

Application No.: \_\_\_\_\_

Fee: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF LEWISBORO  
WETLAND PERMIT APPLICATION**

79 Bouton Road, South Salem, NY 10590

Phone: (914) 763-5592

Fax: (914) 875-9148

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

Sheet: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Project Description (Identify the improvements proposed within the wetland/wetland buffer and the approximate amount of wetland/wetland buffer disturbance): \_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Name (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Agent's Name (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Agent's Address: \_\_\_\_\_ Email: \_\_\_\_\_

**TO BE COMPLETED BY OWNER/APPLICANT**

What type of Wetland Permit is required? (see §217-5C and §217-5D of the Town Code)

Administrative       Planning Board

Is the project located within the NYCDEP Watershed?  Yes  No

Total area of proposed disturbance:  < 5,000 s.f.     5,000 s.f. - < 1 acre     ≥1 acre

Does the proposed action require any other permits/approvals from other agencies/departments? (Planning Board, Town Board, Zoning Board of Appeals, Building Department, Town Highway, ACARC, NYSDEC, NYCDEP, WCDOH, NYSDOT, etc): Identify all other permits/approvals required: \_\_\_\_\_  
\_\_\_\_\_

Note: Initially, all applications shall be submitted with a plan that illustrates the existing conditions and proposed improvements. Said plan must include a line which encircles the total area of proposed land disturbance and the approximate area of disturbance must be calculated (square feet). The Planning Board and/or Town Wetland Inspector may require additional materials, information, reports and plans, as determined necessary, to review and evaluate the proposed action. If the proposed action requires a Planning Board Wetland Permit, the application materials outlined under §217-7 of the Town Code must be submitted, unless waived by the Planning Board. The Planning Board may establish an initial escrow deposit to cover the cost of application/plan review and inspections conducted by the Town's consultants.

**For administrative wetland permits, see attached Administrative Wetland Permit Fee Schedule.**

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF LEWISBORO PLANNING BOARD

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Email: [planning@lewisborogov.com](mailto:planning@lewisborogov.com)

Tel: (914) 763-5592

Fax: (914) 875-9148

## Affidavit of Ownership

State of: \_\_\_\_\_

County of: \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that he/she  
resides at \_\_\_\_\_

in the County of \_\_\_\_\_, State of \_\_\_\_\_

and that he/she is (check one) \_\_\_\_\_ the owner, or \_\_\_\_\_ the \_\_\_\_\_

*Title*

of \_\_\_\_\_

*Name of corporation, partnership, or other legal entity*

which is the owner, in fee of all that certain log, piece or parcel of land situated, lying and being in the  
Town of Lewisboro, New York, aforesaid and know and designated on the Tax Map in the Town of  
Lewisboro as:

Block \_\_\_\_\_, Lot \_\_\_\_\_, on Sheet \_\_\_\_\_.

\_\_\_\_\_  
*Owner's Signature*

**Sworn to before me this**

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
**Notary Public - affix stamp**

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## Tax Payment Affidavit Requirement

*This form must accompany all applications to the Planning Board.*

***Under regulations adopted by the Town of Lewisboro, the Planning Board may not accept any application unless an affidavit from the Town of Lewisboro Receiver of Taxes is on file in the Planning Board office. The affidavit must show that all amounts due to the Town of Lewisboro as real estate taxes and special assessments on the total area encompassed by the application, together with all penalties and interest thereon, have been paid.***

***Under New York State law, the Westchester County Clerk may not accept any subdivision map for filing unless the same type of affidavit from the Town of Lewisboro Receiver of Taxes is submitted by the applicant at the time of filing.***

This form must be completed by the applicant and must accompany all applications to the Planning Board. Upon receipt, the Planning Board Secretary will send the form to the Receiver of Taxes for signature and notarization. If preferred, the applicant may directly obtain the signature of the Receiver of Taxes and notarization prior to submission.

### To Be Completed by Applicant (Please type or print)

\_\_\_\_\_  
*Name of Applicant*

\_\_\_\_\_  
*Project Name*

**Property Description**

**Property Assessed to:**

Tax Block(s): \_\_\_\_\_

\_\_\_\_\_  
*Name*

Tax Lot(s): \_\_\_\_\_

\_\_\_\_\_  
*Address*

Tax Sheet(s): \_\_\_\_\_

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

The undersigned, being duly sworn deposes and says that a search of the tax records in the office of the Receiver of Taxes, Town of Lewisboro, reveals that all amounts due to the Town of Lewisboro as real estate taxes and special assessments, together with all penalties and interest thereon, affecting the premises described below, have been paid.

**Signature - Receiver of Taxes:** \_\_\_\_\_

\_\_\_\_\_  
*Date*

**Sworn to before me this**

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
**Signature - Notary Public (affix stamp)**

## Administrative Wetland Permit Fee Schedule

Type of Permit (Administrative Permits Only)	Application Fee
Mechanical Equipment (generator, fuel storage tank, air condenser, etc.) and Associated Utilities	\$150
Removal of Underground Storage Tank	\$150
Addition to Residence	\$500
Detached Accessory Building/Structure (<300 s.f. ground footprint)	\$150
Detached Accessory Building/Structure (≥300 s.f. ground footprint)	\$500
Deck, porch, patio, fence	\$150
Walkway, piers, wall, gate, stairs	\$150
Above-ground Pool/Hot Tub and Mechanical Equipment (includes associated deck, patio, walls, walkway, etc.)	\$300
In-ground Pool and Mechanical Equipment (includes associated deck, patio, walls, walkway, etc.)	\$750
Recreational Court (tennis, basketball, volleyball, etc.) and Associated Utilities	\$500
Above-ground or Underground Utilities	\$150
Installation or Modification of Driveway/Driveway Surface	\$500
Installation or Modification of Stormwater Practice/Drainage	\$200
Septic repair	\$150
Soil Testing (deep and percolation test holes)	\$150
<b>Notes:</b>	
1. Where multiple activities are proposed, multiple fees will be required	
2. The above permit fees shall not apply when an escrow account has been established by the Planning Board; Wetland Permit applications to be reviewed by the Planning Board require a \$255 application fee	
3. For proposed actions not listed above, the application fee shall equal \$150 per 1,000 s.f. of disturbance. No permit fee in this category shall be less than \$150 or greater than \$750	

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## PLANNING BOARD APPLICATION FEE & ESCROW SCHEDULE

<u>Application Type</u>	<u>Application Fee</u>
Sketch Plan Review (Step I)	\$205
Waiver of Site Development Plan Procedures	\$205
Site Development Plan Approval (Step II)	\$255 Seasonal Outdoor Seating \$505 All Others <u>Plus:</u> \$0.50 per square foot of gross floor area of new or modified building structure AND \$25 per new, modified or relocated parking AND \$300 per dwelling unit
Special Use Permit (Step II)	\$1,505 Cell Tower Applications \$1,505 Fast Food Establishments \$ 505 All Others
Preliminary Subdivision Approval (Step II)	\$400 per lot on plat Plus \$5 records management fee
Final Subdivision Approval (Step III)	\$150 per lot on plat Plus \$5 records management fee \$255 Amendment Approval \$ 35 per lot – Tax Map Fee
Recreation Fee	\$10,000 per single-family new “buildable lot” \$7,500 per multi-family density unit
Wetland Activity Permit	\$255
Town Stormwater Permit	\$155

*Effective April 11, 2017*

**Escrow:**

An Escrow must be established for each applicant and will be utilized to reimburse the Town’s cost for Professional Consultant review of applications throughout each step of the process. The applicant is responsible for replenishing depleted escrows. Payment into an established escrow can exceed the initial estimate, especially if incomplete application materials are submitted.

**Project reviews will not be continued if an escrow balance is not sufficiently maintained.**