

## **CHECKLIST FOR LAND DISTURBANCE APPLICATIONS ENGINEERING REQUIREMENTS**

THE INFORMATION AS LISTED BELOW SHOULD BE PROVIDED ON A PLOT PLAN TO SUPPORT AN APPLICATION. SUBMIT (3) COPIES OF THE PLOT PLAN.

1. PLOT PLAN WITH METES AND BOUNDS
2. PLOT PLAN TO SHOW EXISTING AND PROPOSED IMPROVEMENTS INCLUDING DEVELOPMENT COVERAGE. TABULATIONS SHOULD SHOW EXISTING COVERAGE PRIOR TO IMPROVEMENTS AND FINAL PROPOSED IMPROVEMENTS.
3. ADDRESS
4. BLOCK AND LOT NUMBER
5. NORTH ARROW AND SCALE
6. DELINEATE LIMITS OF DISTURBANCE AND AREA TO BE DISTURBED (SF)
7. EXISTING AND PROPOSED SPOT GRADES WITHIN VICINITY OF WORK AS NECESSARY
8. EXISTING AND PROPOSED CONTOURS (2') WITHIN VICINITY OF WORK AS NECESSARY
9. PERTINENT UTILITIES
10. PROVIDE COLLECTION AND CONVEYANCE OF STORMWATER RUNOFF RESULTING FROM THE PROJECT. A SEEPAGE PIT MAY BE NECESSARY FOR ON-SITE RETENTION.
11. EROSION CONTROL MEASURES AS NECESSARY SUCH AS WHEEL CLEANING BLANKET, SILT FENCE AND METHODS OF STABILIZATION.
12. NUMBER OF TREES AND SIZE TO BE REMOVED AS PART OF IMPROVEMENTS.

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491 \* Fax (845) 368-2044

**LAND DISTURBANCE PERMIT APPLICATION**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**PROJECT LOCATION**

Street Location: \_\_\_\_\_  
Tax Map Section: \_\_\_\_\_ Lot: \_\_\_\_\_  
If Applicable: Subdivision Name: \_\_\_\_\_

**NATURE OF PROJECT**

BRIEFLY DESCRIBE THE NATURE AND PURPOSE OF LAND DISTURBANCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area to be disturbed (in square feet): \_\_\_\_\_

**PROJECT PLANS**

1. If project is a subdivision or site plan improvement whose soil erosion control plans have been reviewed and approved by the Planning Board and the Engineering Department, no additional plans need to be submitted.
2. If project is not part of a subdivision or site plan improvement, but requires a building permit, submit three (3) copies of plot plan showing erosion control measures to be utilized.
3. If project does not require a building permit, submit three (3) copies of a plot plan showing outline of property, area to be disturbed and erosion control measures to be utilized. If project is more involved, the engineering department may require more sophisticated drawings to be prepared and submitted for approval.

PERMIT FEE

\$200 per first 1,000 square foot of affected area  
plus \$100 for each additional 1,000 square feet of affected area. Affected area will be  
determined by the Village Engineer.

Minimum fee            \$200

Amount of fee \_\_\_\_\_

The undersigned applicant agrees to abide by the conditions of this permit and the  
provisions of the Code of The Village of Montebello, Local Laws Controlling Soil  
Erosion and Sedimentation and the Removal of Topsoil in the Village of Montebello.

\_\_\_\_\_  
CORPORATE SEAL, IF APPLICABLE

\_\_\_\_\_  
COMPANY NAME, IF APPLICABLE

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE, IF APPLICABLE

CONDITION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_