

# **CHECKLIST FOR LAND DISTURBANCE APPLICATIONS**

## **ENGINEERING REQUIREMENTS**

THE INFORMATION AS LISTED BELOW SHOULD BE PROVIDED ON A PLOT PLAN TO SUPPORT AN APPLICATION. SUBMIT THREE (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. TABULATION SHOULD SHOW EXISTING COVERAGE PRIOR TO IMPROVEMENTS AND FINAL PROPOSED IMPROVEMENTS.
3. ADDRESS
4. SECTION BLOCK AND LOT NUMBER (TAX MAP #)
5. NORTH ARROW AND SCALE
6. DELINEATE LIMITS OF DISTURBANCE AND AREA TO BE DISTURBED (in square feet)
7. EXISTING AND PROPOSED SPOT GRADES WITHIN VICINITY OF WORK AS NECESSARY
8. EXISTING AND PROPOSED CONTOURS (2') WITHIN THE VICINITY OF WORK AS NECESSARY
9. PERTINENT UTILITIES
10. PROVIDE COLLECTION AND CONVEYANCE OF STORMWATER RUNOFF RESULTING FROM 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  
Suffern, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

**LAND DISTURBANCE PERMIT APPLICATION**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT LOCATION**

Street Location: \_\_\_\_\_

Tax Lot #: \_\_\_\_\_

**PROJECT CONTRACTOR**

Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT DESCRIPTION**

Briefly describe the nature and purpose of land disturbance:

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

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

**PROJECT PLANS**

1. If project also requires a building permit, submit three (3) copies of plot plan showing area of disturbance and erosion control measures to be utilized. Elevations must be submitted for any new structures/additions.
2. 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.
3. 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 feet 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

Minimum escrow for engineering costs: \$400

The undersigned 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.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER/APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TAX LOT#

\_\_\_\_\_  
DATE

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

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

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