



**TOWN OF NORTH SALEM BUILDING DEPARTMENT
NORTH SALEM , NY 10560**

FILL PERMIT

Date: _____ **Fee: \$100.00** **Paid date:** _____

Property Owner: _____

Address _____

Phone _____ **Fax** _____ **Cell** _____

Tax Lot ID – Sheet _____; **Block** _____; **Lot #** _____

Fill Supplier:

Trucker: (mark “same” if same as “Supplier”)

Name _____ **Name** _____

Address _____ **Address** _____

Phone _____ **Phone** _____

Fill Type & Quantity

Source (Address)

A. Driveway Base _____ cu/yds _____

B. Item IV _____ cu/yds _____

C. Bedding for utilities _____ cu/yds _____

D. Subsoil _____ cu/yds _____

E. Run-of-bank / Septic _____ cu/yds _____

F. Footing for horse rings _____ cu/yds _____

G. Other (specify) _____ cu/yds _____

Total yardage _____ **cu/yds**

This application is required wherever / whenever fill in excess of 250 cubic yards is being delivered to a site (single lot/property) in any one calendar year. An approved application and subsequent permit requires that:

1. For each truck delivering fill to a site, there shall be a signed manifest provided to the landowner by the person and/or company delivering the fill, or the supplier of the fill, stating the date of delivery, the site of origin of the fill (i.e. the original location of fill), the type of fill and a representation that there is full compliance with 6 NYCRR Part 360.
2. The manifest shall be provided to the Building Department by the landowner on a weekly basis or whenever requested by the Building Department on a more frequent basis.

To qualify for possible exemption of testing requirement for **Fill Types A, B, C, E, and F** (listed above & up to a maximum of 1,000 cu yds), the following shall be done:

1. Provide written certification of the material's compliance to 6 NYCRR to landowner and copied to the Building Department.
2. Minimum 48-hour prior notification of scheduled delivery provided to the Building Inspector. Note that delivery of fill is permitted only between the hours of 7:30 a.m. and 5:00 p.m., Monday – Saturday and not on legal holidays.

See back of this form for additional information that must accompany this application.

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The following must be submitted along with the completed front side of this form and payment in the amount \$100 (made payable to *Town of North Salem*).

1. Attach a copy of the Town tax map showing subject property and all contiguous properties.
Provide list of contiguous property owner names, addresses, and tax lot ID's, i.e. Sheet; Block; & Lot.
2. Submit plan prepared by a registered architect, landscape architect, or professional engineer.
Said plan shall include the following:
 - a. A map to scale (refer to "k" below) showing applicant's entire property.
 - b. A locator map at convenient scale.
 - c. Proposed location of all buildings and structures.
 - d. Existing topography and proposed grade elevations.
 - e. Location of drives.
 - f. Location of all existing and proposed site improvements including drains, culverts, retaining walls and fences.
 - g. Description of method of water supply and sewage disposal and location of such facilities.
 - h. Name and address of the applicant, property owner(s) if other than applicant and of the planner, architect, engineer, surveyor and/or other professionals.
 - i. The amount of fill (and type) to be delivered.
 - j. Location of trees over six inches in diameter, measured three (3) feet from the ground.
 - k. All plans drawn to a scale of not less than one inch equals 50 feet and shall show the area of disturbance relationship to adjacent properties and water bodies within 100 feet of area to be disturbed.
3. A sediment and erosion control plan prepared by a duly licensed engineer, registered architect or landscape architect.
4. Proof of liability insurance adequate to cover the intended work pursuant to the terms of the permit with combined single limit, general comprehensive coverage and with limits not less than \$1,000,000. The Town of North Salem shall be named as an additional insured on the owner's policy. The owner shall, by a separate instrument, agree to indemnify and hold harmless the Town of North Salem from any claims arising out of the intended activity.