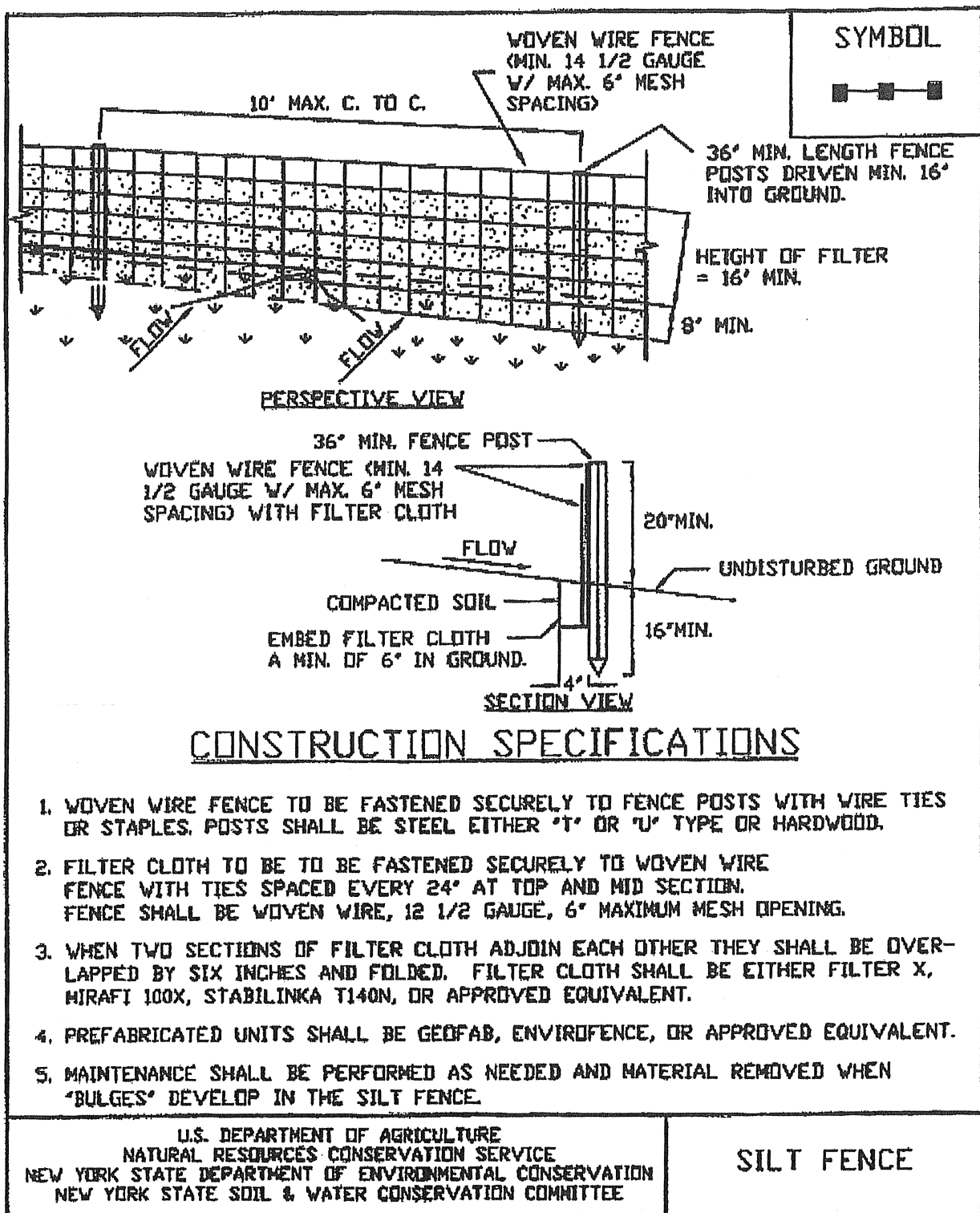
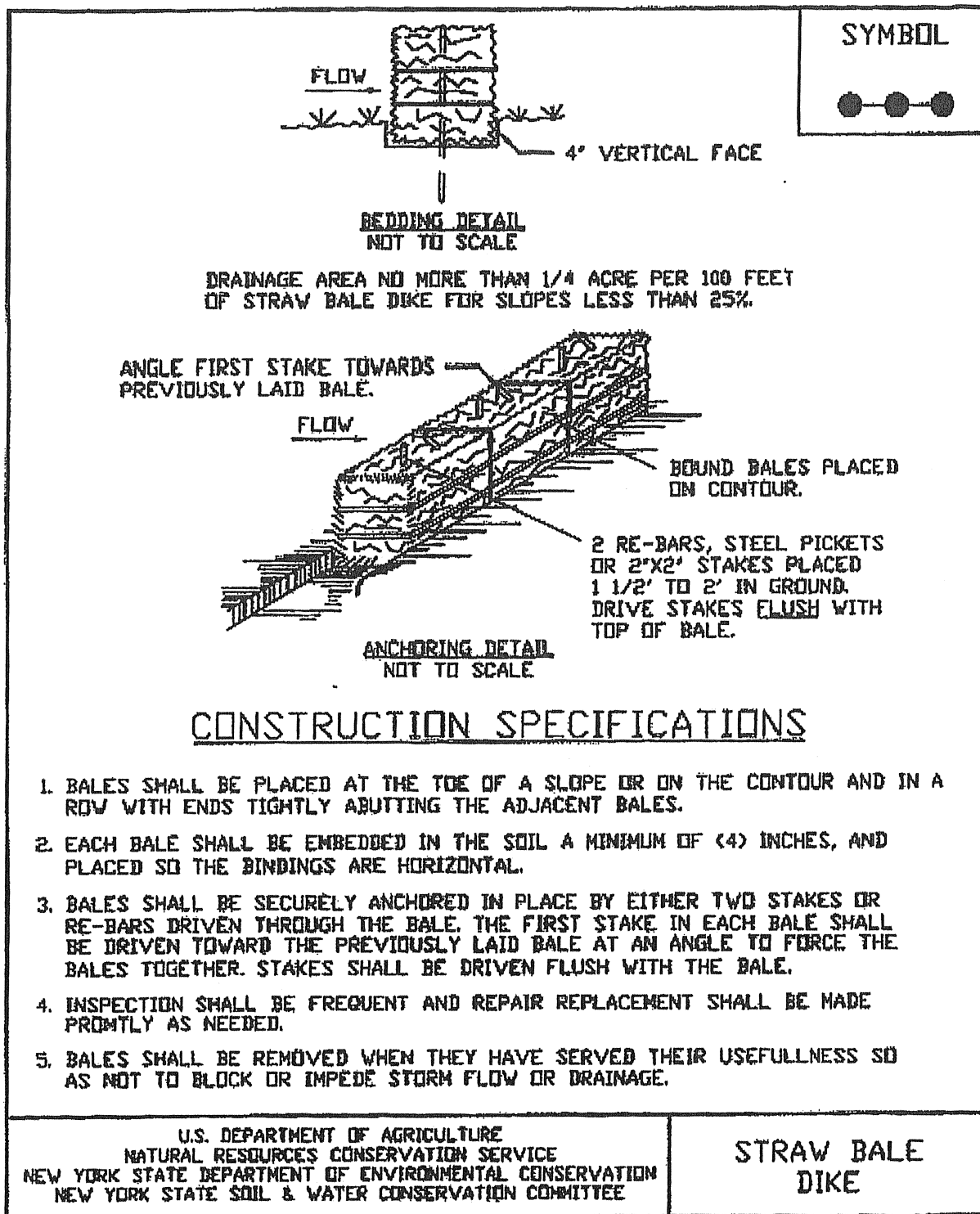
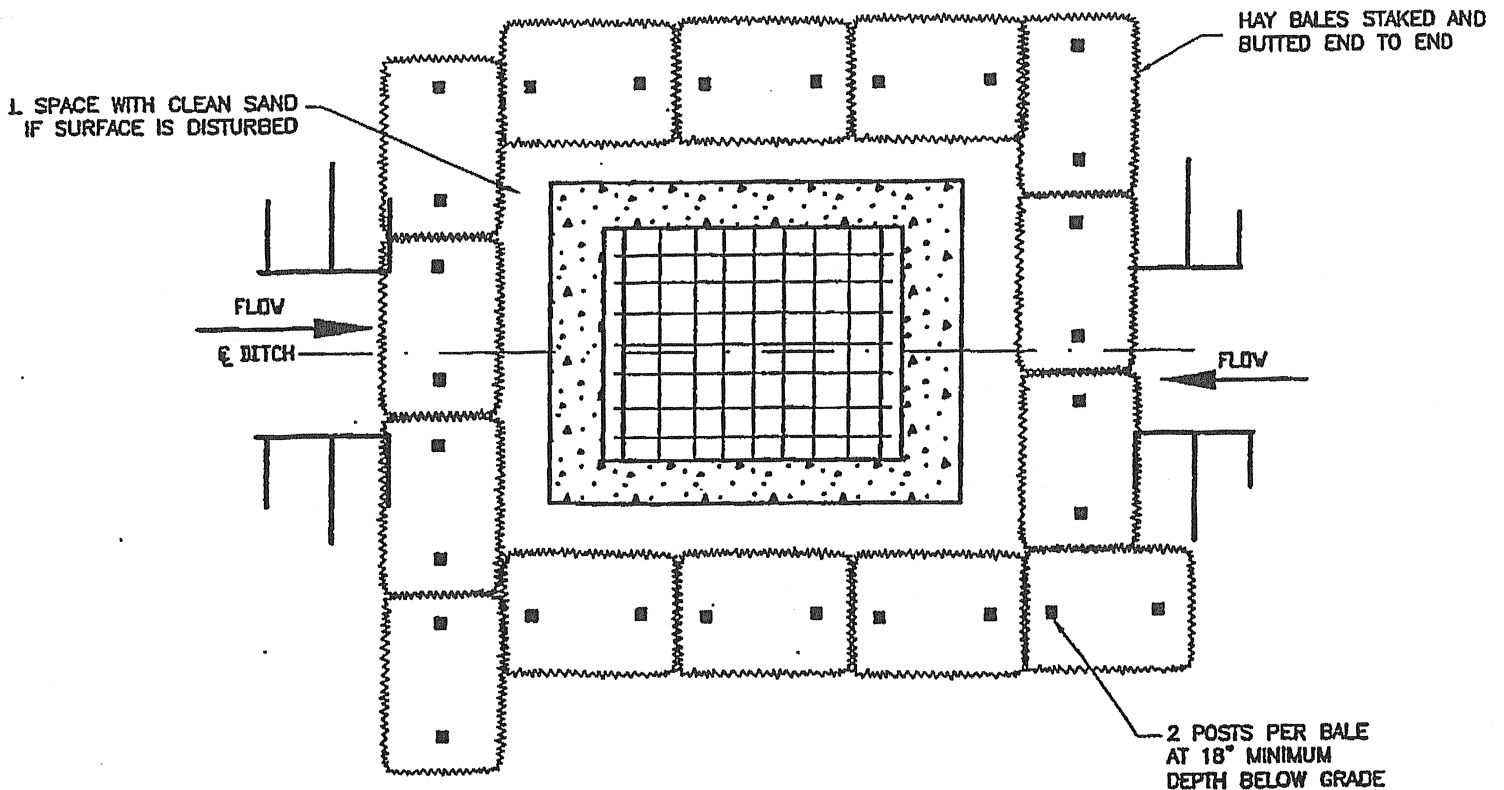


Figure 7A.7
Straw Bale Dike





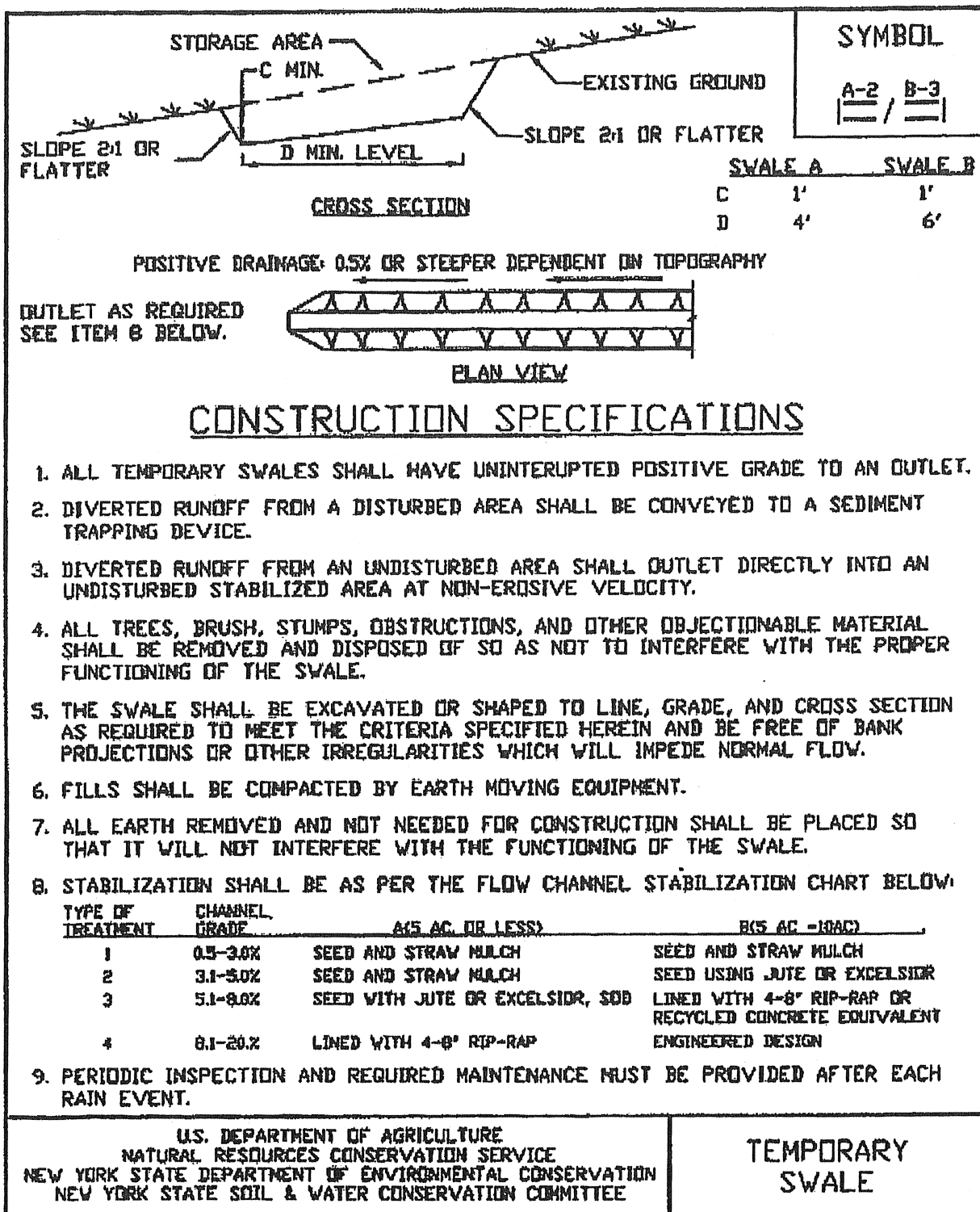
STORMWATER CATCH BASIN PROTECTION

NTS

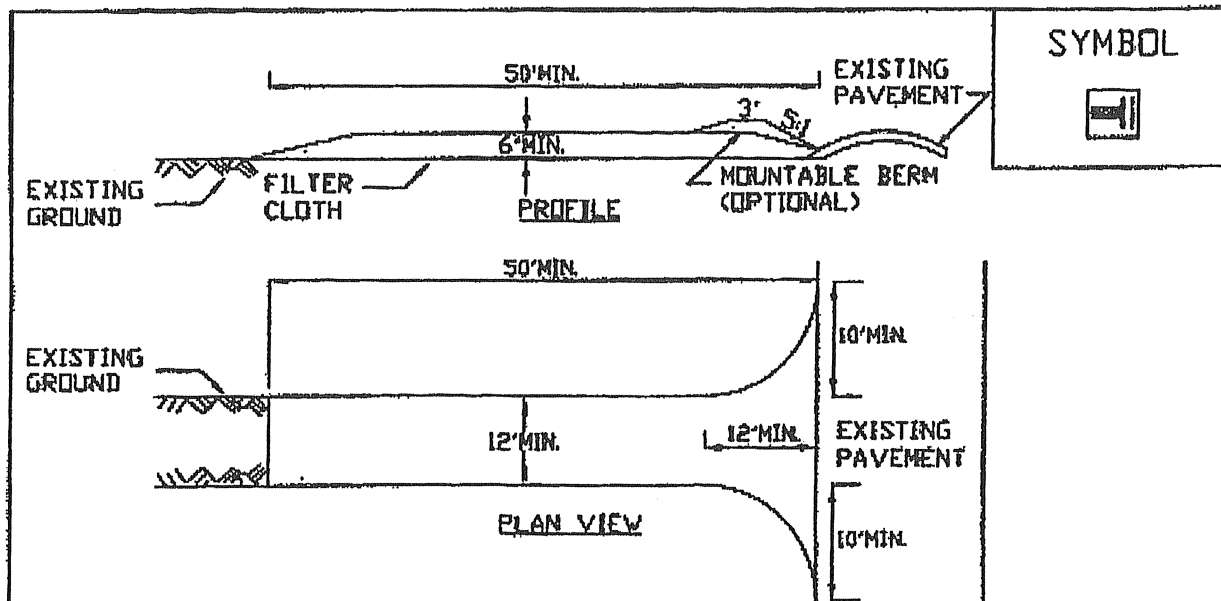
NOTES

1. THE PRIMARY PURPOSE OF A CATCH BASIN PROTECTION IS TO PREVENT SEDIMENT FROM ENTERING DRAINAGE SYSTEM BY PONDING WATER WHICH ALLOWS SEDIMENT TO FALL OUT OF SUSPENSION.
2. THE TOP OF THE INLET PROTECTION SHALL BE SET AT THE MAXIMUM DESIRED WATER LEVEL BASED ON FIELD LOCATION AND CONDITIONS.
3. SEDIMENT SHALL BE REMOVED WHEN ACCUMULATION REACHES ONE-THIRD OF THE STRUCTURES HEIGHT.
4. BALES FOR THE DRAINAGE STRUCTURE INLET PROTECTION SHALL BE INSTALLED WITH CUT ENDS VERTICAL.

**Figure 7A.2
Temporary Swale**



**Figure 7A.35
Stabilized Construction Entrance**



CONSTRUCTION SPECIFICATIONS

1. STONE SIZE - USE 2" STONE, OR RECLAIMED OR RECYCLED CONCRETE EQUIVALENT.
2. LENGTH - NOT LESS THAN 50 FEET (EXCEPT ON A SINGLE RESIDENCE LOT WHERE A 30 FOOT MINIMUM LENGTH WOULD APPLY).
3. THICKNESS - NOT LESS THAN SIX (6) INCHES.
4. WIDTH - TWELVE (12) FOOT MINIMUM, BUT NOT LESS THAN THE FULL WIDTH AT POINTS WHERE INGRESS OR EGRESS OCCURS. TWENTY-FOUR (24) FOOT IF SINGLE ENTRANCE TO SITE.
5. FILTER CLOTH - WILL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING OF STONE.
6. SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE, IF PIPING IS IMPRACTICAL. A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
7. MAINTENANCE - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY, ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACTED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY.
8. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON A AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.
9. PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.

U.S. DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
NEW YORK STATE SOIL & WATER CONSERVATION COMMITTEE

**STABILIZED
CONSTRUCTION
ENTRANCE**