

**CHAPTER 189 PERMIT APPLICATION FORM
TOWN OF NORTH SALEM
WESTCHESTER COUNTY, NEW YORK**

The undersigned hereby makes application to the Planning Board of the Town of North Salem under provisions of the Chapter 189, Sand and Gravel Excavation and Tree Removal regulations of the Town for one of the following:

- Approval of a permit for excavation, grading or removal of topsoil, clay, sand, gravel, rock or other earth material
- Approval of a permit for dumping, filling or depositing of earth materials or fill of any kind
- Approval of a permit for slashing of trees and removal of brush
- Recommendation on SWPPP as part of this application

In accordance with the adopted policy of the Town of North Salem Planning Board, an application for above permit approval shall consist of ELEVEN (11)¹ copies of each of the following documents:

1. Copies of completed application form
2. Copies of SEQRA documentation – EAF Part I
3. Maps and Plans (folded), prepared in accordance with the provisions of Chapter 189-4
4. Fees in accordance with the Town of North Salem Standard Schedule of Fees
5. Affidavit signed by all parties in accordance with the Town of North Salem Application Processing Restrictive Law

All application materials shall be submitted to the Planning Board Secretary at least twenty-one (21) days in advance of the next Regular meeting date, and a request to be on an agenda must be made at least fourteen (14) days prior to a meeting date. Please refrain from direct contact with Town Consultants during review process. All contact should begin with the Planning Board Secretary.

II. Attachments: Each of the following, as required by Chapter 189-4 of the Code, shall be attached to and are made a part of this Application (check the items attached):

- Section A: Identification of Applicant and Owner
- Section B: Identification of Property and Proposal
- Section C: Identification of Engineer, Surveyor, and Attorney
- Section D: Identification of Map(s) and Plan(s)
- Section E: Description of proposed activity

III. Fees

¹ Eight copies are required initially. Once an application is found to be complete a minimum of eleven copies will be required. Additional copies may also be needed. Electronic copies may be acceptable in some instances. Contact the planning board secretary to confirm the number of hard copies and electronic copies.

By submitting this application, I understand that I am assuming responsibility for the payment of all fees charged by the Town, in connection herewith, as specified in the Standard Schedule of Fees of the Town of North Salem.

IV. Endorsements

Date: _____ Signed: _____
Applicant

By: _____
Authorized Agent

Date: _____ Signed: _____
Owner

By: _____
Authorized Agent

A. Identification of Applicant and Owner:

a. Applicant:

Name: _____

Address: _____

Telephone: _____

Email: _____

b. Owner of property, if not the same as Applicant:

Name: _____

Address: _____

Telephone: _____

B. Identification of Property and Proposal:

a. Location: On the _____ side of _____
(Direction) (Street)
_____ feet _____ of _____

b. Zoning District: _____

c. Fire District: _____

d. Other Special District(s), if applicable: _____

APPLICATION PROCESSING RESTRICTIVE LAW
Town of North Salem
(Code of the Town of North Salem, Chapter 37)

I hereby certify that to the best of my knowledge no outstanding fees under the Standard Schedule of Fees of the Town of North Salem exist for the property identified below. Furthermore, I hereby certify that to the best of my knowledge, no outstanding violation of local laws or ordinances of the Town of North Salem exists with respect to the cited property or any structure or use existing thereon.

Property tax identification (please verify that the sheet, block and lot number(s) provided are correct. See tax bill or contact Town Assessor's Office):

Sheet Block Lot

Owner: Agent:

Address of property subject to application:

Type of Application:

Submitted to North Salem Planning Board, North Salem, New York

Signed
Owner of Record/Date

Signed
Agent for Permit Application/Date

Notary Public:
Date

Notary Public:
Date

Confirmations **(Do not sign if note below applies):**

Signed
Building Inspector/Date

Signed
Planning Board Secretary/Date

Signed
Town Clerk/Date

Note: The processing and approval of any and all applications for approval and issuance of any permit or certificate of occupancy or use by any board or official of the Town of North Salem is prohibited for any property owner who has fees outstanding under the Standard Schedule of Fees of the Town of North Salem. The processing of applications is similarly prohibited when there are outstanding violations of any local laws or ordinances of the Town of North Salem on the property for which the approval is being requested. If the confirmations cannot be provided, an application cannot be processed. In accordance with the Code of the Town of North Salem, Chapter 37, Section 37-5, an applicant may make a written request to the Town of North Salem Town Board for a waiver of provisions of the Code Chapter 37.