

**INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR
STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT
LOCAL LAW #8 of 2003**

If you have any questions, need assistance, or need additional forms or information, PLEASE contact the Village of Scarsdale Engineering Department at (914) 722-1104.

- **STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT FORMS** are available from the Building Department Office located on the 2nd floor of the Village Hall, 1001 Post Road, Scarsdale, N.Y.
- A copy of **LOCAL LAW #8 of 2003** can be obtained from the Village Clerk for a fee or from the Village of Scarsdale Web-Site <http://www.scarsdale.com>.
- Permit Fees and Cash Deposits will be determined when the Application is approved.

REQUIREMENTS FOR FILING:

1. The application for a Stormwater Management and Erosion and Sediment Control Permit shall include the following information: Address; Section-Block and Lot; Zoning District; Size of Lot; % Lot Coverage; Land Disturbing Activity; Estimated Cost; Name, Address, and Phone # of Owner; Architect/Engineer; Builder/Contractor; Description of Project.
2. The certification statement that any land clearing, construction, or development shall be in accordance with the approved drawings, permit, and regulations of **LOCAL LAW #8 of 2003** must be signed by and notarized.
3. A completed Short Environmental Assessment Form (Form available from the Coordinating Office or Web-Site.)
4. The permit must be filed with the Building Permit and will be valid for the same period as the Building or other Municipal permit. Where a Building or other Municipal permit is not issued, the Stormwater Management and Erosion and Sediment Control permit shall expire within **180 days** unless renewed by the Village Engineer.
5. Each application shall be accompanied by **three (3) sets** of Engineering Drawings, signed and sealed by a New York State Licensed Engineer or Registered Architect. The drawings are to include the following information: following, unless specifically waived by the Village Engineer based on the scope of the project:
 - 1) Site plan including contours as defined in **LOCAL LAW #8 of 2003**. A vicinity map.
 - 2) Details of soil erosion, sediment and runoff control measures (silt fence, hay bails, etc.)
 - 3) Existing and proposed elevations using the National Geodetic Vertical Datum of 1929.
 - 4) % of Lot Coverage, new and existing.
 - 5) Drywell or retention/detention area sizing with percolation test results.
 - 6) Any other information as may be needed to clearly explain the application.
 - 7) Drawings must also include a schedule of inspection and compliance (example on back of this instruction sheet).
6. The above drawings shall comply with the guidelines and specifications of the most recent editions of **“Reducing the Impacts of Stormwater Runoff from New Development” (NYSDEC), “Stormwater Management Design Manual” (NYSDEC), Westchester County “Best Management Practices Manual for Erosion and Sediment Control,” and New York “Guidelines for Urban Erosion and Sediment Control.”**
7. Three (3) copies of property survey showing all existing conditions (signed and sealed by a NY Licensed Surveyor).
8. A cash deposit shall be required prior to issuance of a permit and shall be sufficient to cover the full cost of the work, as approved by the Village Engineer after the application is reviewed.

FEE SCHEDULE:

<u>Property Category</u>	<u>Fee</u>
Existing Residential Property Improvements (less than 51% of existing ground level square footage)	\$800.00
New Home Construction	\$1500.00 (per home for multi-lot subdivisions)
Non-Residential	\$1500.00 + \$1.00 per \$1,000.00 of estimated construction costs exceeding \$500,000.00
Revisions to Approval Plan	\$450.00