

**TOWN OF ROTTERDAM
SITE DEVELOPMENT PERMIT APPLICATION
355-7575 ext 395**

Needed to Apply for Permit:

1. Site Development Permit, as applicable, to be filled out and submitted with required items for review by Stormwater Management Officer.
2. Site map showing general location of proposed project, including, but not limited to areas of disturbance; location of appropriate erosion and sediment control devices, pre and post-construction conditions; location of off-site material, waste, borrow or equipment storage areas, etc.. Site map must be signed and certified by a Licensed Professional Engineer.
3. A natural resources map identifying existing vegetation; on-site and adjacent off-site surface water(s), wetlands, and drainage patterns, signed and certified by a Licensed Professional Engineer.
4. Approved & Signed (Preparer/Contractor/Owner) Stormwater Pollution Prevention Plan SWPPP

Needed to Obtain Permit:

5. Copy of signed Notice of Intent (NOI) filed with the New York State Department of Environmental Conservation (NYSDEC)
6. Copy of the DEC Acknowledgement Letter of receipt of the NOI with designated SPDES Permit Number. Copy of "Trained Individuals" current certification.
7. **No Land Development Activity of any kind, including but not limited to excavation, tree removal, grading, removal of natural soils, or bringing in fill shall commence until the site development permit has been issued by the Stormwater Management Officer, and the required pre-construction meeting has been conducted.**

Once Permitted:

8. Site Development Permit must be visibly posted on the property during construction.
9. A signed copy of the SWPPP and NOI must be on site and accessible at all times during construction, the "Trained Individual" responsible for **daily** SWPPP Implementation; must be on site at all times as well.
10. Owner/Developer/Contractor **Must** notify the Stormwater Management Officer at least **48 Hours in advance** when work is ready to commence to schedule a pre-construction meeting.
11. Where applicable, the licensed/certified professional, or their designee, who prepared the SWPPP shall be on site upon commencement of clearing and grading, and shall certify that all erosion and sediment control measures have been installed in accordance with the plan. The certification shall be submitted to the Town of Rotterdam Stormwater Management Officer within **24 hours** of commencement of work.
12. **All sites disturbing over (1) one acre of land will be subject to a Town Stormwater Site Inspection Fee of \$100.00 per week. This will be required from the start of construction to the filing of the NOT (Notice of Termination). The funds shall be paid to the Town in advance of the inspections. As funds are depleted, the Town will contact the owner for additional funds. If the funds are not replenished, the Town will issue a "Stop Work Order".**

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Fees:

| | | |
|-------------------------------|----------------------------------|----------|
| <u>Site Development Plan</u> | <u>Stormwater Inspection Fee</u> | \$100.00 |
| First acre of land: | \$125.00 | |
| Each additional acre of land: | \$75.00 | |

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Application is hereby made to the Building Department for the Issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, addition, alterations, or accessory structures, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

| | |
|------------------------------------|---------------------------------------|
| OFFICE USE ONLY | |
| Application # _____ | |
| Approved: <input type="checkbox"/> | Disapproved: <input type="checkbox"/> |
| Cost of Permit: \$ _____ | |
| INITIALS _____ | |

| | |
|---|-----------------------------|
| PROJECT-COST AND LOCATION: | \$\$\$ |
| Property Address: | |
| Property Owner: | |
| Property Owner Address: | |
| Property Owner Phone No.: | |
| Applicant: | |
| Applicant Address: | |
| Applicant Phone No.: | |
| Contractor: | |
| Contractor Address: | |
| Contractor Phone No.: | |
| Trained Individual: | |
| Field Phone No.: | |
| NYSDEC SPDES PERMIT NUMBER : | |
| Zoning: ___ A-1 ___ R-1 ___ R-2 ___ R-3 ___ B-1 ___ B-2 ___ I-1 ___ I-2 | |
| Type of Site Development: _____New Construction _____Redevelopment _____Repair | |
| TOTAL PROJECT AREA: | AREA OF DISTURBANCE: |
| Clearing and Grading of Site; Installation of Erosion and sediment Control Measures Per Approved Stormwater Pollution Prevention Plan (SWPPP). | |

Applicant's Signature: _____ Date: _____



Town of Rotterdam
Department of Public Works

LETTER OF AUTHORIZATION FOR PERMIT AND ZONING APPLICATION

To Whom It May Concern:

I, _____, as owner of the property located
(print name)

at _____, Town of Rotterdam, in the

State of New York, hereby designate _____
(name)

(city, state, zip, and phone number)

as my contractor and registered agent for the purposes of the applying
for Permits and Zoning representation regarding my building project.

Signature: _____

Date: _____

letter of authorization for permit and zoning application.doc