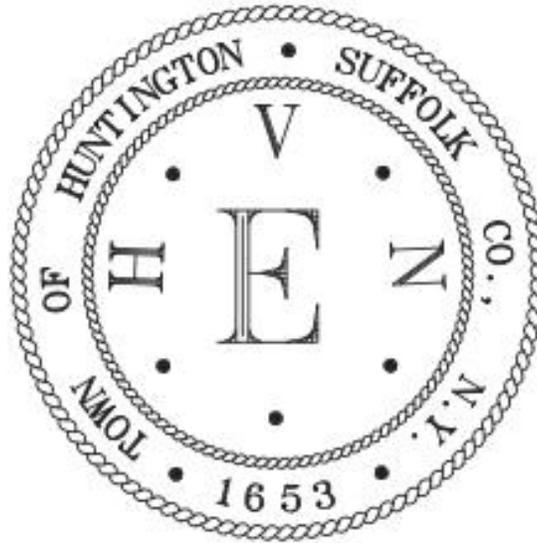


TOWN OF HUNTINGTON

SUFFOLK COUNTY, NEW YORK



CHAPTER A202

SUBDIVISION

AND

SITE PLAN

REGULATIONS

ADOPTED BY THE TOWN OF HUNTINGTON TOWN BOARD May 6, 2014



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SECTION 1 - PURPOSE, APPLICABILITY, WAIVERS AND RELAXATIONS

1.1 PURPOSE

These Regulations are established in accordance with the written Town of Huntington Comprehensive Plan and updates (1965, 1993 and 2008), the Horizons 2020 Huntington Comprehensive Plan Update, as well as all of the land-use and zoning policies established by the various boards of the Town, and the Town Code.

The purpose of these Regulations is to provide for the orderly growth and coordinated development and redevelopment of the Town of Huntington and to assure the health, safety and welfare of the general public. These Regulations are designed to consider and afford adequate facilities for vehicular movement, pedestrian access, drainage, storm water run-off, and environmental and energy efficient design features for new and restorative developments. The Regulations recognize the topographic and geologic character of the land as these features relate to surface and subsurface water conditions. It is the goal of these Regulations to encourage the preservation and protection of the environment to include all natural features such as trees, woodland, wildlife habitat, waterways, beaches, dunes and ponds, as well as provide for adequate light and clean air for the citizens of Huntington.

A further objective of these Regulations is to optimize the conditions for reducing vehicular travel to the extent possible, and creating walkable communities with all or most amenities within walking distance for the residents served by sidewalks and bicycle paths.

These Regulations will also insure that satisfactory utility services, desirable energy efficient and environmentally friendly design standards, and suitable building sites for residential, commercial and industrial uses are provided.

It shall be the Planning Board's responsibility to preserve as much open space as is possible, and protect the quality of life for all of the residents of the Town, by insuring that any layout, design and construction be compatible in appearance and in proportion in terms of size, massing and architecture, with existing, surrounding development, to include environmental protection and environmentally sensitive lands.

1.2 APPLICABILITY

These Regulations shall apply to all new, resubmitted, and amended applications for development, which require Town of Huntington Planning Board approval for a subdivision or site plan, on land that lies within the jurisdictional limits of the Town of Huntington. Such development applications, which have not received final approval as of the effective date of these Subdivision and Site Plan Regulations, shall be bound by the requirements of these Regulations and any subsequent amendments thereto adopted prior to final approval of any such development application.

1.3 WAIVERS / RELAXATIONS

The Planning Board may waive or relax these Regulations, in whole or in part, when reasonable, any requirements or improvements for the approval, approval with modifications or disapproval of a subdivision or a site plan submitted for its approval. Any such waiver, which shall be subject to appropriate conditions, may be exercised in the event any such requirements or improvements are found not to be requisite in the interest of the public health, safety, and general welfare or inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the subdivision or site plan in question. No waiver as listed below shall be effective until a majority vote of the Planning Board so authorizes the requested waiver or relaxation of these Regulations in whole or in part. The Planning Board may attach reasonable conditions to its grant of a waiver, including a public re-hearing if deemed necessary. All waivers or relaxations must be based on sound engineering and/or planning practices and principles.

The Planning Board shall have the authority to grant the following waivers / relaxations from the requirements of these Regulations as well as any provisions herein:

- i. The waiver of underground utilities in connection with road openings or subdivision applications.
- ii. The waiver of the requirements for sidewalks or curbs in connection with road openings, major or minor subdivision applications, subject to a fee established by the Town and made payable to the Town of Huntington in an amount in accordance with these Regulations. This waiver shall not be construed to infer or include any waiver of drainage requirements.
- iii. Modification to the landscaping requirements included within these Regulations.
- iv. The authority to modify or relax improvement requirements contained within these Regulations including, but not limited to, parking, drainage, landscaping, buffers, or similarly related public improvements shall be in the sole jurisdiction of the Planning Board, in consultation with the Town Engineer, the Director of Planning and Environment, the Superintendent of Highways, and such other officers or agencies deemed necessary by the Planning Board.

SECTION 2 – DEFINITIONS

For the purposes of these Regulations, the definitions contained within these Regulations, as well as the definitions contained in the Town of Huntington Code as outlined at the end of this section shall govern.

AAN – Abbreviation for American Association of Nurserymen

AASHTO – Abbreviation for American Association of State Highway and Transportation Officials

Algebraic Difference in Grade (A.D.) – The difference between the percent of grade into and the percent of grade out of a vertical curve.

ANSI – Abbreviation for American National Standards Institute.

Applicant – The term “Applicant” will refer to the property owner or its duly authorized agent, contract vendee, and/or lessee of the property.

Architect, Engineer, Landscape Architect or Land Surveyor - Any person duly licensed as a Registered Architect (RA), Professional Engineer (PE), Registered Landscape Architect (RLA), or Professional Land Surveyor (PLS) in the State of New York. Responsibilities and any applicable limitations of each shall be as defined by the New York State Education Law.

As-Built Plans – Set of plans reflecting changes made during the construction of the Site Plan or Subdivision. See specific requirements for as-built drainage and curb plans.

ASTM – Abbreviation for American Society for Testing and Materials.

Approval with Modification - See Conditional Approval

Architectural Elevation - A drawing of the exterior of a structure as it is projected onto a vertical plane, i.e. the south elevation is that elevation which faces south.

Belgian (Granite) Block Curb – Curb formed with granite block curbing stones per the approved details.

Berm – A mound of earth or the act of pushing earth into a mound.

Caliper - The measurement of the diameter of the trunk of a tree as measured at four and one half (4 1/2) feet above the ground level at the base of the tree.

Cash Bond or Surety - A liquid asset given to the Town in order to guarantee site improvements. In cases of major subdivisions and road openings, where the Applicant is required to submit a cash bond, it shall be in the form of a certified check payable to the Town of Huntington. The amount of the cash bond or surety, if required, shall be calculated as the cost of the required improvements based on the unit costs as shown in Appendix “B” – Fees. See Performance Bond.

Catch Basin – An inlet structure designed to intercept and redirect surface waters.

CEA – Critical Environmental Area as defined by SEQRA.

Center of Curvature (CC) – In regard to horizontal alignment, the central point of the circle of curvature for a horizontal curve.

Centerline Elevation – Top of roadway surface as measured along the center of a roadway, i.e. the ‘crown’.

Clearing Limit Line – Limit of land clearing and disturbance allowed during construction. Clearing limit lines shall be depicted on the applicable approved plans and shall be enforceable until such time as Certificate of Occupancies are issued.

Conditional Approval - Approval of an application subject to conditions set forth by the Planning Board or other reviewing agency/person. In the case of a subdivision, conditional approval becomes final approval when the map is reviewed, revised accordingly and all fees/bonds are paid and required actions done and signed by the Planning and Environment Department Director or his/her designee.

Curb Cut – The opening along the curb line of a roadway at which point vehicles may enter or leave the roadway.

Curb- A stone, concrete, or other improved boundary marking the edge of the roadway or paved area.

Dedication – The land area set aside for transfer by the owner to another party, usually a government agency, for road widening, drainage, slope, sight distance, utilities, conservation or other public purpose.

Deflection Angle (Δ) – The angle between the projection of the back sub-tangent of a horizontal curve to the forward sub-tangent measured to the right (R) or left (L) in degrees-minutes-seconds. Also equal to the swept (interior) angle between the two radial curve lines when projected to the Center of Curvature (CC).

Department – For the purposes of these Regulations the term “Department” will refer to the Department of Planning and Environment.

Driveway – A vehicular accessway from a parcel of land to a street, including the driveway apron and flared ends for accommodating turning movements. Driveways shall not be considered streets, roads, or highways.

Driveway Apron – The area of a driveway, usually lying within the street right-of-way, that serves as the interface of the driveway with a street.

Easting – The grid coordinate of a point eastward from a reference meridian.

Environmental Assessment Form (EAF) – A form required under 6 NYCRR Part 617 SEQRA to provide environmental and environmentally related information for review by the Town.

Erosion and Sediment Control Plan – A plan designed to minimize clearing, erosion and movement of sediments; ensure proper waste disposal during construction; and to protect trees and woodland areas on a building site.

Engineering Division – The Division of the Engineering Services Department responsible for the technical oversight of all public infrastructure projects such as roadway and drainage improvements, parks and beach improvements, municipal parking lots, municipal buildings, traffic control devices, water supply systems, and sewage disposal systems in addition to all private subdivisions and site plan applications.

Expression Line – The portion of a building façade that separates the lower story façade from the upper story façade. It is an opportunity to provide detail and architectural expression at a level visible to the pedestrian. Some form of architectural treatment is required at the expression line, to provide a

shadow line, pattern or texture effect. The treatment may be a molding, projection, belt course material change or other architectural element that serves to separate the lower story from upper stories of the building at that location. The location, depth and height of this element may vary, depending on the type of architectural design being incorporated into the structure. On multi-story commercial or mixed-use buildings, a horizontal expression line shall delineate the division between the first story and the second story on front building facades. The expression line should be used to visually tie the building with the neighboring buildings in infill situations. This line may also be interrupted by vertical elements where appropriate to the architectural style. An additional expression line is a cornice line, the architectural treatment that occurs at the top of the building wall or parapet. A cornice should be integrated into the style and character of the building design.

External (E) – In regard to vertical curves, the difference in elevation between the midpoint of the curve and point of vertical intersection (PVI).

Fill Material – Certified clean fill composed of inert sand, small rocks and gravel and natural organic dirt designed to fill excavated land.

Fire Department Requirements – The local fire department, in conjunction with the Town of Huntington Fire Marshal, shall establish locations of fire hydrants and fire lanes for both Site Plan and Subdivision approval.

Final Approval - Approval granted by the Planning Board of either a subdivision map or site plan meeting the requirements established by the Town.

Final Map – The map for the final subdivision application submitted for the Planning Board’s review. Such map shall be prepared and submitted in accordance with the plan information and procedural requirements contained within these Regulations.

Glare - Excessive brightness emitting from a light source that is so intense as to cause discomfort to the viewer, possibly reducing his or her ability to see and in extreme cases causing momentary blindness. Luminaires that are poorly designed or installed incorrectly shall be considered to be sources of glare.

Gutter – A shallow channel usually set along a curb or pavement edge of road, for purposes of catching and carrying off runoff water.

Headwall - A concrete structure, either poured in place or precast (if approved by the Town Engineer), designed to dissipate energy from storm water entering into a drainage structure or facility.

ICC – Abbreviation for International Code Council.

K-Factor – The horizontal distance required to effect a one (1) percent change in grade of a vertical curve, equal to the length of curve divided by the algebraic difference in grade.

Land Clearing - The act of removal, destruction, or physical alteration of vegetation, soil, and/or rocks by mechanical or chemical means, not including mowing already disturbed areas, or normal cultivation associated with an agricultural operation.

Landscape Plan – A planting plan prepared by a New York State licensed landscape architect or deemed equivalent by the reviewing Board that complies with the plan parameters incorporated within these Regulations.

Landscape Plants – Landscaping materials approved by the Town of Huntington Planning and Environment Department.

Leaching – The process by which stormwater is discharged into the ground.

Leaching Basin – A subsurface structure with perforated walls and surrounded by crushed stone, through which collected storm water is discharged into the ground.

Leaching Basin Field – An area of a development site in which leaching basins are concentrated, with or without piping interconnections.

Level of Service (LOS) - A measure of how well a roadway or an intersection can handle varying amounts of vehicle traffic. In most cases, LOS is represented as a discrete scale from “A” to “F” where "A" represents very good traffic conditions and “F” represents failure traffic conditions, based upon standards established by AASHTO.

Middle (Mid) Ordinate (MO) – In regard to vertical curves, the perpendicular difference in elevation between the midpoint of the curve and the chord.

Modifications Table - List of zoning modifications, as approved by the Planning Board, and shown on the approved subdivision map.

Monument - A marker placed in the ground by a licensed land surveyor, which is used as a reference point in the delineation of property lines and of conservation areas.

Native & Near Native Vegetation – Vegetation that is indigenous, commonplace and naturally occurring to Long Island, New York. Invasive vegetative species shall not be included in this category.

Northing – A linear distance, in the coordinate system of a map grid, northwards from the east-west line through the origin.

NYS Coordinate System - The New York State grid coordinate system as established by NYSDOT and based upon the NAD83 Projection.

Parkland - An athletic field, playground, picnic or recreation area, or passive open space.

Performance Bond - A performance bond (or surety bond) is required by the Town of Huntington to guarantee installation of required improvements, and is required for all major subdivisions and road openings. The amount of the performance bond is calculated as the cost of the required improvements based on the unit improvement costs (see Appendix “B” – Fees). The performance bond is submitted by the Applicant in the form of cash, irrevocable letter of credit from a credible financial institution, or surety bond from an “A” rated or better insurance company, as determined by A.M. Best and must be accepted by the Planning Board.

Planning Department Informational Fliers – Documents published by and available from the Town of Huntington Planning and Environment Department or through the Town of Huntington on-line library.

Point of Beginning (POB) – The point at which a horizontal or vertical alignment begins.

Point of Compound Curvature (PCC) – The point along a horizontal curve at which another horizontal curve of a smaller radius begins.

Point of Curvature (PC) – The point at which the horizontal curve begins on a horizontal alignment, as measured along the positive (up-station) direction of the horizontal alignment.

Point of Ending (POE) – The point at which a horizontal or vertical alignment ends.

Point of Intersection (PI) – Point at which the two tangents of a horizontal alignment intersect as well as the point at which two sub-tangents of a horizontal curve intersect.

Point of Reverse Curvature (PRC) – The point along a horizontal curve at which another horizontal curve begins that bears toward the opposite (reverse) direction.

Point of Tangency (PT) – Point at which a horizontal curve meets a tangent line tangentially, generally the ending point of a horizontal curve.

Point of Vertical Curvature (PVC) – The point at which a vertical curve begins on a vertical alignment, as measured along the positive (up-station) direction of the vertical alignment.

Point of Vertical Intersection (PVI) – The point at which two tangents of a vertical alignment intersect as well as the point at which two sub-tangents of a vertical curve intersect.

Point of Vertical Tangency (PVT) – The point at which a vertical curve meets a tangent line tangentially.

Preliminary Map – The map depicting the topographical features, existing conditions, and layout used for staff, agency, Planning Board review and public hearing in the preliminary phase of the subdivision application review

Principles of Smart Growth – Consideration of The Principles of Smart Growth & Livability, as adopted by the Huntington Smart Growth Steering Committee, in the review of applications, land use decisions and amendments to the Town Code and regulations as adopted by the Town Board per resolution 1999-610 of October 5, 1999.

Recharge Basin – A natural or constructed facility designed to receive collected storm water and slowly discharge the water to the ground via natural percolation through soil media. A recharge basin may contain vegetation.

Recycled Concrete Aggregate (RCA) - Crushed, recycled concrete aggregate suitable for roadway, driveway and parking lot base as per the specifications identified in these Regulations.

Regrading - For the purposes of these Regulations, regrading shall mean the placement of fill, the relocation of earth or the removal of indigenous earth material, to an extent that it alters the existing or natural grade of a property. Regrading shall not have a direct or indirect impact on adjoining properties or Town of Huntington rights-of-way, as determined by the Town Engineer.

Road Dedication - An appropriation or donation of land or of an easement therein for the use of the public. Generally made by the owner and accepted for such use by or on behalf of the people in accordance with Article 8 of Highway Law and/or through Sections 274-a or 279 of Town Law.

Run-off – The portion of rainfall, melted snow, irrigation water, and any other liquid that flows across the ground surface and is eventually returned to the soil or to a body of water.

SEQRA- State Environmental Quality Review Act, 6 NYCRR 617.

Service Road – A street that runs parallel to a higher-order street, such as an arterial street or limited access highway, and that provides access to abutting properties.

Service Alley – A service roadway providing a secondary means of access to abutting property and not intended for general circulation.

Sight Distance – The distance from a driveway or street intersection that traffic on the intersecting street can be seen.

Smart Growth – A term used in planning that concentrates growth in the center of a community to avoid urban sprawl; and advocates compact, transit-oriented, walkable, bicycle-friendly land use, including neighborhood schools, complete streets, and mixed-use development with a range of housing choices.

Soil Management Plan – A plan that addresses areas of elevated soil contamination. See Suffolk County “Soil Management Guidelines”.

Stormwater Pollution Prevention Plan [SWPPP] – A document and associated plans prepared for stormwater management in compliance with the requirements of Town Code Chapter 170 and applicable federal and state regulations. See Appendix “F”.

Street, Collector - A street that serves or is designed to serve as a traffic way for a neighborhood or is a feeder to a major street.

Street, Cul-de-Sac - A short, dead-end street that terminates in a vehicle turnaround.

Street, Local – A street that provides frontage for access to abutting lots and carries slow-speed traffic primarily having a destination or origin on the street itself.

Street, Minor - A street intended to serve primarily as an access to abutting properties.

Street, Minor Arterial – A street that interconnects and links to major arterials and distributes traffic to and from collector or local streets.

Street, Principal Arterial (also Major Arterial Street) – A street that connects and distributes traffic to and from minor arterials, with access control, channelized intersections and restricted parking.

Street Right-of-Way (ROW) - The entirety of the area, paved and unpaved, between the lot lines that define its boundaries.

Street Sign – Sign erected within the right-of-way of a roadway to indicate the name of the roadway.

Street Width – The width of the street right-of-way or street pavement width, measured as the distance of a straight line drawn across the centerline of the right-of-way or pavement, respectively, and forms a right angle at the centerline crossing. The widths of right-of-way and pavement for a cul-de-sac shall be the length of a straight line drawn through the center of the radius of the cul-de-sac with said line being perpendicular to the extended centerline of the street segment leading up to the center of the cul-de-sac. See Section 6, Design Standards for Improvements for additional dimensional criteria for street widths.

Subdivision, Major - Any subdivision of five (5) lots or more.

Subdivision, Minor - Any subdivision of four (4) lots or less.

Sub-tangent – The projection of both the forward tangent line through the PC / PVC and back tangent line through the PT / PVT of a horizontal or vertical curve respectively.

Suffolk County Department of Health Services (SCDHS) – County agency charged with review of applications for water supply and on site sanitary sewage disposal.

Suffolk County Planning Commission (SCPC) – County agency charged with review of local applications pursuant to the requirements of New York State General Municipal Law [Section 239].

Superintendent of Highways – The Town of Huntington Superintendent of Highways or his authorized representatives.

Survey - A plan signed and sealed by a Licensed Surveyor or Engineer defining existing and proposed lot lines, elevations, monuments, utilities, structures, road improvements, drainage, rights-of-way and easements.

Swale – Low-lying or depressed land area commonly wet or moist, which can function as an intermittent drainage-way.

Temporary Buffer – Temporary area protecting natural or naturalized resources during construction.

Traffic Impact Study (TIS) - A study, which assesses the effects that a particular development's traffic will have on the transportation network in the community or region.

Tree Canopy- The uppermost and outermost branch spread of a tree or group of trees. In a natural undisturbed habitat tree roots extend beyond the tree canopy.

Trip Generation - The number of inbound and outbound vehicle trips that are expected to be generated by a development during an average day or during peak hour traffic.

Unsuitable Material – Material including but not limited to trees, roots, stumps, bushes, timbers, large rocks, loam, clay, or other decaying or growing organic matter above and below the surface of the ground.

U.S.C.G.S. Datum - Vertical elevation based upon the United States Coast and Geodetic Survey datum of mean sea level. In addition to the U.S.C.G.S. benchmarks, there are available Town benchmarks, using the same datum at intervals of approximately 1000 feet on the main roads of the Town. Information on these benchmarks may be obtained from the Town Engineer.

Valley Gutter – A paved gutter designed to transmit surface runoff through an intersection.

For additional definitions see the following Town Code sections:

Sections 87-46, 87-52, 87-67	Building Requirements
Section 143-3	Outdoor Lighting
Section 170-26	Stormwater Management
Section 186-2	Tree Preservation and Protection
Section 197-2	Planning Design and Development
Section 198-2	Zoning, General Provisions
Section 198-61	Steep Slope Conservation

SECTION 3 - LOT LINE CHANGE PROCEDURE

The Lot Line Change Map and supporting material for a proposed lot line change constitute the material to be officially submitted to the Planning Board. A submission that does not include all of the required materials will be considered incomplete. Incomplete submissions may be returned to the applicant.

3.1 LOT LINE CHANGE APPLICATION REQUIREMENTS

Items i - iii below are available online at www.huntingtonny.gov or from the Department.

- i. Lot Line Change Application form, to be completed by the Applicant. The Applicant must clearly sign and date the application in order for it to be accepted.
- ii. Certification of Disclosure, to be completed by the Applicant.
- iii. Contact Designation Form, designating a primary contact for the application.
- iv. A Corporate resolution designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc., with respect to the proposed application.
- v. Letter of Intent, describing the subject property(s) and the reason for the lot line change.
- vi. Lot Line Change Maps (18 inches in height by 24 inches in length). The property survey(s) must not be more than 6 months old at the time of application. (See website for the number of maps required).
- vii. Non-refundable application fee in the form of a check payable to: Town of Huntington. (See Appendix B – Fees)
- viii. Copy of current deed(s), and deed(s) prior to 1970 for described properties not on a filed subdivision map.
- ix. A copy of any Zoning Board of Appeals variance(s) and/or special use permit(s) on the subject property(s), including the SEQRA decision, if given.
- x. A copy of all covenants and restrictions, easements, etc. on the subject property(s).
- xi. A copy of the Certificates of Occupancy or Letter in Lieu for each structure for each tax map number, available from the Building Department.
- xii. A copy of the Assessor's card for each tax map number, available from the Assessor's office.
- xiii. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

3.2 LOT LINE CHANGE MAP REQUIREMENTS

The Applicant shall submit to the Department a proposed Lot Line Change map that has been prepared by a NYS Licensed Professional Engineer, Land Surveyor, or Landscape Architect qualified within their lawful rights to prepare such a plan. Generally, the acceptable map size is 18 inches in height by 24 inches in length. However, variation from this map size is permitted for legibility purposes. The Department will not accept stapled maps. Nothing shall preclude the Planning Board from requiring digital submission of maps and/or other application information. The proposed Lot Line Change map must include the following information:

- i. Map Title Block Requirements (See Appendix C – Sample Plans)
 1. Map type (i.e. Smith-Jones Lot Line Change).
 2. Proposed application name (approved by the Planning Department).
 3. If the property is part of a filed subdivision map, include the name of the filed subdivision map, lot number(s), filed map number, and the date filed.
 4. Census designated location/situate of the subject property (verify with the Planning Department).
 5. Suffolk County Tax Map number(s) of the subject property.
 6. Map at scale of 1 inch equals 60 feet or larger, including a measurable bar scale.
 7. Name and address of the owner(s) and applicant(s).

8. Date the map was prepared.
9. Revision dates in response to Town comments.
10. Name and address of the NYS Licensed Professional Engineer, Land Surveyor, or Landscape Architect who has prepared the map within their lawful rights. The professional's seal and signature must be affixed and the NYS registration number must be indicated on the plan.

ii. Lot Line Change Map Requirements

1. Lot Line Change Area Exchange Table (See sample table below)

LOT LINE CHANGE AREA EXCHANGE TABLE			
PARCEL #	EXISTING AREA	PROPOSED AREA	NET TRANSFER AREA
A	8,000 sq. ft.	9,000 sq. ft.	+1,000 sq. ft.
B	9,000 sq. ft.	8,000 sq. ft.	-1,000 sq. ft.

2. Site data identifying the subject property's Zoning District, Post Office, Fire District, Water District, School District, Historic District, and Sewer District.
3. Zoning Board of Appeals Table, providing the ZBA application number, date, variance(s) and/or special use permit(s) granted, and subject property tax map number or proposed lot number. Any conditions imposed by the ZBA must be listed.
4. If a zoning district boundary line crosses any of the subject property, the lines must be shown on the map and the total area within each zoning district must be depicted.
5. All existing structures, driveways, fences, trees, etc. must be shown. If located within the area of the proposed lot line change, the height of existing structures as well as any sanitary disposal systems, easements or conservation areas, etc. must also be shown.
6. Proposed lots must depict lot labels (i.e. Parcel A, Parcel B), lot dimensions, and lot area in square feet/acreage.
7. Existing lot lines to be changed must be dashed, proposed lot lines shall be solid, and the exchange area shall be crosshatched.
8. Metes and bounds must be shown for all lot lines, existing and proposed.
9. Key map at scale of 1 inch equals 600 feet that clearly identifies the location of the subject property and the surrounding area.
10. North arrow must be clearly depicted.
11. Tie distance to an established street intersection or known monument must be clearly depicted.
12. Name, width, and ownership (i.e. Town, County, or State) of all abutting roads.
13. Signature/date lines for each property owner and for the Director of the Planning Department shall be shown (signature is not required until approval is granted).
14. The following lot line change map notes are required:
 - a. No lot may be subdivided or changed in any manner at any future date except by the action of the Town of Huntington Planning Board.
 - b. This lot line change map is for conveyance purposes only; no new construction is proposed.
 - c. Approval of this map does not supersede any other conditions that may be imposed by the Town of Huntington or any other governmental agency.

3.3 LOT LINE CHANGE REVIEW

Upon receipt of a complete Lot Line Change application, the Department staff will review the proposed application and maps for compliance with the Town of Huntington Code and Regulations,

and review for compliance with the State Environmental Quality Review Act (SEQRA). Initial staff review will determine if one or more of the following cases exist and the applicant will be advised accordingly:

- i. If the map requires revision, the applicant will be advised to make the revision(s) and resubmit the map for review. A revision date must be added to the map.
- ii. If the lot line change will create a non-conformity within a proposed lot that cannot be corrected by revision to the map, the applicant will be provided with a letter of denial in order to make an application to the Zoning Board of Appeals.
- iii. If there is an existing non-conformity within any lot that will not ultimately be corrected by approval of the lot line change, the applicant will be provided with a letter of denial in order to make an application to the Zoning Board of Appeals.

If it is necessary for the applicant to obtain relief from the Zoning Board of Appeals, the following will apply:

- i. The Department will provide the applicant with a letter of denial, which will permit them to make an application to the Zoning Board of Appeals to correct the non-conformities, either existing or proposed. The letter of denial is valid for sixty (60) days in order to make an application to the Zoning Board of Appeals.
- ii. The lot line change application will be held in abeyance until such time as the applicant completes their application with the Zoning Board of Appeals. If no application is made to the Zoning Board within the permitted sixty (60) days, the lot line change may be referred by the Department to the Planning Board with a recommendation for denial.
- iii. Upon completion of the Zoning Board of Appeals application, the applicant must submit a copy of the Zoning Board decision to the Department of Planning and Environment. If the applicant wishes to resume review of the lot line change application, revised maps must be submitted in addition to the Zoning Board's decision, which depict a revision date, the Zoning Board of Appeals application number, date, variances and conditions.

3.4 LOT LINE CHANGE DETERMINATION

In New York State all discretionary approvals (permits) from a local government, require a review as prescribed by 6 NYCRR Part 617 State Environmental Quality Review (SEQR) <http://www.dec.ny.gov/regs/4490.html> [Statutory Authority: Environmental Conservation Law Sections 3-0301(1)(b), 3-0301(2)(m) and 8-0113].

The Department will classify the proposed project for adequacy pursuant to SEQRA. Additional information may be required from the applicant.

When the Department determines that the staff comments on the proposed application have been addressed, the map and supporting documentation will be referred to the Planning Board for their review.

It is at the sole discretion of the Planning Board whether to require a public hearing be held on the proposed application. If a public hearing is required, the Board will determine the surrounding area that the applicant is required to notify. The applicant will be provided with instructions in order to prepare and send notices for the public hearing.

When the Planning Board finds the map in an acceptable form for approval and SEQRA is complete, the applicant will be directed to prepare and submit draft deeds to the Department for review and approval, which describe the new parcels created as a result of the lot line change. When the draft

deeds are acceptable to the Town, the staff will prepare a resolution for the Planning Board's determination.

3.5 LOT LINE CHANGE COMPLETION OF FINAL REQUIREMENTS

After the Planning Board has granted approval of the lot line change and a resolution has been filed with the Town Clerk's office, the applicant will be directed to file the approved deeds with the Suffolk County Clerk's office and submit copies of the filed deeds, with the liber and page assigned by the County, to the Department of Planning and Environment.

Once the filed deeds above have been submitted, the applicant shall submit Lot Line Change maps for the Director's signature. These maps shall be clearly signed and dated by each owner.

The applicant must complete the above requirements within three (3) months from the date of approval granted by the Planning Board. After three (3) months has elapsed, the applicant must request an extension from the Planning Board in writing. It is at the Planning Board's sole discretion whether to entertain the request for an extension.

SECTION 4 - SUBDIVISION APPLICATION PROCEDURE

4.1 GENERAL INFORMATION ON SUBDIVISION APPLICATIONS

The Applicant is strongly advised to consult with the Department at the earliest possible date prior to acquiring property to be subdivided, including parcels that are located on an existing filed map. It is strongly recommended this be done prior to title closing and prior to any engineering work, other than a boundary survey.

The following Town of Huntington publications are available to review online at www.huntingtonny.gov or for purchase from the Department, except where noted:

- i. Huntington Town Zoning Map
- ii. Huntington Town Subdivision and Site Plan Regulations
- iii. Huntington Town Code (Available for purchase from the Huntington Town Clerk's Office)

Important Town Code Sections to review:

- i. Building Construction, Chapter 87
- ii. Stormwater Management, Chapter 170
- iii. Tree Preservation and Protection, Chapter 186
- iv. Streets and Sidewalks, Chapter 173
- v. Planning, Design and Development, Chapter 197
- vi. Zoning, Chapter 198

The following information is offered to the prospective subdivision applicant to review prior to submitting a proposed subdivision application.

- Pursuant to Chapter 198, Zoning/Section 198-118, a subdivision is defined as, "The division or development of any real property into more than one (1) lot, block or site, with or without streets, not on a map previously filed in the office of the Clerk of Suffolk County pursuant to § 335 of the Real Property Law, and includes property fronting on existing streets. The Planning Board is not authorized to approve a subdivision map that creates through lots of existing lots; furthermore, the Board shall not consider a map fully conforming if it creates through lots of existing lots. [Amended 10-15-2002 by L.L. No. 54-2002; 2-11-2003 by L.L. No. 6-2003]"
- Pursuant to Chapter 198, Zoning/Section 198-118, a re-subdivision is defined as, "The re-division or redevelopment of lots, blocks or sites already shown on a map filed in the office of the Clerk of Suffolk County pursuant to § 335 of the Real Property Law. The Planning Board is not authorized to approve a re-subdivision map of that creates through lots of existing lots; furthermore, the Board shall not consider a map fully conforming if it creates through lots of existing lots. [Amended 10-15-2002 by L.L. No. 54-2002; 2-11-2003 by L.L. No. 6-2003]"
- A minor subdivision is defined as a subdivision of not more than four (4) lots, including or not including a proposed new road, either private or for proposed dedication to the Town of Huntington.
- A major subdivision is defined as a subdivision of five (5) lots or more, including or not including a proposed new road, either private or for proposed dedication to the Town of Huntington.
- If there is a change in ownership at any time after a subdivision application has been accepted by the Department, the Applicant must submit a letter advising this department of the change in ownership, and include a copy of the deed(s) filed with the Suffolk County Clerk's office with the recording page indicating the liber and page of the recorded deed, as well as updated Certification of Disclosures forms, Assessor's cards, and revised proposed subdivision maps to reflect the new owner(s).
- All owners and applicants shall be advised that conveyance of any portion of an existing lot under review will result in an unnecessary delay of the proposed application. The Engineering Services Department will not issue building permits for any apportioned property until after the

subdivision map has been approved by the Planning Board and filed in the Suffolk County Clerk's office and new tax map numbers have been issued.

- Zoning Board of Appeals grants expire after one (1) year unless an extension is requested. Only one six (6) month extension is permitted. Zoning Board of Appeals grants do not need to be extended and will not expire during Preliminary or Final Subdivision review. This is due to the fact that the one-year period is tolled during periods of permitting processes such as building permits, site plan, and subdivision review. Once the permits have been issued or the approval has elapsed, the time for the Zoning Board grant is no longer tolled or will have been perfected. Contact the Zoning Board of Appeals for further information.
- If the subdivision map is not located within a Sewer District, and is not in conformance with Suffolk County Sanitary Code, Article 6, a variance from the Suffolk County Department of Health Services or a Transfer of Flow Rights pursuant to Town Code Chapter 172 may be required prior to the Director signing the Final Map. It is the applicant's responsibility to coordinate any proposed development with the Department of Health Services at the earliest possible date. Contact the Suffolk County Department of Health Services for further information.
- With respect to a sewer connection fee schedule for parcels that lie within the Huntington and Centerport Sewer Districts and for parcels that are intending to apply to enter either district, contact the Department of Environmental Waste Management for more information.
- If the subject property(s) are located within the Local Waterfront Revitalization Program (LWRP), a Consistency Assessment Form is required. Contact the Department of Maritime Services for further information.
- Pursuant to Town of Huntington Zoning Code, Chapter 198/ Article X, The Steep Slopes Conservation Law, (Section 198-60 to 198-65), "No building permit shall be issued and no site plan or subdivision shall be approved by any town department, agency or board for the development of land in any zoning district if any portion of the property is a Hillside Area until the provisions of this Article have been applied." If any portion of the subject property(s) is a "Hillside Area", the applicant is required to submit a Steep Slope Analysis to the Planning Department, so that an accurate yield can be determined.

4.2 GENERAL SUBDIVISION MAP REQUIREMENTS

The applicant shall submit to the Department a proposed subdivision map that has been prepared by a NYS Licensed Professional Engineer, Land Surveyor, or Landscape Architect qualified within their lawful rights to prepare such a plan. The professional's seal shall be affixed and the NYS registration number shall be indicated on the plan.

Generally, the acceptable map size is 24 inches in height by 36 inches in length. However, variation from this map size is permitted for legibility purposes. Stapled maps will not be accepted. Nothing shall preclude the Planning Board from requiring digital submission of maps and/or other application information.

All proposed subdivision maps, whether Pre-Application, Preliminary, Final, Steep Slope Analysis, or Yield Maps, shall require the following information to be shown within the title block, located at the lower right corner of the proposed map:

1. Map type (i.e. Preliminary Map of...).
2. Proposed subdivision name approved by the Planning Department.
3. Re-subdivision of ... (the name of the filed subdivision map, filed map number, lot number(s), and date recorded in the Suffolk County Clerk's office).
4. Census designated location/situate of the subject property (verify with the Planning Department).
5. Suffolk County Tax Map number(s) of the subject property.
6. Map Scale of 1 inch equals 100 feet or larger.
7. Name and address of the owner(s) and applicant(s).
8. Date the map was prepared.

9. Revision dates in response to Town comments.
10. Name and address of the NYS Licensed Professional Engineer, Land Surveyor, or Landscape Architect who has prepared the proposed subdivision map within their lawful rights. The professional's seal shall be affixed and the NYS registration number shall be indicated on the plan.
11. Number of Sheets (i.e. Sheet 1 of 3, Sheet 1 of 1, etc).

All proposed subdivision maps, whether Pre-Application, Preliminary, Final, Steep Slope Analysis, or Yield Maps, shall require the following information to be shown, as applicable:

1. Map Title Block (See Appendix C).
2. Site Data identifying the subject property's Zoning District, Post Office, Fire District, Water District, School District, Historic District, and Sewer District, as well as data identifying the total area of the subject property, the total area of proposed lots, the number of proposed lots, the total area of a proposed road, recharge basin, recreational area, parkland, common area, or conservation area, if any.
3. Proposed lots of the overall development shall depict lot numbers (i.e. Lot 1, Lot 2), lot dimensions, and lot area in square feet/acreage.
4. Location and dimensions of a proposed road, recharge basin, recreational area, parkland, common area, or conservation area, if any.
5. Proposed road(s) shall depict ownership and widths.
6. Metes and bounds shall be shown on all lot lines, existing and proposed.
7. All existing buildings and structures shall be depicted and noted for retention or removal.
8. All significant natural features (i.e., wetlands, habitats, tree stands) and hazards (i.e., flood plains, etc).
9. Names of abutting property owners and abutting filed maps.
10. Name, width, and ownership (i.e. Town, County, or State) of all abutting roads.
11. Tie distance to an established street intersection shall be clearly depicted.
12. North Arrow shall be clearly depicted.
13. Key map at scale of 1 inch equals 600 feet that clearly identifies the location of the subject property and the surrounding area.
14. NYS registration number, stamp/seal and signature of the NYS Licensed Professional Engineer, Land Surveyor, or Landscape Architect who has prepared the proposed map within their lawful rights.
15. A Professional Engineer stamp/seal and signature is required on all subdivision maps when proposing a new street, recharge basin, or when drainage calculations are shown.
16. Zoning Board of Appeals table, providing the ZBA application number, date, variance(s) and/or special use permit(s) granted, and subject property tax map number or proposed lot number. Any conditions imposed by the ZBA must be listed.
17. If a zoning district boundary line crosses any of the subject property, the lines must be shown on the map and the total area within each zoning district must be depicted.
18. Covenant and Restriction information, if applicable.
19. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

4.3 GENERAL REQUIREMENTS FOR SUBDIVISION DESIGN

1. New subdivision maps shall conform to Town's adopted Master Plan, which calls for the orderly development of the Town.
2. Streets shall be planned so as to connect properly with existing streets in adjoining tracts. The Applicant shall be cognizant of existing or proposed developments adjacent to his subdivision, and shall blend his subdivision into the established community.
3. Streets dead-ending at a property line shall be continued to the said line and shall be fully complete to that point. The Applicant may be required to widen the surfacing of the roadway at the dead-end so as to provide adequate vehicle turning area. No reserve strips across the ends of

dead-end streets may be provided for. Ends of dead-end streets shall be barricaded with galvanized steel posts and two-rail galvanized steel guide rails with at least one red reflector on each post and each rail. A sign indicating "dead-end street" shall be posted at the entrance to the street from the closest through street. The sign shall meet the standards laid out in Section 8.1.8.

4. Blocks shall not ordinarily exceed 900 feet in length nor shall they be shorter than 400 feet. The Planning Board may, in a particular instance, vary these dimensions. In low density developments the maximum length may be increased. The block width shall provide for two tiers of lots, back to back, unless the Planning Board directs otherwise. Cul-de-sacs shall not exceed 900 feet in length.
5. Lots shall, in general, be rectangular, somewhat deeper than they are wide. In all zoning districts the width of the lot shall conform to the width requirements for the particular zone district as set forth in the Zoning Ordinance. Irregular shaped lots shall be avoided wherever possible, although topography and suitability of building sites shall be considered, especially in R-80 and R-40 districts.
6. Lots shall be identified in accordance with the following:
 - a. Streets in a new subdivision, which continue existing streets, shall bear the same name.
 - b. All straight north and south streets, more than one block long, except in the East Northport area shall be designated "Avenue", and all straight streets more than one block long running east and west shall be called "Street".
 - c. All streets one block long connecting two or more streets shall be designated "Place".
 - d. All cul-de-sacs shall be designated "Court".
 - e. Winding or curving streets may be designated "Lane", "Way", "Drive", or any other acceptable designations except "Road", which is reserved for main highways.
 - f. In the East Northport area, "Street" is to be applied to straight streets running north to south, and "Avenue" to straight streets running east to west, if they are more than one block long.
 - g. Dead-end streets less than one block long shall be left without designation pending further extension in the future. No duplication of street names is permitted anywhere in the Town. Verify names with the Planning Department.
7. Advertising signs, lights and billboards shall be in complete compliance with the regulations as set forth in the Zoning Ordinance of the Town of Huntington. Failure to comply with the sign ordinances shall necessitate the Planning Board and Building Inspector to take whatever action is deemed necessary to abate the condition.
8. Electric, telephone and cable TV wires shall be installed underground except that the Planning Board may waive this requirement upon the request of the applicant in cases where there is a practical difficulty in installing them. In making such determination, the Planning Board shall take into account the following:
 - a. The size and nature of the subdivision
 - b. Unusual topography or other natural conditions
 - c. Type of service existing in the area adjacent to the subdivision at the time of the application waiver request.

The Planning Board may grant a full or partial waiver of this requirement, and in approving such waiver shall alternatively require the installation of electric, telephone and cable TV wires on poles within the street right-of-way or along rear property lines, subject to all appropriate approvals as conditions warrant, or may require any combination of underground and overhead service.

9. In new subdivisions or re-subdivisions of previously filed maps, the Applicant shall install street lighting in the street. Such installations shall be made in accordance with specifications and standards provided by the Town's Street Lighting District. In the case of subdivisions where there are no new streets, the Planning Board may waive the requirements for street lighting on finding that such lighting is not needed in the interest of the public health, safety, and general welfare or inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the subdivision in question. However, in the case of subdivisions where underground utility service is required, electrical lines for future street lighting shall be installed

at the time of installation of electrical, telephone and cable TV services in accordance with the requirements of the Lighting District, and the standard of the appropriate utility company.

4.4 REQUIRED SUBDIVISION IMPROVEMENTS

The following site improvements are required in all land subdivisions, which may be approved by the Planning Board. See itemized specifications and standard plans in these Regulations for additional information.

1. Clearing and grading of all streets to minimum right-of-way width in developments or as required by the Planning Board. Maintain substantial trees as indicated on approved plans.
2. Street paving between curbs to a minimum width of 34 feet in residential developments and 40 feet in industrial developments or as required by the Planning Board.
3. Street name signs at each intersection to meet requirements of Section 8.1.8 Street Name Signs.
4. Sidewalks 5 feet wide – concrete sidewalks shall be required in all zones, unless waived by the Planning Board.
5. Concrete curbs on all streets. Concrete driveway aprons at all driveways.
6. Street trees, landscaping of recharge basins, seeding of area between curb and street right-of-way line, or between curb and sidewalk.
7. Adequate drainage facilities either in the form of leaching basins or recharge basins and storm sewers as may be required on the approved plans.
8. Adequate recreational or park facilities, as required by the Planning Board. Facilities shall be dedicated to the Town of Huntington.
9. Monuments – a minimum of 2 monuments shall be set at each street intersection. In addition, the monuments shall be set on all property line intersections, recreational areas, recharge basins, conservation areas or other lands to be dedicated to the Town. Monuments shall also be required at the beginning and each end of each curve along one side of the street R.O.W. All monument locations shall be shown on the preliminary map and on the filed map.
10. Retaining walls where called for on the approved plans.
11. Such other improvements as deemed necessary by the Planning Board.

4.5 DEDICATION INSPECTION

The Applicant shall be on the subdivision site when Town Officials make the dedication inspection.

4.6 MAINTENANCE BOND

At the time of the acceptance of public improvements by the Town and the request for release of the performance bond, a surety company bond or a certified check made payable to the Town of Huntington, shall be posted to guarantee the public improvement work associated with the subdivision for a period of one year from the date of acceptance by the Town. This bond or check shall be in an amount which is equal to one-third (1/3) of the established performance bond.

4.7 CLUSTER DEVELOPMENT (Pursuant to New York State Town Law, Section 278)

4.7.1 PURPOSE

“Cluster development” refers to the modifications of the applicable zoning regulations to provide an alternative permitted method of development on a particular parcel of land in accordance with an approved yield map. In no case shall the number of building lots or dwelling units exceed the number that could be permitted, in the Planning Board’s judgment, if the land were subdivided into lots conforming to the applicable zoning ordinance or local law.

The purpose of a cluster designation is to enable and encourage flexibility of design and development of land in such a manner as to promote the most appropriate use of land, to facilitate the adequate and economical use of streets and utilities, and to preserve the natural and scenic qualities of open lands.

There shall be a measurable qualitative or quantitative public benefit associated with any cluster development as determined by the Planning Board or its designee.

4.7.2 PROCEDURE

If the applicant chooses to pursue a cluster development, their licensed professional shall first prepare a Yield Map for review by the Planning Board. The Yield Map shall show lots conforming to the minimum lot size and density requirements of the applicable zoning ordinance as well as all environmental and historical factors (see Section 4.9.3.2). The yield of the proposed development should be determined at the earliest possible date.

Once the Planning Board has approved the yield, the applicant shall prepare a Cluster Map depicting no more lots than those depicted on the approved Yield Map. However, the Cluster Map shall show clustered lots or dwelling units, and shall depict a Table of Modifications that provides the zoning modifications required to produce the established yield. The Cluster Map must clearly depict the most adequate and economical use of streets and utilities, and depict the preservation of the natural and scenic qualities of open lands in perpetuity.

4.7.3 AUTHORITY

Under the cluster provision, the Planning Board may, upon recommendation of the Planning Department, in its discretion, permit deviation from applicable minimum lot area, lot width, building setbacks, frontage and road width requirements. Deviation from overall density requirements or from other applicable statutory and zoning ordinance standards including use restrictions shall be prohibited.

The Planning Board, at its discretion, shall be empowered to designate housing types within the cluster design including detached, semi-detached, attached or multi-story structures. The Planning Board shall also be empowered to authorize areas within which structures may be located, the spacing of buildings, open spaces and their landscaping, improvement of public spaces, off-street open and enclosed parking spaces, driveways and other features.

4.7.4 APPLICABILITY

1. A cluster development shall only be permitted with the review and approval of the Planning Board after a public hearing. In addition, the Planning Board upon recommendation of the Planning Department may mandate a cluster subdivision design.
2. The Planning Board in accordance with §278 of Town Law where, in its discretion, it would benefit the Town or in accordance with the following criteria may mandate a cluster design:
 - a. To preserve open space. This shall include but is not limited to the preservation of the natural and scenic qualities of open land and view sheds, the preservation of natural resources, the preservation of contiguous habitats, the preservation of environmentally sensitive land such as wetlands and steep slopes and the preservation of historic structures, sites and farmland.
 - b. To promote economy, flexibility and scenic beauty. Specifically, to allow more efficient use of land containing unusual features, for facilitating economical provision for streets and utilities, as well as for preserving the natural and scenic qualities of open lands.
 - c. Where in the judgment of the Planning Board clustering will advance the planning, preservation and environmental goals of the Town.
 - d. To preserve historic structures as consistent with the Town of Huntington Comprehensive Plan.
 - e. To allow for a design that is better or safer with regard to vehicular and pedestrian traffic.
3. A cluster designation shall be applicable in all residential zoning districts.

4. The number of lots or dwelling units may in no case exceed the number which could be permitted, in the Planning Board's judgment, if the land were subdivided into lots conforming to the minimum lot size and density requirements of the zoning ordinance. Yield shall be determined through the development of a standard subdivision plan, which shall be submitted by the subdivider to the Planning Board. The applicant shall be required to advance the standard subdivision design to the point of approval of the Preliminary Map in order to determine yield. The proposed standard subdivision map must meet all zoning, drainage, open space, slope, wetland and historical provisions to the satisfaction of the Planning Board as well as addressing other practical considerations (i.e., the design must be buildable).
5. The Planning Board may reject a request for a cluster subdivision if it is determined that it does not conform to any one or more of the following:
 - a. The yield for the cluster design exceeds the maximum yield attainable under a standard subdivision design.
 - b. The arrangement of buildings is not environmentally sound in reference to the protection of environmentally sensitive areas, the protection of groundwater or surface water features or other unique site features.
 - c. The provision of open space is insufficiently beneficial to potential residents of the subdivision or to the public at large; or inadequate legal provisions exist in order to insure the long-term protection of the open space arrangement.
 - d. The arrangement of building lots is insufficient in terms of setbacks or buffers with respect to surrounding land uses or nature and character of the area.
 - e. The proposed cluster design is otherwise inconsistent with any provision of the Town Code, these Regulations or Town Law as it applies to clustering.
6. The Planning Board may condition its approval or denial, in whole or in part, with or without conditions, as it deems necessary.

4.7.5 REVIEW PROCEDURE

1. If a cluster subdivision is requested by the applicant or mandated by the Planning Board, the applicant shall submit a cluster design plan and standard subdivision Yield Map together with supporting material, and a complete subdivision application to the Planning Department.
2. The Planning Board or its designee shall review the cluster design plan and standard subdivision plan and issue a tentative written determination, approving, approving with modification or denying the request for cluster authorization.
3. In the event the cluster design is authorized by the Planning Board or its designee, the applicant will be required to advance the standard subdivision map to the point of preliminary approval in order to determine the maximum permitted yield under the cluster design. Yield under the standard subdivision plan shall be based upon complete conformance with all applicable Federal, State, County and Town standards, including setbacks from wetlands and minimum lot area in accordance with Article 6, §760-605, paragraphs A.3 and B.1 of the Suffolk County Sanitary Code. When a road opening is proposed, a minimum right-of-way of fifty (50) feet, a cul-de-sac with a minimum radius of sixty-two and a half (62.5) feet, and all other standard design parameters shall be required when determining yield.
4. Article II of Chapter 168 of the Town Code shall apply in determining yield when flood plains are present and when freshwater wetlands are located within one hundred (100) feet of the parcel(s), or when tidal wetlands are located within "Adjacent Area", as defined under New York State Tidal Wetlands Act, Article 25 of the Environmental Conservation Law, as amended.
5. The Planning Board will schedule a public hearing in order to consider Preliminary Map approval and cluster authorization. A submission must be made at least thirty (30) days prior to a meeting date. The Planning Board shall advertise and hold a public hearing

whose notice shall be in accordance with Town Law requirements, after the receipt of a complete application. The applicant shall be responsible for mailing the hearing notice to neighbors in accordance with Town requirements.

6. Following the public hearing, the Planning Board may recommend approval, approval with modification or denial of the Preliminary Map and cluster authorization.
7. If the Preliminary Map is approved or approved with modification, the applicant shall submit a Final Map of the cluster design to the Planning Department.
8. The Planning Board, at its discretion, may hold a public hearing in order to consider the Final Map. The Planning Board will then approve, approve with modifications or disapprove the Final Map after a public hearing is held, if deemed necessary.

4.7.6 REQUIRED DATA

1. The applicant shall be required to submit a standard subdivision yield plan and cluster design together with supporting material, including a completed EAF, Part 1, and application form and accompanying fees to the Planning Department.
2. The subdivision plans shall be in accordance with the data requirements associated with a standard subdivision design. In addition, the cluster plan must indicate the housing type (attached, detached, semi-attached or multi-story) along with the treatment and ownership of all the open space areas to be provided.

4.7.7 EXPIRATION OF APPROVAL

Approval of the Cluster Design shall expire within one (1) year of the Planning Board decision unless performance and/or cash bonds are posted, and a fee is submitted.

4.8 PRE-APPLICATION PROCEDURE

The requirements of this section apply to both minor and major subdivisions, except where noted.

A Pre-Application is required prior to submission of a Preliminary Application. The purpose of a Pre-Application is to complete a cursory review of the proposed development intended towards identifying deficiencies or non-conformities, either existing or proposed and to make recommendation for the most appropriate use of the land in accordance with the Town of Huntington Comprehensive Master Plan.

A request for a waiver of the Pre-Application may be made in writing to the Director of Planning and Environment. A waiver of the requirement for a Pre-Application may be considered if the following criterion is met:

1. The subject property has undergone a Pre-Application review within the last year and there has been no significant change to the map design; and
2. There has been no change to the Code of the Town of Huntington or to these Regulations which may apply to or impact the proposed subdivision;

or

1. The proposed subdivision complies to all aspects of the applicable Zoning District, either outright or as the result of a Zoning Board of Appeals variance or Town Board approved Zone Change; and
2. There has been no change to the plan that was presented to the Zoning Board of Appeals or Town Board; and
3. There has been no change to the Code of the Town of Huntington or to these Regulations that may apply to or impact the proposed subdivision.

4.8.1 PRE-APPLICATION REQUIREMENTS

Items No. 1-4 listed below are available online at www.huntingtonny.gov or from the Department.

1. Pre-Application form, to be completed by the Applicant. The Applicant shall clearly sign and date the application in order for it to be accepted.
2. Certification of Disclosure, to be completed by the Applicant.
3. Contact Designation Form, designating a primary contact for the application.
4. A Corporate resolution designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc., with respect to the proposed application.
5. Letter of Intent, describing the subject property(s) and proposed development, and a history of the past use of the subject property. If the site was previously farmed or used industrially, or if there are any indications of soil contamination, a soil sampling and analysis study may be required to be conducted in conformance with the Suffolk County Department of Health Services guidelines. Contact the Suffolk County Department of Health Services, Division of Environmental Quality for further information. Any pending or anticipated accessory apartment application, home occupation application, special use permits or special exceptions, etc., shall be indicated in the applicant's letter of intent.
6. Proposed subdivision maps. The property survey(s) must not be more than 6 months old at the time of application. (See website for the number of maps required)
7. Non-refundable application fee in the form of a check payable to: Town of Huntington. (See Appendix B – Fees)
8. Copy of current deed(s), and deed(s) prior to 1970 for described properties not on a filed subdivision map
9. A copy of any Zoning Board of Appeals variance(s) and/or special use permit(s) on the subject property(s), including the SEQRA decision, if given.
10. A copy of all covenants and restrictions, easements, zone change or historic designation documentation, Health Department waivers, etc. on the subject property(s).
11. A copy of the Certificates of Occupancy or Letter in Lieu for each structure for each tax map number, available from the Building Department.
12. A copy of the Assessor's card for each tax map number, available from the Assessor's Office.
13. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

4.8.2 PRE-APPLICATION MAP REQUIREMENTS

The proposed subdivision map shall conform to all requirements set forth within the Section 4.2 General Subdivision Map Requirements.

4.8.3 PRE-APPLICATION REVIEW

Upon receipt of a complete Pre-Application, the Department staff will review the application and maps submitted for compliance with the Town of Huntington Regulations. The staff review of the Pre-Application shall not be construed as an approval or denial of the proposed subdivision. A Pre-Application for Subdivision is required before an application can be made to the Zoning Board of Appeals for any variances, interpretations, and special use permits related to an anticipated subdivision application.

4.8.4 PRE-APPLICATION DIRECTION

Upon completion of their review, the Department staff will send a letter of findings and/or schedule a meeting with the applicant to discuss their findings. The applicant may attend this meeting with any other party to the application including their engineer or attorney. At the conclusion of the meeting, the applicant will have the opportunity to ask questions and will receive direction from the staff on how to proceed.

If a variance is required from the Zoning Board of Appeals in order to proceed, a Letter of Denial will be provided. The applicant is required to make an application to the Zoning Board of Appeals within ninety (90) days from the date of the Letter of Denial, or a new Letter of Denial/Pre-Application for Subdivision may be required.

If the staff finds the proposed subdivision maps appear to conform to the Town of Huntington Code and these Regulations, the applicant will be directed to proceed to a Preliminary Application, with or without revision to the proposed maps.

4.9 PRELIMINARY SUBDIVISION APPLICATION PROCEDURE

The requirements of this section are applicable to both minor and major subdivisions.

The Preliminary Map and required documentation constitute the material to be officially submitted to the Planning Board. A submission that does not include all of the required materials will be considered incomplete. Incomplete submissions may be returned to the applicant.

A public hearing is required on the proposed Preliminary Map. Map submissions must be made at least thirty (30) days prior to a public hearing. The Planning Board shall advertise and hold a public hearing whose notice shall be subject to the provisions of the Town Code and New York State Law. The Planning Board may require additional public hearings be held upon finding significant changes have been made to the Preliminary Map.

Approval of the Preliminary Map does not constitute an approval of the Final Map nor is it a valid basis for the construction of site improvements or other commitments, which depend upon its design characteristics.

4.9.1 PRELIMINARY APPLICATION REQUIREMENTS

Items No. 1-4 listed below are available online at www.huntingtonny.gov or from the Department.

1. Preliminary Application signed and notarized. The Applicant must clearly sign and date the application in order for it to be accepted.
2. A completed EAF Part I and associated fee, in the form of a check payable to: Town of Huntington. (See Appendix B – Fees)
3. A completed Certification of Disclosure signed and notarized. The Applicant must clearly sign a separate disclosure and indicate the parties with an interest in the application in order to be acceptable.
4. Contact Designation Form, designating a primary contact for the application.
5. A Corporate resolution designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc., with respect to the proposed application.
6. Owner(s) and Applicant(s) Affidavits, if subject property is under contract.
7. Letter of Intent, describing the subject property(s) and proposed development, and a history of the past use of the subject property. If the site was previously farmed or used industrially, or if there are any indications of soil contamination, a soil sampling and analysis study may be required to be conducted in conformance with the Suffolk County Department of Health Services guidelines. Contact the Suffolk County Department of Health Services, Division of Environmental Quality for further information. Any pending or anticipated accessory apartment application, home occupation application, special use permits or special exceptions, etc., shall be indicated in the applicant's letter of intent.
8. If the subject property(s) has undergone a Pre-Application review, attach the findings of the staff.
9. Proposed subdivision maps. The property survey(s) must not be more than 1 year old at the time of application. (See Town website for the number of maps required)

10. Non-refundable Preliminary Application fee in the form of a check payable to: Town of Huntington. (See Appendix B – Fees)
11. A statement issued by the Town of Huntington Department of Code Enforcement indicating the results of a violation search. The violation search shall be dated no more than sixty (60) days prior to the submission of the Preliminary Application.
12. A copy of current deed(s), and deed(s) prior to 1970 for described properties not on a filed subdivision map.
13. A copy of all Zoning Board of Appeals variance(s) and/or special use permit(s) on the subject property(s), including the SEQRA decision if given, and the Letter of Denial.
14. A copy of all covenants and restrictions, easements, zone change or historic designation documentation, Health Department waivers, etc., on the subject property(s).
15. A copy of the Certificates of Occupancy or Letter in Lieu for each structure for each tax map number, available from the Building Department.
16. A copy of the Assessor's card for each tax map number, available from the Assessor's Office.
17. If zoning modifications are desired, a written request shall be submitted to the Planning Board. The request should describe how the proposed modifications would provide a public benefit by promoting the most appropriate use of land, facilitating the most economical use of streets/utilities or preserving open space and the natural scenic qualities of the land.
18. In order to obtain a waiver from required Town improvements (See Section 6 - Design Standards for Improvements); a written request shall be submitted to the Planning Board detailing the need for the requested waivers. Note: If the request for a waiver is granted, the applicant may be required to pay a fee in lieu of completing the required improvements. (i.e. Town of Huntington Curb and Sidewalk Fund).
19. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

4.9.2 PRELIMINARY MAP REQUIREMENTS

The proposed Preliminary Map shall contain topography, grading, drainage, erosion control, planting, stabilization, and environmental impact considerations. The Town Engineer shall determine the extent of engineering detail required during the preliminary review.

See the following section and Appendix for general subdivision design requirements, required subdivision improvements and engineering details, and general notes required for Preliminary Maps:

Section 6 – Design Standards for Improvements

Appendix C – Sample Plans for Notes Required on the Preliminary Maps

4.9.2.1 ENGINEERING DETAILS REQUIRED

The proposed Preliminary Map shall include the following information:

1. Existing topography shall be shown at two-foot contour intervals or as required to adequately represent the existing grade, extending 100 feet beyond property boundary lines. All elevations shall be based upon the United States Coast and Geodetic Survey (USCGS) datum of mean sea level. In addition to the U.S.C.G.S. benchmarks, there are available Town benchmarks, generally at intervals of approximately 1000 feet apart on the main roads of the Town. They are in the same datum. This information may be obtained from the Town Engineer.
2. The Applicant shall confer with the Department of Engineering Services as to the size and location of existing and proposed recharge basins and drainage structures, the location and manner of digging test holes, or any deviation from the standard 2-foot contour interval. All test holes shall extend at least six (6) feet into clean sand and gravel below the bottom of the recharge basin or drainage structure. The Town Engineer or his representative shall witness test holes.

3. Existing and proposed location and type of drainage facilities including tentative top of inlet and pipe invert elevations, type of drainage pipe to be used (if applicable), diameter/size of proposed structures, and type of cover/grate for each.
4. Proposed road profile showing tentative grades, elevations and datum used. Show stationing of the road in the same orientation as shown on plan.
5. All proposed roads shall be stationing and the centerline radii for these roads shall be clearly shown.
6. Existing subsurface utilities and all utility easements within the proposed subdivision and extending 200 feet beyond property boundary lines.
7. Curbs and sidewalks shall be shown. Wherever possible, and where safety permits, curbs and sidewalks may be shifted or re-routed, with the permission of the Town Planning Board, to preserve existing trees. Such relocation should be identified on the proposed maps.
8. Existing natural features such as wetlands, ponds, flood plains, wooded areas, kettle holes, etc. shall be depicted. The full extent of a woodland canopy must be shown. All trees eight (8) inches in caliper and larger within and up to twenty (20) feet outside proposed clearing limits shall be individually mapped and indicated for retention or removal.
9. Historic structures.
10. Coastal erosion hazard areas.
11. Protected fish and wildlife habitat within the zone of influence.
12. Hazardous waste sites.
13. Steep slopes.
14. Special groundwater protection area.
15. Critical environmental area.
16. Well sites within zone of influence.

4.9.2.2 IDENTIFYING INFORMATION REQUIRED

1. Map Legend.
2. If more than one drawing is required, a match line shall be shown on both drawings and the scale of the match line plans shall be the same.
3. If the Applicant contemplates subdividing by sections, the preliminary map must show section lines on all plans. Drawings shall be at the same scale.
4. If due to very unusual conditions, a zoning modification is sought, provide a breakdown of the proposed lots, upon which modifications are requested. The breakdown shall show the number of lots that comply with the zoning requirements, the number of lots that are less than the zoning requirements, and the number of lots that are greater than the zoning requirements. This breakdown shall encompass the total area of the proposed subdivision.

4.9.3 PRELIMINARY REVIEW

Upon receipt of a complete Preliminary Application, the Department staff will distribute the Preliminary Maps and documentation to the necessary departments, agencies, and commissions for their review and comments. Once these departments, agencies, and commissions have responded with their comments, the Department staff will prepare a letter to the applicant incorporating all of the comments received, and will advise the applicant on how to proceed. Additional information or explanation, and/or revised maps may be required.

If revised maps are deemed necessary, the maps must be revised accordingly and submitted to the Department for review. Failure to adequately address any errors, omissions or inconsistencies may result in the imposition of a revision fee. (See Appendix B – Fees)

It is the applicant's responsibility to distribute copies of their proposed subdivision application and maps to all non-Town agencies for which they must obtain approval. (i.e. Suffolk County Department of Health Services, New York State Department of Environmental Conservation, etc.)

4.9.3.1 PARKLAND DEDICATION

For all subdivision plans containing residential units, the Planning Board shall assess the need for playgrounds, park and recreational facilities in accordance with NY Town Law and in consultation with Town staff, including the Town Department of Parks and Recreation. Upon finding the subject site can satisfy a demand for suitable parkland created by the proposed project, the Planning Board may require that up to 10% of the total site area shall be dedicated as public parkland. Upon finding a need for such parkland exists that cannot be met at the site pending review and/or that special circumstances limit potential for park set-aside, the Planning Board may require a Park and Playground fee, as established by the Town Board in Town Code, in lieu thereof to support acquisition or improvement of Town parkland.

If the Planning Board requires parkland set-aside or payment of a fee in lieu thereof (in accordance with Appendix B, Schedule D, Recreation Fee in Lieu of Parkland), then the deed to the park area or the recreation fee in lieu of parkland must be submitted prior to the signing of the Final Maps.

4.9.3.2 YIELD DETERMINATION

Upon reviewing a yield map, the Planning Board considers such matters as the geometry of the parcel in respect to physical and topographical restraints, compliance with the subdivision regulations, and considerations as to whether the proposal would fit in with the general character of the neighborhood. This results in a layout that could reasonably be implemented and which responds to all applicable standards and environmental and historic factors.

The practical aspects of subdivision review including the determination of yield are governed by guidelines contained under New York State Town Law, the Town Zoning Code, Town Historic Preservation Law and the Town Board adopted Subdivision and Site Plan Regulations. Factors include, but are not limited to consideration of the Town's Steep Slope Ordinance; Height, Area and Bulk Requirements; street frontage; conforming street width and radius; parkland set-aside; wetlands, if present (only the regulated area beyond the state designated wetlands boundary); and historic significance of the site and surroundings. Special site features, such as state-designated wetland(s), shall be excluded from yield calculations subject to Planning Board determination.

When zoning modifications are proposed, the applicant shall submit a fully conforming Yield Map in which the proposed development is located. The applicant must submit a letter to the Planning Board requesting the proposed zoning modifications and explaining how these zoning modifications will preserve meaningful open space. The applicant must prepare and submit a Preliminary Map depicting the proposed zoning modifications and a Table of Modifications identifying the lot numbers, zoning requirements, and proposed zoning modifications. The Department staff will review the proposed Yield Map as well as the Preliminary Map for compliance, and submit their findings and recommendation to the Planning Board for a Yield Determination.

4.9.3.3 WAIVER OF IMPROVEMENTS

The applicant's request for a waiver from required Town improvements must be submitted no later than thirty days (30) prior to the date of the Preliminary Public Hearing. It is the sole discretion of the Planning Board to grant the waiver. The Planning Board will not entertain any request to waive the requirements of any outside agency. Relief from the requirements of any outside agency must be obtained from said agency. Any waiver granted by an outside agency must be submitted to the Department as soon as it is available to the applicant.

Financial hardship shall not be cause to request a waiver of the required improvements. The Planning Board shall consider the following with respect to requests for waivers of required Town improvements:

1. The unique conditions existent at the location of the proposed subdivision.
2. The agreement of the Town Department that will have jurisdiction over that aspect of the project.

If the request for a waiver of improvements is granted by the Planning Board, the applicant is required to make a cash deposit into the appropriate Town Trust and Agency account to be used for maintenance of similar improvements for the benefit of all residents within the Town of Huntington. (i.e. Town of Huntington Curb and Sidewalk Fund, etc.) The fee in lieu of the required Town improvements shall not be waived.

4.9.3.4 PRELIMINARY PUBLIC HEARING

When the applicant has addressed all of the comments received, a Preliminary Public Hearing may be held pursuant to New York State Town Law, Section 276. The public hearing on the Preliminary Map should be coordinated with the SEQRA hearing.

Notice of the public hearing date will be sent to the applicant. Once the public hearing has been scheduled, revised subdivision maps will not be accepted. Revised maps should not be submitted until the applicant is notified.

4.9.3.4.1 PUBLIC HEARING REQUIREMENTS

The applicant is required to mail notices, postmarked no less than thirty (30) days prior to the date of the public hearing, to owners, as well as occupants, of all properties within five hundred (500) feet of the exterior limits of the applicant's total property holding, as shown on the current tax roll; with the exception of applications located within the R-5, R-7, R-10, and R-15 Residential Zoning districts, where notice to property owners and occupants must be mailed to those property owners within two hundred (200) feet of the exterior limits of the applicant's total property holding, as shown on the current tax roll. The mailing list of addresses, and/or mailing address labels may be purchased from the Planning Department. (See Appendix B - Fees) Failure to mail the notices, postmarked no less than thirty (30) days prior to the date of the public hearing, shall result in postponement of the hearing and may be rescheduled at the applicant's expense.

The applicant is required to provide a certificate of mailing for each recipient, certified by the post office, which legibly indicates the name and address of the person, including the occupant, to which the notice was mailed. Failure to provide the certificates of mailing to the Planning Department no less than five (5) days prior to the date of the public hearing shall result in postponement of the hearing to be rescheduled at the applicant's expense.

The applicant is required to submit an affidavit of mailing to the Department, which shall include the name of the person who mailed the notices, a copy of the actual notice mailed, and the names and addresses of the property owners and occupants who were notified. Failure to provide the affidavit of

mailing to the Department no less than five (5) days prior to the date of the public hearing shall result in the hearing being postponed and rescheduled at the applicant's expense.

The applicant is required to post a Notice of Public Hearing sign on each street frontage of the subject property, no later than five (5) days prior to the date of the public hearing. The Notice of Public Hearing signs are available for purchase in the Planning Department. (See Appendix B - Fees) The sign must be posted nearest to the center of the subject property's frontage, not more than ten (10) feet back from the property line. The sign must be nailed to a tree, pole, or post not less than two (2) feet or more than six (6) feet above grade, and must be clearly visible from the street. If upon inspection of the property the Department staff finds the sign has not been posted, or is not visible from the street, the hearing may be postponed and rescheduled at the applicant's expense.

The applicant is required to submit an affidavit of posting to the Department no later than three (3) days prior to the scheduled public hearing date. Failure to post the Notice of Public Hearing sign, or provide the affidavit of posting to the Department no later than three (3) days prior to the scheduled public hearing date may result in postponement of the public hearing, which would be rescheduled at the applicant's expense.

4.9.3.4.2 THE PUBLIC HEARING PROCESS

On the day of the public hearing, the applicant and/or their designee will make a verbal presentation to the Planning Board regarding the proposed development. After the applicant has presented their proposed application, the Planning Board may ask questions or may immediately open the hearing to the general public so they may ask questions, voice concerns, or provide their knowledge of the proposed development area.

If a member of the general public is unable to attend the public hearing, they may submit their questions, concerns, or knowledge of the area, in writing to the Planning Department. If written comments are received by the Department sufficiently prior to the date of the public hearing, the Chairman of the Planning Board may read the comments into the record at the hearing, and the applicant will be given the opportunity to respond.

4.9.3.5 STATE ENVIRONMENTAL QUALITY REVIEW (SEQR)

In New York State all discretionary approvals (permits) from a local government, require an Environmental Impact Assessment as prescribed by 6 NYCRR Part 617 State Environmental Quality Review (SEQR) <http://www.dec.ny.gov/regs/4490.html> [Statutory Authority: Environmental Conservation Law Sections 3-0301(1)(b), 3-0301(2)(m) and 8-0113].

SEQR requires the sponsoring or approving governmental body to identify and mitigate any significant environmental impacts of the activity it is proposing or permitting.

The Department will classify the proposed project and the Environmental Assessment Form (EAF), Part I, prepared by the applicant, will be reviewed for adequacy pursuant to SEQRA. Additional information may be required from the applicant as determined by the Department.

When the Department determines that the staff comments on the proposed application have been addressed, and the EAF appears adequate, the map and supporting documentation will be referred to the Planning Board for their review.

The Planning Board, as lead agency, determines the significance of an action's environmental impacts in accordance with the requirements of SEQRA.

4.9.3.6 PRELIMINARY DETERMINATION

Once a Preliminary Public Hearing has been held, the Planning Board will make a determination based on the record. The Board shall adopt a resolution, to approve, conditionally approve or deny the Preliminary Map. If the Preliminary Map is approved or conditionally approved, the applicant may submit a complete Final Application.

4.9.3.7 PRELIMINARY APPROVAL TIME LIMITS

The Town of Huntington allows for a period of six (6) months from the date of Preliminary Approval in which to submit a complete Final Application. If a complete Final Application is not received within the six (6) month period, the subdivision application is automatically deemed inactive and cannot proceed until the Planning Board reinstates the preliminary approval. A written request for such a grant must include the following:

1. The applicant's request must include information as to whether there have been any changes to the existing site conditions, the proposed map, or any law, rule, or regulation of any agency having jurisdiction over the application that could impact the design.
2. A non-refundable Application Fee for Waiver in the form of a check or money order payable to: Town of Huntington (See Appendix B- Fees);
3. A completed Final Application signed and notarized by all parties.

The Planning Board, in its sole discretion, may reinstate the approval after consideration of the following:

1. The length of time that has passed from the date of the Preliminary Public Hearing and/or Preliminary Approval;
2. Changes to the site conditions;
3. The Final Map is in substantial agreement with the approved Preliminary Map;
4. There have been no amendments to the local, state, or federal law that may require additional review of the proposed application and/or revision to the map.
5. Such other factors as deemed necessary by the Planning Board.

If the Planning Board reinstates the preliminary approval, the applicant is permitted three (3) months to submit the complete Final Application and all required information, or the application will be deemed inactive and revoked.

If the Planning Board denies the reinstatement, the applicant may submit a Preliminary Application and begin the subdivision application process once again.

4.10 FINAL SUBDIVISION APPLICATION PROCEDURE

The requirements of this section shall apply to all minor or major subdivisions, except where noted. The Final Map and supporting material for a proposed subdivision constitute the material to be officially submitted to the Planning Board. A submission that does not include all of the required materials will be considered incomplete. Incomplete submissions may be returned to the applicant.

4.10.1 FINAL APPLICATION REQUIREMENTS

1. A completed Final Application signed and notarized. The Applicant must clearly sign the application in order for it to be accepted. The mortgagees' affidavit must be completed, if there is a mortgage on the subject property.
2. A Board resolution designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc., with respect to the proposed application.
3. Non-refundable Final Application fee in the form of a check payable to: Town of Huntington. (See Appendix B - Fees)
4. A copy of the Preliminary Approval resolution and a copy of any correspondence with regard to the determination of the Planning Board in response to the applicant's request for waivers.

5. If the property ownership has changed, submit a copy of the recorded deed reflecting the new ownership, new Certificate of Disclosure(s), new Contact Designation Form and new Assessor's Card(s).
6. Major Subdivisions (5 proposed lots or more), or any minor subdivision with a proposed road requires a Schedule of Operations, with the applicant's name, signature and date.

4.10.2 FINAL MAP REQUIREMENTS

The applicant's design professional shall incorporate, correct, modify, etc., the Preliminary Map to bring it into compliance with Town requirements and any conditions set forth in the Planning Board's preliminary approval resolution. (See Appendix C – Sample Plans for Notes Required on the Final Maps.)

Major Subdivisions (5 proposed lots or more), or any subdivision with a proposed road requires engineering drawings and shall contain topography, grading, drainage, erosion control, planting, stabilization, and environmental impact considerations.

A Professional Engineer's stamp/seal and signature is required on all Subdivision Maps when proposing a new street, drainage structures, or if drainage calculations are shown.

In addition to the Final Map the following engineering drawings, if applicable, shall be required for all major subdivisions and for any subdivision with a proposed road:

4.10.2.1 ENGINEERING DRAWINGS, AS APPLICABLE

1. Existing Conditions Plan (Site Survey)
2. Demolition Plan
3. Alignment & Survey Plan
4. Construction (Site) Plan
5. Roadway Profiles
6. Grading, Erosion Control, and Drainage Plan
7. Landscaping Plan
8. Detail Sheet(s)
9. Any other plan that is justified to be included by sound engineering principles and practices for the purpose of accurately conveying the full extent of the proposed construction work and operations, as determined by the Town Engineer or the Director of Planning and Environment.

4.10.3 FINAL REVIEW

Upon receipt of a complete Final Application, the Department staff will distribute the proposed Final Maps, engineering drawings and documentation to the necessary departments, agencies, and commissions for their review and comments. Once these departments, agencies, and commissions have responded with their comments, the Department staff will prepare a letter to the applicant incorporating all of the comments received, and will advise the applicant on how to proceed. Additional information or explanation, and/or revised maps may be required.

If revised maps are deemed necessary, the maps must be revised accordingly and submitted to the Department for review. Failure to adequately address any errors, omissions, or inconsistencies may result in the imposition of a revision fee. (See Appendix B – Fees)

It is the applicant's responsibility to distribute copies of their proposed subdivision application and maps to all non-Town agencies for which they must obtain approval (i.e. Suffolk County Department of Health Services, NYS DEC, etc). The applicant is required to file the approved Final Map in the Suffolk County Clerk's office in order to complete the subdivision application.

4.10.3.1 FINAL PUBLIC HEARING

The Planning Board, in its sole discretion, may waive the requirement for a final public hearing after consideration of the following:

1. The length of time that has passed from the date of the last public hearing;
2. Changes to the site conditions;
3. The Final Map is in substantial agreement with the approved Preliminary Map;
4. A public hearing is not required pursuant to SEQRA;
5. The environmental impacts identified during the review process will be mitigated;
6. Such other factors as deemed necessary by the Planning Board.

4.10.3.2 RECREATION FEE IN LIEU OF PARKLAND

At the conclusion of all subdivision reviews, but prior to the signing of the Final Map, the applicant is required to dedicate 10% of the property for parkland purposes. In the event that suitable lands cannot be provided on site, then a recreation fee in lieu of parkland dedication shall be paid pursuant to Appendix B (Schedule D) of these Regulations. Such payment shall be made prior to the signing of the Final Map.

4.10.3.3 PERFORMANCE BOND AND INSPECTION FEE

The purpose of the Performance Bond is to cover the expenses incurred by the Town of Huntington should the applicant fail to complete all required proposed improvements within the Town right-of-way and in certain circumstances those necessary improvements to private property that are a condition of subdivision approval. All proposed improvements to be constructed within the Town of Huntington right-of-way are included in the computation of the Performance Bond in addition to concrete monuments and any other improvements mandated by the Town Board or reviewing agencies as a condition of a grant or approval necessary for subdivision.

The Inspection Fee is imposed to cover the cost of inspections as may be reasonably necessary to insure that the required improvements are completed to the satisfaction of the Town.

Also refer to Town Code sections 198-85 and 198-118.1 with regard to specific bonding requirements and procedures.

4.10.3.4 FINAL DETERMINATION

When it is determined that the various Town Departments, outside agencies and commissions have completed their reviews, and a final public hearing has been held or waived by the Planning Board, the Department shall refer the Final Map to the Planning Board for a determination. The Board shall adopt a resolution, which shall conditionally approve or deny the Final Map.

4.10.3.5 COMPLETION OF FINAL REQUIREMENTS

The applicant is permitted 180 days from the date of the conditional final approval resolution adopted by the Planning Board, in which to complete all final subdivision requirements. Failure to complete the requirements in this time period will result in an expiration of the approval unless the applicant receives a 90-day extension from the Planning Board. The Planning Board may deny or grant as many extensions as it deems appropriate based upon the circumstances. Each request for extension must be submitted in writing.

Once all applicable requirements and conditions have been met and the Director finds the Final Maps submitted to conform to the Regulations of the Town of Huntington, the Director, or their authorized

designee, shall sign the Final Maps for filing with the Suffolk County Clerk's office. The maps must be filed with the County Clerk within 62 days of the signature, or the approval will expire. This time period cannot be extended.

After the Final Maps are filed with the Suffolk County Clerk's office, the applicant shall schedule a pre-construction meeting with the Department of Engineering Services, which representatives from the Department of Planning and Environment, and applicant's builders shall attend.

4.11 FINAL SUBDIVISION RE-APPLICATION PROCEDURE

This section applies to both minor and major subdivision maps that have not substantially changed from that which were granted conditional final approval, and where only cursory review is necessary.

In any instance where a Final Map is not filed with the Suffolk County Clerk's Office, the subdivision approval will automatically expire and a Final Re-Application may be required.

The Final Map and supporting material for a proposed subdivision constitute the material to be officially submitted to the Planning Board. A submission that does not include all of the required materials will be considered incomplete. Incomplete submissions may be returned to the applicant.

4.11.1 FINAL RE-APPLICATION REQUIREMENTS

A Final Re-Application shall include all Final Application requirements previously set forth (See 4.6.1- Final Application Requirements), in addition to the following:

1. Letter to the Planning Board to accept the resubmission of the Final Application. The applicant's request must inform the Planning Board whether there have been any changes to the existing site conditions, the proposed map, or any other changes that could impact the review.
2. Non-refundable Final Re-Application fee in the form of a check payable to: Town of Huntington. (See Appendix B- Fees)
3. A copy of all Zoning Board of Appeals variance(s) and/or special use permit(s) on the subject property(s), including the SEQRA decision if given.

4.11.2 FINAL RE-APPLICATION MAP REQUIREMENTS

In most instances where the Final Map is not filed with the Suffolk County Clerk's office and a Final Re-Application is requested, the subdivision maps will have been reviewed and all comments will have been previously addressed. In such an instance, only the Final Map is required for the Planning Board's consideration.

In some instances, if outstanding comments are to be addressed on the subdivision maps, then revised maps must be submitted for review and for the Planning Board's consideration.

4.11.3 FINAL RE-APPLICATION REVIEW

If the request to submit a Final Re-Application is granted by the Planning Board, the Department staff will process the Final Application and proceed with the final review.

The Planning Board may direct the applicant to submit a Preliminary Application and begin the subdivision process over, or may direct the applicant to proceed to the Zoning Board of Appeals, if an amendment to the Town of Huntington Zoning Code requires.

4.11.3.1 FINAL PUBLIC HEARING

The Planning Board, in its sole discretion, may waive the requirement for a final public hearing after consideration of the following:

1. The length of time that has passed from the date of the last public hearing;
2. Changes to the site conditions;
3. The Final Map is in substantial agreement with the approved Preliminary Map;
4. A public hearing is not required pursuant to SEQRA;
5. The environmental impacts identified during the review process will be mitigated;
6. Such other factors as deemed necessary by the Planning Board.

4.11.3.2 RECREATION FEE IN LIEU OF PARKLAND

At the conclusion of all subdivision reviews, but prior to the signing of the Final Map, the applicant is required to dedicate 10% of the property for parkland purposes. In the event that suitable lands cannot be provided on site, then a recreation fee in lieu of parkland dedication shall be paid pursuant to Appendix B (Schedule D) of these Regulations. Such payment shall be made prior to the signing of the Final Map.

4.11.3.3 PERFORMANCE BOND AND INSPECTION FEE

The Department of Planning and Environment will coordinate with the Department of Engineering Services in order to determine if the prior Performance Bond and Inspection fee need to be revised and/or recalculated.

4.11.3.4 FINAL DETERMINATION

When it is determined that the various Town Departments, outside agencies and commissions have completed their reviews, and a final public hearing has been held or waived by the Planning Board, the Director shall refer the Final Application to the Planning Board for a determination. The Planning Board shall make a determination based on the record and the Board shall adopt a resolution, which shall conditionally approve or deny the Final Map.

4.11.3.5 COMPLETION OF FINAL REQUIREMENTS

The applicant is permitted 180 days from the date of the conditional final approval resolution adopted by the Planning Board in which to complete all final subdivision requirements. Failure to complete the requirements in this time period will result in an expiration of the approval, unless the applicant receives a 90-day extension from the Planning Board. The Planning Board may deny or grant as many extensions as it deems appropriate based upon the circumstances. Each request for extension must be submitted in writing.

Once all applicable requirements and conditions have been met and the Director finds the Final Maps submitted to conform to the Regulations of the Town of Huntington, the Director, or their authorized designee, shall sign the Final Maps for filing with the Suffolk County Clerk's office. The maps must be filed with the County Clerk within 62 days of the signature, or the approval will expire. This time period cannot be extended.

After the Final Maps are filed with the Suffolk County Clerk's office, the applicant shall schedule a pre-construction meeting with the Department of Engineering Services.

SECTION 5 - SITE PLAN APPLICATION PROCESS

The following is the procedure to be followed for the approval of site development plans and subsequent buildings plans. Site plans will be reviewed only on legally existing lots. If the application requires lots to be created, an application under the subdivision application process in Section 4 must be implemented first.

5.1 POLICY AND PURPOSE OF REGULATIONS

The following rules and regulations have been established by the Town Board to facilitate the preparation, approval and filing of Building and Site Development Plans that require approval of the Planning Board and/or the Director of Engineering Services either as set down in New York State Town Law, the Huntington Town Code or as required by action of the Town Board or Zoning Board of Appeals. These Regulations, as herein established, have been made in accordance with a comprehensive plan for the purpose of promoting the health, safety, morals and general welfare in the Town of Huntington. They have been designed to consider vehicular and pedestrian traffic, and adequate drainage of surface water recognizing the topographic and geologic character, including natural drainage and the location of the ground water table and, depending on the magnitude of the development, to comply with Town Code Chapter 170, Stormwater Management. These Regulations have been designed to encourage the preservation of such natural features as trees, woodlands, streams and ponds; to provide adequate utility services; and to uphold desirable standards of land design to include energy saving design features specified in the U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) criteria. These Regulations are also designed to provide suitable building sites with associated parking areas, and landscaping for the land uses as permitted in the Zoning Ordinance. These Regulations shall apply to those portions of the Town of Huntington outside of any incorporated village.

The Planning Board is authorized to approve, approve with modifications or deny site plans prepared to specifications contained within these Regulations and the Huntington Town Code. Except as may otherwise be provided within these Regulations, relaxations and variances shall be subject to further review of the Planning Board or Zoning Board of Appeals as necessary.

5.2 SITE PLAN REVIEW PROCEDURES

5.2.1 SITE PLAN PRE-APPLICATION PROCESS

The Applicant is advised to consult with the Planning and Environment Department, prior to making application for site plan review. A Site Plan Pre-Application is required before an application can be made to the Zoning Board of Appeals for any variances, interpretations, and special use permits associated with a non-residential or multi-family residential use containing three (3) or more units. The Applicant shall be familiar with Town Publications listed in other sections of these Regulations, Stormwater Management per Town Code Chapter 170, and the U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) criteria.

5.2.1.1 PRE-APPLICATION SUBMISSION

The pre-application submission shall include the following:

1. A letter of intent for the site development proposal explaining precisely what is being proposed.
2. Completion of a 'Site Plan Pre-Application Requirements' form to include the submission of a Site Plan Pre-Application fee as is listed in Appendix B – Fees.
3. Completion of a 'Contact Designation Form'.
4. A filing fee based on the schedule in Appendix B - Fees, in the form of cash or certified check payable to the Town of Huntington to cover the administrative

- expense of department staff review of the pre-application submission including general compliance of the plans with the zoning ordinance.
5. Four (4) Conceptualized Site Plan pre-application maps in proper 24" x 36" size and proper format with the information box (or title block), to include the Suffolk County Tax Map number[s] of the subject property, in the lower right hand corner of the maps / plans. The pre-application maps shall include / depict all of the following information:
 - a. Lot area, building lot coverage, names of abutting streets, general boundary lines, bearings, distances, area of parcel, a tie distance to an established street intersection, a north arrow, and a measurable bar scale of either 1"=10', 1"=20', 1"=30', 1"=40', or 1"=50'.
 - b. Zoning of the subject property and abutting properties to indicate all zone district boundary lines.
 - c. A key map at a scale of 1"=600' which locates the subject property relative to its surroundings.
 - d. All existing site and topographical features with the proposed conceptualized site development proposal superimposed.
 - e. Existing and proposed curbs, sidewalks, buildings, areas to be landscaped, utilities, fencing, free-standing traffic, directional, and identification signs, dumpsters, proposed parking and loading areas, aisles, driveways, and buffers with exact dimensions to be noted for all items specified above.
 - f. Parking calculations based on uses per Town Code § 198-47. Parking spaces shall be the standard 9' x 20' dimension with handicapped spaces to be 8' x 20' to include the associated 8' x 20' handicapped transfer area.
 - g. Existing and proposed building Gross Floor Area (GFA) to include an area breakdown of all existing to remain and proposed uses on all levels of the building to coincide with the Town of Huntington parking requirements. Floor to ceiling height of all existing to remain and proposed cellars and basements shall be indicated on the plans.
 - h. Loading areas, where applicable, as required per Town Code.
 - i. If the intent of the pre-application map is to obtain a Special Use Permit pursuant to Town Code § 198-110C (3), submission of a yield map is also required.
 6. The maps shall be individually folded and unstapled with the title block visible.
 7. One (1) copy of any restrictions and covenants, all applicable government agency decisions, easements, contracts, and leases pertaining to the subject property.
 8. Any additional information requested by the reviewing agency, such as cross easement agreements, conceptual building floor and elevations plans, etcetera, in order to ascertain a full understanding of the conceptual development proposal, its proposed use(s), parking, loading, and buffer requirements.
 9. Any lot area, lot yield, building, or parking setbacks for the subject development shall be established after land dedications.
 10. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

5.2.1.2 STAFF PRE-APPLICATION REVIEW

The Planning and Environment Department shall review the Pre-application to ascertain whether all required materials have been included. Upon discerning that the Pre-application is complete, the department will so advise the applicant within 30 days of a complete Pre-application, either in written form by way of a staff report or recommendation letter or through an agreed upon Pre-Application Conference meeting. The applicant can then determine whether or not he/she wishes to proceed with a formal Site Plan Application

process. If the applicant decides to proceed with the subject development proposal, the Applicant shall go to the appropriate Board for continuation of review and/or submit to the Planning and Environment Department a formal Site Plan Application to include all necessary site plans prepared by NYS licensed professionals (i.e. NYS licensed engineer, land surveyor, architect, or landscape architect) that are qualified within their NYS licensing to prepare the plans for review by the department.

5.2.2 SITE PLAN APPLICATION PROCESS

5.2.2.1 SITE PLAN APPLICATION REQUIREMENTS

The Applicant requesting site plan approval from the Planning Board pursuant to the requirements of the Town Code shall submit the following to the Planning and Environment Department. All plans listed below shall be individually folded and collated and fifteen (15) copies of all plans shall be submitted:

1. Completed Site Plan Application forms to include the submission of the application fee as is listed in Appendix B – Fees.
2. Plans.
 - a. Site plans.
 - b. Grading and drainage plan.
 - c. Landscape (planting) plan, including a schedule of plantings to be provided on that plan.
 - d. Irrigation system plan (for the irrigation of the proposed landscaping).
 - e. Building elevation plans depicting the north, south, east, and west sides of the building.
 - f. Building floor plan, depicting each floor of the building with proposed uses.
 - g. Site lighting (photometric) plan to include property photometrics and lighting fixture types, watts, and lumens.
 - h. Any other plan that is justified to be included by sound engineering principles and practices for the purpose of accurately conveying the full extent of the proposed consideration work and operation, as determined by the Town Engineer and/or the Planning and Environmental Department Director.
3. If the site is within 100 feet of, fronts or abuts a State Road, submit four (4) stapled sets of additional copies of the above noted plans for forwarding to the appropriate State agencies by the Department.
4. If the site is within 100 feet of, fronts or abuts a County Road, submit four (4) stapled sets of additional copies of the above noted plans for forwarding to the appropriate County agencies by the Department.
5. If the site is within 500 feet of an adjacent County, Municipal or Incorporated Village, at least one (1) full set of the above noted plans for forwarding to the appropriate agencies by the Department.
6. One (1) completed Short Environmental Assessment Form (EAF) Part I. If determined necessary by the Department review staff during the course of the site plan application review process, submission of a completed Full EAF Part I may be required. If the proposal has had a SEQRA determination from another agency, a copy of that agency's Declaration of Significance or Non-Significance, and/ or the agency's Finding Statement is also required.
7. One (1) copy of any restrictions and covenants, all applicable government agency decisions, easements, contracts, and leases pertaining to the subject property.
8. Any other additional documentation or information deemed necessary for proper review and evaluation of the application as requested by the Department or the Planning Board.

5.2.2.2 SUBMISSION OF THE PROPOSED SITE PLAN

A building and site development plan shall be submitted for review for any permitted use[s]. The plan must receive approval from the Planning Board in all cases with exception to single or two-family homes, which are subject to site plan review by the Town of Huntington Engineering Services Department. In all other cases where not specified, site plan approval must be obtained from the Director of Engineering Services. The Building and Site Development Plan shall, as a minimum, show the following information:

5.2.2.2.1 GENERAL SITE PLAN INFORMATION

- A proposed site plan shall include the following General Site Plan Information:
- a. All items that have been listed in the submission of a pre-application map / plan. Name of Organization, if available, for which building will be used.
 - b. NYS registration number, stamp/seal and signature of the NYS Licensed Professional Engineer, Land Surveyor, Registered Architect, or Landscape Architect who has prepared the various plans, within their lawful rights as defined by New York State Education Law.
 - c. General boundary lines, bearings, distances, area of parcel, tie distance to an established street intersection and a north point and a notation as to scale. Metes and bounds shall be shown on all lot lines, existing and proposed. The drawing scale shall be of sufficient size to easily identify and accurately scale site features and shall include a measurable engineering bar scale sized at 1" = 10', 1" = 20', 1" = 30', 1" = 40' or 1" = 50' or as deemed necessary by the Town of Huntington review staff.
 - d. Names of abutting property owners and the zoning classification of the abutting property.
 - e. Names of all abutting streets showing existing R.O.W., existing centerline elevations at fifty (50) foot stations, and whether said streets are Town, County, or State owned and maintained. The names of all abutting filed maps shall be shown. Existing elevations along the edge of the pavement at fifty (50) foot stations on the side of the road abutting the site to be developed shall also be shown.
 - f. Key map at a scale of one inch equals six-hundred (600) feet showing clearly and accurately the location of the subject property in relation to the neighboring streets. (Streets shall be shown as a double line).
 - g. If the property is located on a State or County Road, all requirements of the applicable agency must be met and shown on the plan.
 - h. Existing topography showing two (2) foot contour intervals or as required to adequately represent the existing grade, and all existing features such as curbs, sidewalks, buildings, trees, shrubs, utilities, both above and below grade, etc., to two hundred (200) feet beyond the property line, or as required by the approving agency, including the opposite side of any existing road which faces the property. All existing trees eight (8) inches in caliper and larger within and up to twenty (20) feet outside proposed clearing and grading limits shall be individually mapped and indicated for retention or removal. A legend that specifies the specific retention or removal of all mapped trees as specified above shall be included on the plan.
 - i. The site plans shall also show, either by proposed contours or proposed spot elevations in the U.S.G.S. (Town) Datum, sufficient numbers to show exactly how the land will drain and grade, and show the depths and limits of all cuts and fills. The first floor elevation of the structure shall also be shown. Provide a description of the proposed use to which the building will be put. If known, also show proposed construction sequence and time schedule for project completion.
 - j. Location and type of drainage facilities with top of grating and pipe invert elevations. Installation of drainage shall be provided on existing roads as required by the Town Engineer.

- k. The locations of the any and all restrictions and covenants, all applicable government agency decisions, easements, contracts, and leases pertaining to the subject property.

5.2.2.2.2 PARKLAND DEDICATION

For all site plans containing residential units, the Planning Board shall assess the need for playgrounds, park and recreational facilities in accordance with NY Town Law and in consultation with Town staff, including the Town Department of Parks and Recreation. Upon finding the subject site can satisfy a demand for suitable parkland created by the proposed project, the Planning Board may require that up to 10% of the total site area shall be dedicated as public parkland. Upon finding a need for such parkland exists that cannot be met at the site pending review and/or that special circumstances limit potential for park set-aside, the Planning Board may require a Park and Playground fee, as established by the Town Board in Town Code, in lieu thereof to support acquisition or improvement of Town parkland.

If the Planning Board requires parkland set-aside or payment of a fee in lieu thereof (in accordance with Appendix B, Schedule 4, Recreation Fee in Lieu of Parkland), then the deed to the park area or the recreation fee in lieu of parkland must be submitted prior to completion of the site plan.

5.2.2.2.3 SANITARY REQUIREMENTS

Existing, expanded or proposed septic / liquid sanitary waste disposal system(s) shall be coordinated with the Suffolk County Department of Health Services for compliance with the Suffolk County Sanitary Code. Coordination with the associated sewer district (if applicable) and Town of Huntington departments relative to design of the overall project is also required. All aspects of the sanitary system(s) to include all sanitary lines, pump stations, holding tanks, use(s) of the building(s), etc. shall be depicted on the plans.

5.2.2.2.4 DRAINAGE REQUIREMENTS

The drainage system required for the development of any site shall consist of the proper of curbing as specified in Appendix C-5, catch basins, leaching basins, and possibly a recharge basin, as determined by the Town Engineer. The selected drainage system will be based upon the acreage being developed, the topography of the site and the overall conditions of the surrounding watershed areas. Also, depending upon site location or area of project disturbance, the applicant may be required to comply with the requirements of a Stormwater Pollution Prevention Plan (SWPPP) per Town Code Chapter 170.

- a. The design for the leaching basins shall be based on the ability of the system to provide storage within leaching facilities equivalent to three (3) inches of stormwater over the entire watershed area. Drainage for roof surfaces shall be designed for three (3) inches of stormwater, if kept separate from all other drainage. All catch basins, leaching pools and manholes shall have cast iron frames, grates and/or covers set at a finished grade. Any combination of pools in a series shall be connected with a minimum of ten (10) linear feet of fifteen (15) inch diameter reinforced concrete pipe, high density polyethylene pipe or other pipe as approved by the Town Engineer. In addition to the storage capacity of the leaching structures, concrete curb shall be provided around the perimeter of all parking areas. The curb shall permit up to three and one-half (3½) inches of water to be impounded solely on the Applicant's parking areas. If there is a possibility that the impounded water can flow onto adjoining private property or

public roads then additional leaching pools will be required. The curb shall be designed so that if in the future an asphalt overlay is required that the curb can still maintain the required storage volume.

- b. If the development of the site requires the construction of a recharge basin, it shall be designed on a basis of a six (6) inch rainfall, with a coefficient of runoff of 0.90, for all impervious surfaces and 0.20 for all pervious surfaces. The maximum volume of water in the recharge basin shall be equal to 25% of the total recharge basin capacity. The recharge basin shall be constructed, fenced and landscaped in conformance with the approved landscape plan. Test holes are required in the proposed recharge basin area and the soil profiles shall be submitted along with all drainage calculations. In the event that the recharge basin does not provide for a positive overflow, its size shall be increased by 50% to accommodate this condition. Detention ponds in lieu of recharge basins may be considered upon acceptability of the Town Engineer.
- c. All lawns or landscaped areas shall be swaled or dished to prevent storm water runoff from draining onto adjacent private or public property. Leaching facilities shall be constructed in the low point or low points with a storage capacity equivalent to three (3) inches of stormwater over the entire drainage area. The swale or dish shall be of sufficient capacity to impound an additional equivalent of two (2) inches of water over the drainage area.

5.2.2.2.5 RIGHT-OF-WAY IMPROVEMENTS AND DEDICATIONS

- a. The site plans for all non-residential uses and commercial and industrial properties shall show on the street frontage, curbs, sidewalks, street trees and above and below grade utilities. See Section 7, Construction Operations of these Regulations.
- b. Widening of adjacent roads may be required for the site to meet the widths in accordance with Town standards.
- c. Dedications of land may be required to provide minimum right-of-way widths in accordance with Town standards.
- d. Any lot area, lot yield, building, or parking setbacks for the subject development shall be established after land dedications.
- e. Installation of drainage on the existing roadways shall be provided as required by the Town Engineer.
- f. Deeds for property to be dedicated to the Town must be received by the Town prior to site plan approval along with an abstract of title as prepared by a reputable title company and a mortgage release, if applicable.
- g. Curb Cuts
 - i. Driveway aprons should not be considered for parking lots exceeding ten (10) vehicles. Curb cuts on all commercial or industrial properties shall have a minimum opening of sixteen (16) feet for one-way drives and a maximum opening of twenty-eight (28) feet for two-way drives or as otherwise recommended by the Town reviewing agency.
 - ii. Curb cuts shall be a minimum of five (5) feet from any property line, and fifty (50) feet from a corner and shall have a minimum distance of forty (40) feet between curb cuts on the subject parcel.
 - iii. The maximum number of curb cuts shall be two (2) on any single street per property.

- iv. The number and location of the curb cuts may be modified by the approving agency.
- v. Curb cut locations on the opposite side of the street shall be shown on the site plans and any new proposed curb cuts shall be designed to line up curb cuts on the opposite side of the street to reduce traffic conflicts.
- vi. The radius of the curb cut shall be a minimum of thirty (30) feet unless otherwise directed by the reviewing agency.

5.2.2.2.6 PARKING LOT DESIGN

- a. In all parking lots directional control signs and markings must be provided and shown on the plans.
- b. All parking lots, including driveways, of non-residential, commercial or industrial uses, shall be paved with a heavy duty type pavement of either bituminous or cement concrete construction as approved by the Town Engineer, except that alternatives, such as hard weight-bearing permeable surfaces, may be allowed by the Town Engineer in unique site locations.
- c. The minimum bituminous pavement design shall be as shown in Details 1-4 in Appendix D. The pavement cross connection shall reflect that required in the detail specifications of these Regulations.
- d. All materials shall conform to the detailed specifications of these Regulations.
- e. Concrete curbs are required around the perimeters of parking areas, loading areas, driveways, sidewalk, buffer and planting areas.
- f. All driveways shall be a minimum of twenty-four (24) feet in width for two-way direction travel, or twelve (12) feet in width for one-way directional travel unless modified by the site plan approving agency.
- g. The site plan shall identify, as a minimum, passenger loading and unloading areas and main aisles in large parking areas.
- h. Parking stalls shall have a minimum dimension of nine (9) feet in width by twenty (20) feet in length and be designed to comply with the Parking Design Table for 9 foot by 20 foot parking stalls within Appendix G-2 of these Regulations, with the following exceptions:
 - i. Zero (0) degree on parallel parking, stalls shall be nine (9) feet by twenty-three (23) feet.
 - ii. Parking stalls inside a parking structure are permitted to be eighteen (18) feet instead of twenty (20) feet in length per Town Code §198-48E.
 - iii. Stalls for compact cars shall be eight (8) feet by eighteen (18) feet and shall be accompanied by a sign designating the spaces for compact cars only. The difference in area between normal car parking stalls and compact car parking stalls shall be depicted and designated on the site plan as additional pervious landscaped/buffer area pursuant to Town Code §198-48E.
- iv. Stalls for handicapped accessible parking shall conform to the latest ICC/ANSI A117.1 Standard and State Building Code requirements.
- i. When parking stalls are head-into a curbed buffer, median or treed island, the length of the perpendicular parking stall can extend two (2) feet over the curb line with the proviso that the corresponding buffer, median or treed island is increased in width by two (2) feet. This is called a two-foot parking bumper overhang. Parking bumper overhangs for angled parking stalls have been included in the Parking Design Table for 9' x 20' Parking Stalls within these Regulations. All parking lots shall be designed to incorporate parking bumper overhangs for the type[s] of parking stalls being provided.
- j. Curbed landscaped or paved islands at the end of parking rows and/or malls between parking rows, shall be required as directed by the site plan approving

agency in order to facilitate and control the flow of traffic, to reduce the heat island effect and to produce an aesthetically pleasing effect throughout the parking areas.

- k. Driveways shall be located a minimum of five (5) feet from a property line. The buffer created shall be landscaped per these Regulations.
- l. In order to provide access for firefighting equipment, vehicles shall be prohibited from parking within five (5) feet of a building. To prevent the possibility of vehicle encroachment to within five (5) feet of the building, there shall be a concrete curb installed about the periphery of the building and foundation plantings installed from the face of the building to the concrete curb or sidewalk to help soften the façade of the building. Where required by the NYS Uniform Fire Prevention and Building Code access areas shall be provided to the building.
- m. Required loading zones and loading areas shall not utilize any area designated as a driveway, an aisle way, parking stall or walkway and shall be designed to adequately protect nearby parking stalls during vehicle maneuvering, and shall be physically separate from off-street parking stalls, parking lot aisles, vehicular stacking or drive-through lanes, and driveways to prevent conflicts with internal vehicular maneuverability as determined necessary and at the discretion of the reviewing agency.
- n. Where a loading space is not required by the Zoning Code, the Director of Planning may require an unmarked loading space to be shown on the site plan. Any expected delivery trucks must be able to fit and maneuver into the unmarked space and must not need to back into or out of the property from/to the street. Unmarked spaces may block dumpsters or parking spaces, but cannot block handicapped parking spaces or site entranceways.
- o. Where the site development incorporates a drive-in facility, queuing or stacking lanes no less than twelve (12) feet in width (typical of that required for minimum one-way driveway circulation) for queued vehicles shall be provided. The minimum number of vehicles stacked shall be ten (10) vehicles for one drive-in facility and five (5) additional vehicles for each additional drive-in facility. The reviewing agency may permit a lesser number of stacked vehicles if determined reasonable for the use proposed only upon receipt of a stacking study for the same use or a use similar in character to that proposed. Each vehicular stall within the stacking lane shall have a dimension of no less than nine (9) feet wide by twenty (20) feet in length and shall be oriented through practical vehicular turning radii to fit within the confines of the stacking lane width. The vehicle one-way stacking lanes shall be separate from and shall not interfere with parking stalls, parking and driveway aisles, and loading spaces through installation of a physical separation barrier. The stacking lanes shall not cause any hazard or congestion to occur on a public street or highway.
- p. All non-residential buildings shall provide bicycle racks/stands to safely secure bicycles in accordance with the following chart:

Building Size (sq.ft.)	Bicycle Capacity
0 – 9,999	0
10,000 – 24,999	1
25,000 – 99,999	2
100,000 +	4

5.2.2.2.7 ARCHITECTURAL AND SITE DESIGN REQUIREMENTS

When submitting a site plan application under the purview of the Planning Board, submission of conceptual building architectural plans and colored architectural renderings that show proposed materials and colors are required pursuant to Town Code for review and acceptability by the Planning Board. Building and site design shall be consistent with the following principles based upon property location (hamlet center boundaries are defined in the Horizons 2020 Comprehensive Plan Update):

1. Design Standards for Non-Specified Locations

- a. Local orientation
 - i. The use of strict architectural prototypes for chain, franchise or formula businesses is strongly discouraged. Identifying features of chain, franchise or formula business that contribute to excessive similarity of commercial areas and that erode local character shall be modified to reflect local conditions and desirable design elements. Such features include, but are not limited to architectural style, building and sign materials, building and sign colors, expression lines, and window treatments.
 - ii. The character of the surrounding commercial properties, the proximity to residential uses, and the size and service level of the adjacent roads are all factors that will be taken into consideration when applying the standards and guidelines set forth in the following sections.
- b. Pedestrian Orientation
 - i. Main entrances on all buildings should be readily identifiable and distinguished from other access points into the building.
 - ii. Main entrances should be visible from a commercial street and have a direct handicapped-accessible path to the street sidewalk.
 - iii. At least three sides of commercial buildings, including all street frontages, should have windows of a sufficient size, positioned to allow building occupants a view of the streetscape or adjoining properties.
 - iv. Buildings over 40,000 sq. ft. in size shall have multiple entrances.
 - v. Any building façade facing more than 50% of a site's parking shall have a public entrance, unless another entrance is 50 feet or less away from that side.
- c. Windows
 - i. Window glazing shall be clear glass with minimal obstruction from interior displays or window signs.
 - ii. The use of mirrored or reflective glass is prohibited.
 - iii. Vertical orientation, expression lines, muntins, mullions, sills, shutters, and bay windows are elements that should be considered in the building design where appropriate for the neighborhood.
- d. Fences and Walls
 - i. Fences, retaining walls and other built landscape elements should be designed to visually complement buildings on the site and in the immediate vicinity. Materials and colors should be coordinated with other built landscape elements on the site such as walkway paving and curbing.
 - ii. Solid fences and retaining walls shall be screened by landscaping to minimize their exposure to public view.

- iii. Low decorative walls, vegetative screening, fences and/or a combination thereof are encouraged to screen parking and storage areas.
 - iv. Brick, stone, prefabricated block and simulated materials are preferred facing materials identified for retaining and landscaped walls.
- e. Architectural/Building Design
- i. Building surface treatments should be consistent on all sides and visible from public streets and any residential uses.
 - ii. The facades of retail and mixed use buildings containing three or more tenants with separate entrances should be articulated so that major single uses and groups of smaller, subsidiary uses appear housed in identifiable parts, the whole being conceived as a “building complex.” This may be accomplished through variations in façade projections, roof height, overhangs, window and door treatments, building wings or attached structures.
 - iii. Accessory structures should be designed to coordinate with primary structures.
 - iv. Façade elements and building ornamentation that appear false, inconsistent with the primary architectural style; disproportionate or inauthentic are prohibited. Examples include undersized and non-functional window shutters and cupolas.
 - v. Canopies should be designed to coordinate with building architecture, with such features as pitched roofs and supporting columns with brick or stone bases.
 - vi. Any building façade exceeding 75 feet in length shall have at least one projection or recess of at least three (3) feet in depth and ten (10) feet in width. Any building façade exceeding 125 feet in length shall have one or multiple projections or recesses of at least six (6) feet in depth each and twenty (20) feet in width combined.
 - vii. Buildings over 5,000 square feet in size and façade lengths greater than 50 ft. shall utilize multiple colors and/or materials on the exterior walls to prevent visual monotony.
- f. Roofs
- i. Varied roofline, pitched roofs, dormers, and gables are encouraged. Slate or asphalt shingles are preferred materials for pitched roofs.
 - ii. Flat roofs shall have parapets to provide aesthetic interest and hide rooftop equipment from view.
 - iii. Roofs shall have neutral colors.
- g. Desired Elements
- i. Use materials that complement existing buildings in the neighborhood. Recommended materials include brick, wood or fiber cement clapboard and shingles, stone, smooth texture stucco, and tile. The use of heavier types of building materials (i.e. large brick, stone or cement block) should be incorporated towards the lower portions of a building to create an aesthetically balanced appearance.
 - ii. The use of vinyl, metal, unfinished concrete block walls, plywood, and heavily textured stucco as primary exterior surface materials does not comply with the architectural guidelines.
 - iii. Use colors and materials that create visual interest without using bright or fluorescent colors.

- iv. Building design, proportion and scale should relate to the context of its site and of the surrounding uses.
- v. Buildings are encouraged to incorporate overhangs, porticoes, arcades, awnings and other features that offer pedestrians protection from the elements and transition from indoors to outdoors.
- vi. Entrance foyers, plazas, patios, and extended building aprons are encouraged. Large and/or heavily-trafficked buildings, including those offering shopping carts to patrons, should have wider sidewalks of at least ten (10) feet or more in width.

2. Minor Commercial Corridors

a. Local orientation

- i. The use of architectural prototypes for chain, franchise or formula businesses is strongly discouraged. Identifying features of chain, franchise or formula business that contribute to excessive similarity of commercial areas and that erode local character shall be modified to reflect local conditions. Such features include, but are not limited to architectural style, building and sign materials, building and sign colors, and window treatments.
- ii. The character of the surrounding commercial properties, the proximity to residential uses, and the size and service level of the adjacent roads are all factors that will be taken into consideration when applying the standards and guidelines set forth in the following sections.

b. Pedestrian Orientation

- i. Main entrances on freestanding buildings should be readily identifiable and distinguished from other access points into the building.
- ii. Main entrances should face a street and have a direct handicapped-accessible path to the street sidewalk.
- iii. At least three sides of commercial buildings, including all street frontages, should have windows of a sufficient size, positioned to allow building occupants a view of the streetscape or adjoining properties.

c. Windows

- i. Window glazing shall be clear glass with minimal obstruction from interior displays or window signs.
- ii. Newly constructed building facades should be limited to sixty percent window coverage.
- iii. The use of mirrored or reflective glass is prohibited.
- iv. Vertical orientation, muntins, mullions, sills, shutters, divided panes, and bay windows should be considered in the building design.

d. Fences and Walls

- i. Fences, retaining walls and other built landscape elements should be designed to visually complement buildings on the site and in the immediate vicinity. Materials and colors should be coordinated with other built landscape elements on the site such as walkway paving and curbing.
- ii. Solid fences and retaining walls shall be screened by landscaping to minimize their exposure to public view.

- iii. Brick and stone are preferred facing materials identified for retaining and landscaped walls.
- iv. Low, decorative walls and fences are encouraged to screen parking and storage areas.
- e. Architectural/Building Design
 - i. Building surface treatments should be consistent on all sides visible from public streets and any residential uses.
 - ii. The facades of retail and mixed use buildings containing three or more tenants with separate entrances should be articulated so that major single uses and groups of smaller, subsidiary uses appear housed in identifiable parts, the whole being conceived as a “building complex.” This may be accomplished through variations in façade projections, roof height, overhangs, window and door treatments, building wings or attached structures.
 - iii. Accessory structures should be designed to coordinate with primary structures.
 - iv. Façade elements and building ornamentation that appear false, inconsistent with the primary architectural style; disproportionate or inauthentic are prohibited. Examples include undersized and non-functional window shutters and cupolas.
 - v. Canopies should be designed to coordinate with building architecture, with such features as pitched roofs and supporting columns with brick or stone bases.
 - vi. Any building façade exceeding 75 feet in length shall have at least one projection or recess of at least three (3) feet in depth and ten (10) feet in width. Any building façade exceeding 125 feet in length shall have one or multiple projections or recesses of at least six (6) feet in depth each and twenty (20) feet in width combined.
 - vii. Buildings over 5,000 square feet in size and façade lengths greater than 50 ft. shall utilize multiple colors and/or materials on the exterior walls to prevent visual monotony.
- f. Roofs
 - i. Varied roofline, pitched roofs, dormers, and gables are encouraged. Slate or asphalt shingles are preferred materials for pitched roofs.
 - ii. Flat roofs shall have parapets to provide aesthetic interest and hide rooftop equipment from view.
 - iii. Roofs shall have neutral colors.
- g. Desired Elements
 - i. Use materials that complement existing buildings in the corridor district. Recommended materials include red common brick, wood or fiber cement clapboard or shingles, stone, smooth texture stucco, and tile.
 - ii. The use of vinyl, metal, unfinished concrete block walls, plywood, and heavily textured stucco as primary exterior surface materials does not comply with the architectural guidelines.
 - iii. Use colors and materials that create visual interest without using bright or fluorescent colors.
 - iv. Building design, proportion and scale should relate to the context of its site and of the surrounding uses.
 - v. Gateway areas to the Route 25A Corridor, including the intersections of Elwood Road, Laurel Road, and Vernon Valley

Road shall be designed with consideration of the locally oriented residential character of adjoining areas.

- vi. Buildings are encouraged to incorporate overhangs, porticoes, arcades, awnings and other features that offer pedestrians protection from the elements and transition from indoors to outdoors.
- vii. Entrance foyers, plazas, patios, and extended building aprons are encouraged. Large and/or heavily-trafficked buildings, including those offering shopping carts to patrons, should have wider sidewalks of ten (10) feet or more in width.

3. Huntington Village Hamlet Center

a. Local orientation

- i. The use of architectural prototypes for chain, franchise or formula businesses is strongly discouraged. Identifying features of chain, franchise or formula business that contribute to excessive similarity of commercial areas and that erode local character shall be modified to reflect local conditions. Such features include, but are not limited to architectural style, building and sign materials, building and sign colors, and window treatments.
- ii. The character of the surrounding commercial properties, the proximity to residential uses, and the size and service level of the adjacent roads are all factors that will be taken into consideration when applying the standards and guidelines set forth in the following sections.
- iii. Attached row-style multi-story masonry buildings are the predominant building type in the district. New buildings should match this style, especially if they are replacing existing buildings that fit into the urban fabric. Buildings should cover all or most of their lots and be built at the front property line, with exceptions allowed for retaining existing parking, seating areas, public plazas, and alleys allowing passage through long blocks.

b. Pedestrian Orientation

- i. Main entrances should face a street and have a direct at-grade path to the street sidewalk.
- ii. Long walls without doors and windows along street or municipal parking lot frontages shall not be permitted.

c. Windows

- i. Window glazing shall be clear glass with minimal obstruction from window signs.
- ii. First floor building facades should have a minimum of sixty percent window coverage.
- iii. First floor windows shall open to the interior of the establishment or have window displays.
- iv. The use of mirrored or reflective glass is prohibited.
- v. Vertical orientation with vertical sashes or casements, muntins, mullions, hoods, sills, and shutters should be considered in the building design for upper stories.

d. Fences and Walls

- i. Fences, retaining walls and other built landscape elements should be designed to visually complement buildings on the site and in the immediate vicinity. Materials and colors should be

- coordinated with other built landscape elements on the site such as walkway paving and curbing.
- ii. Solid fences and retaining walls shall be screened by landscaping to minimize their exposure to public view.
- iii. Brick and stone, or simulated materials that may be approved by the Planning Board, are the only allowable facing materials for retaining and landscaped walls.
- iv. Low, decorative walls and fences are encouraged to screen parking and storage areas.
- e. Architectural/Building Design
 - i. Building surface treatments should be consistent on all sides visible from public streets and any residential uses.
 - ii. Accessory structures should be designed to coordinate with primary structures.
 - iii. Façade elements and building ornamentation that appear false, inconsistent with the primary architectural style; disproportionate or inauthentic are prohibited. Examples include undersized and non-functional window shutters and cupolas.
 - iv. Canopies should be designed to coordinate with building architecture, with such features as pitched roofs and supporting columns with brick or stone bases.
 - v. Buildings should have cornice lines, although additional elements of the classic entablature should be reserved for prominent or civic buildings or be dependent on architectural style.
- f. Roofs
 - i. Roofs visible from the street shall use traditional materials or colors with the exception that asphalt shingles are allowed. Modern roofing materials such as metal or vinyl shall only be allowed if designed to look like traditional roofing.
 - ii. Buildings with flat roofs shall have parapets to provide aesthetic interest and hide rooftop protuberances and equipment.
- g. Desired Elements
 - i. Use materials that complement existing buildings in the corridor district. Recommended materials include red common brick, stone, and smooth texture stucco. Wood or fiber cement siding may be allowed on upper stories.
 - ii. The use of vinyl, metal, unfinished concrete block walls, plywood, and heavily textured stucco as primary exterior surface materials does not comply with the architectural guidelines.
 - iii. Use colors and materials that create visual interest without using bright or fluorescent colors.
 - iv. Building design, proportion and scale should relate to the context of its site and of the surrounding uses.
 - v. Gateway areas and important intersections in the Huntington Hamlet Center, including the intersections of Main Street with Lawrence Hill Road, New York Avenue, and Stewart Avenue, and New York Avenue with High Street shall be designed to present a welcoming and attractive appearance to entering vehicles and pedestrians.
 - vi. Buildings are encouraged to incorporate overhangs, porticoes, arcades, awnings, canopies, and other features that offer pedestrians protection from the elements and transition from indoors to outdoors.

4. East Northport/Greenlawn and Huntington Station Hamlet Centers
 - a. Local orientation
 - i. The use of architectural prototypes for chain, franchise or formula businesses is strongly discouraged. Identifying features of chain, franchise or formula business that contribute to excessive similarity of commercial areas and that erode local character shall be modified to reflect local conditions. Such features include, but are not limited to architectural style, building and sign materials, building and sign colors, and window treatments.
 - ii. The character of the surrounding commercial properties, the proximity to residential uses, and the size and service level of the adjacent roads are all factors that will be taken into consideration when applying the standards and guidelines set forth in the following sections.
 - iii. Attached row-style multi-story masonry buildings are a common building type in the district. New buildings should match this style, especially if they are replacing existing buildings that fit into the urban fabric. Buildings should be built at the front property line, with remaining lot area reserved for retaining existing parking, seating areas, public plazas, and alleys allowing passage through long blocks.
 - b. Pedestrian Orientation
 - i. Main entrances should face a street and have a direct at-grade path to the street sidewalk.
 - ii. Long walls without doors and windows along street or municipal parking lot frontages shall not be permitted.
 - c. Windows
 - i. Window glazing shall be clear glass with minimal obstruction from window signs.
 - ii. First floor building facades should have a minimum of sixty percent window coverage.
 - iii. First floor windows shall open to the interior of the establishment or have window displays.
 - iv. The use of mirrored or reflective glass is prohibited.
 - v. Vertical orientation with vertical sashes or casements, muntins, mullions, hoods, sills, and shutters should be considered in the building design for upper stories.
 - d. Fences and Walls
 - i. Fences, retaining walls and other built landscape elements should be designed to visually complement buildings on the site and in the immediate vicinity. Materials and colors should be coordinated with other built landscape elements on the site such as walkway paving and curbing.
 - ii. Solid fences and retaining walls shall be screened by landscaping to minimize their exposure to public view.
 - iii. Brick and stone, or simulated materials that may be approved by the Planning Board, are the only allowable facing materials for retaining and landscaped walls.
 - iv. Low, decorative walls and fences are encouraged to screen parking and storage areas.
 - e. Architectural/Building Design

- i. Building surface treatments should be consistent on all sides visible from public streets and any residential uses.
 - ii. Accessory structures should be designed to coordinate with primary structures.
 - iii. Façade elements and building ornamentation that appear false, inconsistent with the primary architectural style; disproportionate or inauthentic are prohibited. Examples include undersized and non-functional window shutters and cupolas.
 - iv. Canopies should be designed to coordinate with building architecture, with such features as pitched roofs and supporting columns with brick or stone bases.
 - v. Buildings should have cornice lines, although additional elements of the classic entablature should be reserved for prominent or civic buildings or be dependent on architectural style.
- f. Roofs
- i. Roofs visible from the street shall use traditional materials or colors with the exception that asphalt shingles are allowed. Modern roofing materials such as metal or vinyl shall only be allowed if designed to look like traditional roofing.
 - ii. Buildings with flat roofs shall have parapets to provide aesthetic interest and hide rooftop protuberances and equipment.
- g. Desired Elements
- i. Use materials that complement existing buildings in the corridor district. Recommended materials include red common brick, stone, and smooth texture stucco. Wood or fiber cement siding may be allowed on upper stories and detached buildings.
 - ii. The use of vinyl, metal, unfinished concrete block walls, plywood, and heavily textured stucco as primary exterior surface materials does not comply with the architectural guidelines.
 - iii. Use colors and materials that create visual interest without using bright or fluorescent colors.
 - iv. Building design, proportion and scale should relate to the context of its site and of the surrounding uses.
 - v. Gateway areas and important intersections in the hamlet centers shall be designed to present a welcoming and attractive appearance to entering vehicles and pedestrians.
 - vi. Buildings are encouraged to incorporate overhangs, porticoes, arcades, awnings, canopies, and other features that offer pedestrians protection from the elements and transition from indoors to outdoors.

5. Cold Spring Harbor Hamlet Center

- a. Local orientation
 - i. Commercial properties within the Cold Spring Harbor Hamlet Center are located in the Town of Huntington's Cold Spring Harbor Historic District and are governed by Article VI of the Zoning Code. As a result the Town Board, with the advice of the Historic Preservation Commission, retains the ultimate authority of architectural review. This section will provide some generic guidelines. Applicants should contact the Town Historian, as Secretary to the Historic Preservation Commission, as early in the development planning process as possible to ensure a smooth site plan review process.

- ii. The use of architectural prototypes for chain, franchise or formula businesses is prohibited. Identifying features of chain, franchise or formula business that contribute to excessive similarity of commercial areas and that erode local character shall be modified to reflect local conditions. Such features include, but are not limited to architectural style, building and sign materials, building and sign colors, and window treatments.
 - iii. The character of the surrounding commercial properties, the proximity to residential uses, and the size and service level of the adjacent roads are all factors that will be taken into consideration when applying the standards and guidelines set forth in the following sections.
 - iv. Closely spaced wood framed buildings that resemble houses are the common building type in the district. New buildings should match this style, especially if they are replacing existing buildings that fit into the urban fabric. Buildings should be built at or close to the front property line, with remaining lot area reserved for retaining existing parking, seating areas, public plazas, and alleys. Brick or stone may be acceptable based upon design and location.
- b. Pedestrian Orientation
- i. Main entrances should face a street and have a direct handicapped accessible path to the street sidewalk.
 - ii. Walls without doors and windows along street or municipal parking lot frontages shall not be permitted.
- c. Windows
- i. Window glazing shall be clear glass with minimal obstruction from window signs.
 - ii. First floor building facades should either provide storefront or residential-style windows.
 - iii. The use of mirrored or reflective glass is prohibited.
 - iv. Vertical orientation with vertical sashes, muntins, sills, and shutters should be considered in the building design for upper stories and possibly the first story as well.
- d. Fences and Walls
- i. Fences, retaining walls and other built landscape elements should be designed to visually complement buildings on the site and in the immediate vicinity. Materials and colors should be coordinated with other built landscape elements on the site such as walkway paving and curbing.
 - ii. Solid fences and retaining walls shall be screened by landscaping to minimize their exposure to public view.
 - iii. Brick and stone, or simulated materials that may be approved by the Planning Board, are the only allowable facing materials for retaining and landscaped walls.
 - iv. Low, decorative walls and fences are encouraged to screen parking and storage areas.
- e. Architectural/Building Design
- i. Building surface treatments should be consistent on all sides visible from public streets and any residential uses.
 - ii. Accessory structures should be designed to coordinate with primary structures.
 - iii. Façade elements and building ornamentation that appear false, inconsistent with the primary architectural style; disproportionate

- or inauthentic are prohibited. Examples include undersized and non-functional window shutters and cupolas.
- iv. Canopies should be designed to coordinate with building architecture, with such features as pitched roofs.
- f. Roofs
 - i. Roofs visible from the street shall use traditional materials or colors with the exception that asphalt shingles are allowed. Modern roofing materials such as metal or vinyl are prohibited unless approved by the Historic Preservation Commission.
 - ii. Buildings with flat roofs, if allowed, shall have parapets to provide aesthetic interest and hide rooftop protuberances and equipment.
- g. Desired Elements
 - i. Use materials that complement existing buildings in the corridor district. Wood is the most common material, with brick found in certain locations and on civic buildings. Other materials may be allowed on a case-by-case basis depending on visibility, function, and the NYS Uniform Fire Prevention and Building Code.
 - ii. The use of vinyl, metal, unfinished concrete block walls, plywood, and stucco as exterior surface materials does not comply with the architectural guidelines.
 - iii. Use colors and materials that create visual interest without using bright or fluorescent colors.
 - iv. Building design, proportion and scale should relate to the context of its site and of the surrounding uses.
 - v. Gateway areas at the intersections of Main Street with Harbor Road and Spring Street shall be designed to present a welcoming and attractive appearance to entering vehicles and pedestrians.
 - vi. Buildings may incorporate porticoes or simple awnings and canopies that offer pedestrians protection from the elements and transition from indoors to outdoors.

5.2.2.2.8 LANDSCAPING AND FENCING

- a. The landscaping plan shall consist of buffer, foundation and group plantings for review and acceptability by the reviewing agency. A NYS licensed landscape architect shall prepare the landscape plan.
- b. Fencing along zone district lines and fencing required for health, safety and general welfare shall be shown on the landscape plan and all other layout plans for purposes of consistency. Additional fencing, vegetative landscaping and/or a combination thereof, may also be required to demarcate different housing densities or uses as determined necessary by the reviewing agency. The height of the fence shall be no less than six (6) feet. If the fence is required to act as a screen, the type of six (6) foot tall screening fence can be wood stockade, chain link with vinyl or wood screening slats, solid PVC, or similar. Fence supports or uprights shall be set inside concrete footings no less than two (2) feet in depth below grade.
- c. Plantings shall be of significant mix, quality and quantity as determined by the reviewing agency to prevent the spread of species specific herbaceous diseases and plant pests, to provide an aesthetically pleasing appearance, and to provide a natural or naturalized screen for adjacent properties. For improved disease and pest prevention no more than five (5) of the same plant species shall be planted in a

grouping or row within a hedgerow. To improve aesthetic interest, a significant portion of the landscaping (excluding evergreen buffer areas) shall bear flowers or have leaves and bark of atypical color or shape. Drought tolerant native plantings are also encouraged [Re: Appendix H].

- d. Unless existing street trees are in healthy condition, the installation of specimen quality street trees sized no less than three (3) inch caliper per the A.A.N. Standard and spaced no greater than forty (40) feet on center shall be planted along the street frontage of the property. In-filling of existing street trees along the subject property frontage with additional specimen quality street trees shall be such that the spacing of existing to remain and proposed trees shall be no greater than forty (40) feet on-center. Refer to the Acceptable Tree List in Appendix "H" for more information.
- e. If the applicant proposes a water feature such as a pond or fountain as part of the landscaping, the Planning and Environment Department staff may require specifications with respect to filtration of the water feature for disease and pest prevention, as well as some type of natural or organic control for mosquitoes and other disease carrying pest populations.

5.2.2.2.9 LIGHTING

- a. The site lighting plan (or photometric plan) shall show location of the fixtures, height of stanchions, intensity of the light at the ground surface and type of fixture for the property. This plan should be accompanied by details of the light and pole, including the manufacturer's specification sheet.
- b. Light glare must be controlled in conformance with Chapter 143 (Outdoor Lighting) Town of Huntington Code.

5.2.2.2.10 SIGNS

- a. All signs must be identified on the site plans and building elevation plans.
- b. The drawings submitted will be reviewed by the appropriate agencies and Town Departments in order to determine their suitability for approval.
- c. All freestanding signs shall comply with the requirements of the Town Code. If the signs are not Town Code compliant the necessary relief from the Town of Huntington Zoning Board of Appeals will be required prior to site plan approval or the site plans will require revisions to the signs for compliance with the requirements of the Town Code.

5.2.2.2.11 SOLID WASTE AND CARDBOARD, CAN AND BOTTLE RECYCLABLES

- a. The location of equipment for the storage of solid waste and cardboard and can and bottle recyclables is to be shown on the site plan.
- b. To prevent vectors and the spread of offensive odors to adjacent properties, decomposing food waste and other natural organic decomposing matter shall be temporarily stored indoors within a designated waste refrigerator as deemed appropriate by the SCDHS until the scheduled day of pick-up by the carter for off-site carting. The temporary indoor storage of food/organic wastes shall be identified on the site plans through specific plan notation(s).
- c. The waste storage and recyclable storage areas shall not utilize areas designated as parking stalls or aisles, and shall have appropriate enclosures. Solid waste and cardboard, can and bottle recyclable dumpster enclosures shall be of solid masonry construction on three sides with the fourth side containing a slatted chain link access

gate, all set on top of a concrete slab. A dumpster enclosure detail is provided in Appendix D. The enclosures shall not be placed within a front yard or street side yard and shall be strategically placed in locations on the subject property that will not interfere with site ingress / egress driveways, aisles, parking stalls, loading spaces, or vehicular circulation. Enclosures shall be screened from adjacent residences with Town required evergreen screening vegetation, and shall conform to setback requirements of the Town Code relative to accessory structures for the zone in which it is situated. Enclosure walls shall be at least two (2) feet from the sides of adjacent parking spaces to allow room for opening of vehicular doors.

5.2.2.2.12 OTHER IMPROVEMENTS

- a. All other improvements shown on the site plans shall be in conformance with these Regulations as specified elsewhere in this document and the Town Code.
- b. Planning Board consideration of requests for waivers of required improvements under their purview may be considered by the Board only after the applicant attempts to comply with all aspects of these Regulations and all applicable requirements in due diligence.
- c. The applicant will be required to comply with the Steep Slopes Conservation Law of the Town of Huntington.
- d. Every application shall comply with Town Code Chapter 170, Stormwater Management, and depending upon the magnitude of the development proposal, submission, review and acceptability of a Stormwater Pollution Prevention Plan (SWPPP) may be required.
- e. If determined that the subject property contains contaminated soil, the applicant will be required to submit a Soil Management Plan and/or Soil Remediation Plan.
- f. Every application will be subject to compliance with the Town Code with respect to Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System™, or other related LEED™ Rating System, approved by the U. S. Green Building Council.

5.2.3 REVIEW PROCESS

5.2.3.1 INITIAL STAFF AND OUTSIDE AGENCY REVIEW

1. The reviewing agency shall circulate the site plans to the appropriate Town departments and agencies outside of the Town for their required review, comment and approvals.
2. The Planning and Environment Department or the Town Engineer will review the plans and notify the applicant in writing as to whether the plans are ready to be approved, need to be modified, or disapproved.
3. As part of the application review process, any plans that undergo more than three (3) map revisions will be charged a supplemental review fee as is listed in Appendix B – Fees.
4. For all site plans requiring approval from the Director of Engineering Services, the applicant shall, upon approval of the plans, submit five (5) paper prints of each plan for the appropriate signatures.

5.2.3.2 PLANNING BOARD HEARINGS ON SITE PLAN (AT BOARD'S OPTION)

The Planning Board shall review the site plan and supporting data before approval is given and take into consideration the following objectives:

1. Compliance with the Rules and Regulations of the Town Code and these Regulations.
2. Harmonious relationship between proposed uses and existing adjacent uses.
3. Maximum safety of vehicular circulation between the site and street network.

4. Maximum adequacy of vehicular circulation, parking and loading facilities with particular attention to vehicular and pedestrian safety.
5. Adequacy of landscaping and setbacks in regard to achieving maximum compatibility and protection to adjacent residential districts
6. Environmental impacts.

Should the Planning Board find that the particular application is significant in size, complexity, or environmental or community impact it may schedule a public hearing so that all concerned can be heard.

Should changes or additional features or facilities be required by the Planning Board, approval of the site plan shall be conditional upon the satisfactory compliance by the Applicant to the changes or additions prior to the plans being stamped and approved.

5.2.4 SEQRA

Every site plan and amended site plan application shall undergo the State Environmental Quality Review (SEQR) process pursuant to 6 NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA). The applicant may be required to pay a SEQRA fee for review or preparation of certain SEQRA documentation by Town staff as identified in Appendix B – Fees. An application cannot be approved until such time as SEQR has been completed.

5.2.5 SITE PLAN APPROVAL

5.2.5.1 PLANNING BOARD RESOLUTION/DETERMINATION

When the site plan is deemed complete by the Planning and Environment Department Director, the project shall be placed on the Planning Board agenda within 62 days for action unless extended by mutual consent of the Applicant and the Board. In the event a public hearing is held the Planning Board shall make its decision within 62 days of the close of the hearing subject to the provisions of SEQRA.

5.2.5.2 FINALIZATION OF SITE PLAN REVIEW

Following the resolution of the Planning Board, site plan approval or denial shall be indicated by a Planning and Environment Department stamp on all of the plans reviewed with the application. Before the plans can be stamped, the following items must be completed.

1. Any revisions needed to the plans or conditions of approval must be completed. These revisions/conditions will be stated in the resolution.
2. Any bonds and fees to cover staff review or preparation of SEQR documents and/or the installation and inspection of site improvements must be paid.
3. Seven (7) copies of all plans identified in the resolution (to include satisfying all revisions/conditions stated in the resolution) must be available for stamping. Department staff will notify the plan preparer if additional plans need to be submitted for stamping. Copies of the approved plans in a well-recognized computer format are also strongly recommended.

5.2.6 OBTAINING BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

5.2.6.1 BUILDING PERMITS

A building permit may not be issued until such time that either a site plan approval is granted by the Planning Board or site plan review is waived.

5.2.6.2 PRE-CONSTRUCTION MEETING

Subsequent to site plan approval and prior to the issuance of a building permit, the Applicant shall schedule a pre-construction meeting with the Department of Engineering Services. No building permit shall be issued for new construction until such time as a pre-construction meeting is held.

5.2.6.3 ENGINEERING SERVICES DEPARTMENT REVIEW

After holding a pre-construction meeting, prior to the start of site construction and during the building permit application process, the Planning Board approved site plan or amended site plan is reviewed by the Engineering Services Department for compliance with the Building Code of New York State. Once deemed acceptable by the Engineering Services Department, a building permit is issued and site construction can commence. All inspections during the construction process will be scheduled through and done by the Engineering Services Department. Upon completion of the construction, As-Built construction plans are submitted to the Engineering Services Department. The Director of Engineering Services must determine that the As-Built construction plans are in substantial compliance with the Planning Board approved plans prior to the issuance of a Certificate of Occupancy (C.O.) or other approval.

5.2.6.4 FINAL PLANNING INSPECTION

The Applicant must submit to the Planning and Environment Department Director a written statement prepared by a landscape architect that the landscape architect has supervised the landscaping program and that he has found it to be satisfactory and conforming to the approved plans and the requirements of the Town. Upon submission of the written statement, staff of the Planning and Environment Department will inspect the property to ensure conformance with the intent of the Planning Board approved plans. If the property is found not to be in conformance with the approved plans then the applicant shall rectify the site conditions and request re-inspection. A re-inspection fee as specified in Appendix B - Fees shall be required for each and every re-inspection on the property.

5.2.6.4.1 POSTING OF A BOND

5.2.6.4.1.1 POSTING OF A LANDSCAPE BOND

Once the property is found to be in conformance by the Planning and Environment Department staff, the applicant shall then be required to post a bond of no less than ten percent (10%) of the value of the landscaping for a minimum duration of one year. Any landscaping that could not be planted due to the time of year will be included in the bond at full purchase and installation value of that landscaping. The Certificate of Occupancy will not be released until the landscape bond is posted.

5.2.6.4.1.1.1 RELEASE OF A POSTED LANDSCAPE BOND

Before the expiration of the one-year period the applicant shall submit in writing a request to release said bond through site re-inspection by the Planning and Environment Department staff. There shall be no charge for the first inspection to release the bond. However, if the site is found not to be in compliance with the approved plans through neglect or lack of maintenance, the bond will not be released and a re-inspection fee as specified in Appendix B - Fees shall be required for each and every re-inspection on the property until such time as the site is brought into compliance. Once the site is brought into compliance the bond release process will proceed.

5.2.6.4.1.2 POSTING OF A PERFORMANCE BOND

In the event the project requires improvements to an adjacent Town right-of-way, recharge basin or other Town property, a performance bond may be required by the Planning Board. Typically the approval resolution identifies such a requirement. If one is so required the Department of Engineering Services will be requested to calculate the Bond Amount based upon current “Requirements Contracts” costs. The applicant will be required to post the bond as well as a nine (9) percent inspection fee to be paid prior to the pre-construction meeting. (For additional information on Performance Bonds see section 4.10.3.3).

5.2.7 CHANGES TO APPROVED SITE PLANS

1. Changes on approved plans may be authorized by the Department of Engineering Services as the work progresses provided that such changes are in conformance with the Zoning Ordinance for appropriate zone districts and provided that such changes do not substantially alter the general character and intent of the approved plan. If the intent and character of a Planning Board approved plan is substantially altered, re-review by the Planning and Environment Department through submission of a site plan amendment will be required.
2. A revised application requiring Planning Board approval for the site plan review and a fee in the form of a certified check or cash as specified in Appendix B – Fees must accompany the request for approval of such changes. If the Planning Board approves these changes, an additional seven (7) sets of site, landscape, and other necessary plans relevant to the changes shall be submitted for stamping by the Planning and Environment Department.

5.2.8 WAIVER TO SITE PLAN REQUIREMENTS

5.2.8.1 PLANNING BOARD WAIVER – SPECIFIC

The Planning Board shall have the power to grant the following waivers as it deems necessary as its sole discretion upon finding that the requirements are found not to be requisite in the interest of the public health, safety or general welfare or inappropriate to a particular site plan.

- a. After proving that all off-street parking can be developed in accordance with the requirements of the Town Code through the submission of a workable and executable site plan, the Planning Board may reduce the number of parking spaces to be improved on the property through the use of landbanked parking spaces as specified in the Town Code.
- b. Waivers of the landscape requirements. In instances where the modifications of the requirements for landscaping is determined as being more than minor by the reviewing agency in connection with a particular application, the decision to grant the waiver shall be at the sole discretion of the Planning Board.
- c. The waiver of the requirement for sidewalks or curbs along street frontages are subject to the provision of a mitigation fee in lieu of the improvement. This shall not include drainage requirements. In instances where the waiver of the requirement for curbs or sidewalks is determined as being more than minor by the reviewing agency in connection with a particular application, the decision to grant the waiver subject to a mitigation fee shall be at the sole discretion of the Planning Board.

- d. Waiver of the requirement for on-site dumpster enclosures and/or recycling enclosures and modification of the requirement for landscaping and/or fencing in connection with the enclosures shall be at the sole discretion of the Planning Board.
- e. Items that are not subject to waiver may be issued a denial letter in order to apply to the Town Zoning Board of Appeals (ZBA) for a variance, special use permit or special exception.

5.2.8.2 WAIVER OF SITE PLAN REVIEW

The Planning Board is authorized to waive site plan review under the following circumstances:

- a. Notwithstanding any reference in the Town Code to the contrary, the increase in the gross floor area of the use is less than two hundred (200) square feet or;
- b. The change in use or occupancy of the parcel does not result in a parking, setback, landscaping or other relaxation and does not, in the determination of the Planning Board, increase the intensity of the use of the property or result in a modification to traffic patterns or;
- c. The Planning Board issues a finding that the waiver will not adversely affect existing drainage, topography, traffic circulation, the relationship of buildings to each other, intensity of land use, landscaping, buffers, lighting, and other considerations of site plan approval, and that existing conditions do not require additional or improved site improvements. The finding by the Planning Board must also include a discussion of the prior or current use of the site, the proposed use and its negligible impact(s).

5.2.9 EXPIRATION OF SITE PLAN OR AMENDED SITE PLAN APPROVALS

All Planning Board site plan approvals, whether or not conditioned, shall expire five (5) years from the date of approval unless a valid building permit has been obtained in connection with the same.

5.3 SITE PLAN RE-CERTIFICATION FEE

In any instance where an applicant has not filed a fully completed Planning Board approved site plan for a building permit with the Department of Engineering Services within the prescribed two (2) year period of filing of a permit, the applicant shall be charged a re-certification fee as listed in Appendix B – Fees.

SECTION 6 - GENERAL AND DETAIL SPECIFICATIONS FOR SUBDIVISIONS AND SITE PLANS

6.1.1 DESIGN CRITERIA STANDARDS FOR STREET IMPROVEMENTS

6.1.1.1 RIGHT-OF-WAY WIDTHS

1. The right-of-way width for through traffic streets shall be not less than sixty (60) feet wide in residential developments and the Planning Board may, in specific instances, require a greater width.
2. The right-of-way width for all other streets shall be at least fifty (50) feet wide in residential developments and sixty (60) feet wide in industrial developments.
3. The right-of-way width for service alleys shall be at least twenty (20) feet wide.
4. The right-of-way width for service roads paralleling main highways shall be thirty (30) feet wide.
5. The right-of-way width for access strips to recharge basins shall be twenty-five (25) feet wide.

6.1.1.2 PAVED WIDTHS OF STREETS

1. Through traffic streets shall be paved to a width as determined by the Planning Board.
2. All other streets shall be paved thirty-four (34) feet between the face of curbs in residential developments and forty (40) feet wide in commercial and industrial developments.
3. Service alleys shall be paved to a width as determined by the Planning Board, but not less than 12 feet.
4. Service roads paralleling main highways shall be paved to a width of nineteen and one half (19 ½) feet between curbs.
5. Driveways to private recharge basins shall be paved to width of sixteen (16) feet. For construction specifications see Section 7.2.8.

6.1.1.3 CUL-DE-SACS

1. The radius of the right-of-way for the turn-around at the end of the cul-de-sac shall be sixty-two and one half (62 ½) feet.
2. The radius of the paved area of the turn-around at the end of the cul-de-sac shall be fifty-four and one half (54 ½) feet.
3. The radius of the turnaround at the end of the cul-de-sac may be reduced by the Planning Board in the following zones: R-20, R-40, and R-80, provided that:
 - a. There are no more than four houses with frontage on the cul-de-sac turn-around.
 - b. Provisions are made for underground utility lines.

6.1.1.4 HORIZONTAL ALIGNMENT

1. The minimum center line radius of any street curvature shall be two hundred (200) feet.
2. Property line radii at the street corners shall be not be less than twenty (20) feet.
3. Curb radii at the street corners shall be not be less than twenty-eight (28) feet.

6.1.1.5 VERTICAL ALIGNMENT

1. Grades shall not ordinarily exceed 10% or less than 0.5%; but in any individual case the Town Engineer may permit steeper or flatter grades.

2. All changes in grade of more than 2% shall be connected by vertical curves.
3. The length (L), in the feet of a vertical curve shall be related to the algebraic difference in the percent of grade (A) and a constant (K=35 for secondary streets and K=60 for Primary streets) according to the following formula:

$$L=KA$$

This formula shall be used for both sag and crest vertical curves.

4. Road gradients approaching intersections shall not exceed 3% commencing at a point fifty (50) feet from the nearest intersecting right-of-way line measured along the center-line of the road. Intersections of roads and curbs having minimum gradient shall be detailed sufficiently to insure proper surface drainage.
5. Gutter line gradients and cul-de-sacs shall be pitched at a minimum of 0.5%.

6.1.1.6 MODIFICATION OF STREET PROVISIONS

1. In regulating subdivisions these provisions shall be considered the minimum requirements. The Planning Board may however, modify or extend these provisions in appropriate cases as may be required.

6.1.2 STANDARDS FOR DRAINAGE

6.1.2.1 COLLECTION SYSTEM

1. The collection system shall be designed in accordance with the rational method of design using the following formula:

$$Q=AiR$$

2. "Q" is the required capacity in cubic feet per second for the collection system at the point of design
3. "A" is the tributary area in acres and shall include contributory areas from outside sources as well as from within the sub division.
4. "i" is the coefficient of run-off applicable to the drainage area and shall be selected in accordance with Table I:

TABLE I		
Zone	Hilly Terrain (i)	Flat Terrain (i)
R-80	20%	13%
R-40	27%	20%
R-20	34%	25%
R-15	40%	30%
R-10	43%	32%
R-7, R-5	47%	35%

5. "R" is the rainfall intensity in inches per hour and shall be determined by the following formula:

$$R = \frac{120}{t + 20}$$

where "t" is the time of concentration in minutes at the point of design.

- Pipes or conduits shall be designed using Manning’s formula for velocity:

$$V = a \times 1.486/n \times R^{2/3} \times S^{1/2}$$

- in which “R” is the hydraulic radius of the conduit flowing full, “n” is the coefficient of friction (n=0.015 for concrete pipe, and n=0.021 for paved corrugated steel pipe and n=0.012 for high density polyethylene pipe with smooth invert.)
- The design velocities in the pipes shall be limited to three (3) feet per second minimum and ten (10) feet per second maximum unless special approval for unusual conditions is granted by the Town Engineer.
- Manholes shall be provided in drainage pipe lines not more than three hundred and fifty (350) feet apart and whenever branches are connected, pipe sizes are changed or there are changes in the pipe alignment or pipe grade.
- Pipe lines shall be laid on accurate grade and in a straight line between manholes.
- Not more than two (2) catch basins shall be interconnected before being connected to manhole.

6.1.2.2 STORM WATER RECHARGE BASINS

Storm water recharge basins shall be provided wherever there is no available outlet for storm water or where, in the opinion of the Town Engineer, a potential drainage problem exists. In general, a tributary area of eight (8) acres or more shall be deemed to necessitate a storm water recharge basin. In smaller areas drainage facilities shall be installed as directed by the Town Engineer.

- Recharge basins shall provide storage capacity in accordance with Table II based on a six (6) inch rainfall and where suitable means of overflow can be provided.

TABLE II		
Zone	Hilly Terrain c.f./acre	Flat Terrain c.f./acre
R-80	4340	3250
R-40	5850	4350
R-20	7300	5450
R-15	8750	6550
R-10	9350	6950
R-7, R-5	10200	7600

- Recharge basins with no positive overflow shall be increased by 50% in capacity above the volume obtained by use of Table II.
- The disturbed surface of the storm water recharge basins shall be stabilized as per Section 7.2.8.4, below.

6.1.2.3 VALLEY GUTTERS, INLETS

6.1.2.3.1 VALLEY GUTTERS

Valley gutters will be permitted at “T” intersections. They shall be parallel to the center line of the through road and shall be installed only after design approval by the Town

Engineer. In general, the crown of the intersecting road shall be gradually eliminated starting at a point approximately thirty (30) feet back from the flow line of the through street. At other than “T” intersections, valley gutters will be permitted only when warranted by limited traffic use and as approved by the Town Engineer.

6.1.2.3.2 SURFACE DRAINAGE IN GUTTERS

Surface drainage in gutters shall be based on the individual conditions of the roadway grade, runoff factor, rainfall intensity and tributary area. The surface drainage in gutters shall be limited to that flow which will not exceed a hydraulic spread greater than the width of the shoulder of the roadway.

6.1.2.3.3 INLET LENGTH SIZES

Length size of inlets shall be based upon designs provided by the inlet grate manufacturer and shall be sized to fit the design characteristics of the location where they are to be installed.

6.1.2.3.4 DRAINAGE STRUCTURES ON STATE OR COUNTY LAND

Drainage structures which are located on New York State highway right-of-way shall be approved by the appropriate highway engineer’s office and a letter of approval from that office shall be filed with the Town. Where County highways are involved, the applicant on an applicant initiated project will obtain the approval from the County, or the Town on a Town project will obtain the approval from the County pursuant to Section 239-k of the General Municipal Law.

6.1.2.4 BROOKS, DITCHES, STREAMS

When encountered on proposed sites or subdivisions, natural brooks, ditches or streams shall be preserved and protected from any deterioration or impairment and the proposed construction shall not interfere with or impede the natural course that these waterways travel. Prior to performing any construction activities in the vicinity of brooks, ditches, or streams, the Applicant may be required to obtain necessary permits from any agencies having jurisdiction over such waterways.

6.1.3 SLOPE STABILIZATION

6.1.3.1 RETAINING WALLS

1. Where retaining walls with over four (4) feet in exposed face are required by reasons of lot grading or terrain, they shall be designed by a NYS Licensed Professional Engineer.
2. Engineering design computations for retaining walls over four (4) feet shall be provided to the Town Engineer for review. Design computations shall depict the retaining wall stability and the Factors of Safety (F.S.) that have been incorporated into the design of such walls. At a minimum, design computations shall depict Factors of Safety against the following forces:
 - a Retaining wall sliding (horizontal), minimum F.S. of 1.5.
 - b Soil bearing capacity failure (vertical), minimum F.S. of 2.0.
 - c Retaining wall overturning (rotation), minimum F.S. of 2.0.
3. Plans must be submitted to the Engineering Services Department and a building permit must be obtained prior to start of construction.

4. Retaining walls shall be constructed of structural concrete, reinforced as required or dry masonry with geo-grid reinforcement unless special written permission to substitute other materials is granted by the Planning Board.
5. Retaining walls constructed of pressure treated railroad ties or similar timbers may be substituted when the Town Engineer determines that such construction is suitable. Any such wall shall have a maximum reveal of four (4) feet. There shall be no more than two (2) such walls on the same slope, and the minimum horizontal distance between walls shall not be less than three (3) feet. Adequate tiebacks or cribbing shall be provided.
6. No wall shall be backfilled until it has been inspected and approved.

6.1.3.2 STABILIZATION OF SLOPES

All disturbed surfaces shall be stabilized at a slope not steeper than one (1) vertical on three (3), horizontal except for the bank slopes of a recharge basin covered in Section 7.2.8.3.

SECTION 7 - CONSTRUCTION OPERATIONS

7.1 GENERAL INSTRUCTIONS

This Section applies to construction operations for minor and major subdivisions. See Appendices for applicable details.

7.1.1 CONSTRUCTION STARTING DATE

1. Construction shall not commence until after a public hearing has been duly held on the particular subdivision and the subdivision map is approved and filed with the Suffolk County Clerk.
2. The Applicant must schedule a preconstruction meeting with the Department of Engineering Services before beginning any construction work.
3. Road or drainage work shall not commence until drawings pertaining to such work have been approved by the Town Engineer, Superintendent of Highways and the Planning Board. Approval signatures with dates shall be affixed to the drawings in the spaces provided.

7.1.2 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

1. Building permits will not be issued by the Engineering Services Department before final action by the Planning Board, the subdivision map is filed with the Suffolk County Clerk, and a preconstruction meeting has been held with the Department of Engineering Services. Permits pertaining to model houses shall be issued as indicated herein.
2. Failure on the part of an Applicant to effect completion of his bonded improvements, in the orderly and timely manner as indicated in his approved progress schedule, shall be deemed to be cause for the denial of requests for additional building permits and/or certificates of occupancy.

7.1.3 MODEL HOUSES

After a public hearing and after final action by the Planning Board the Applicant may secure a building permit for a model house subject to the requirements and conditions as imposed by the Planning Board. In no event will a certificate of occupancy be issued until all improvements have been made with the exception of minor landscape items.

7.1.4 SCHEDULE OF OPERATIONS

1. The Applicant shall prepare and submit to the Town Engineer a detailed schedule of operations for the construction of the proposed subdivision, indicating milestone dates for installation of drainage, curbing and pavement.
2. The Town Engineer and the Applicant shall together review the Schedule of Operations prior to the start of construction to insure the orderly progress of the work. The installation of drainage and curbing shall be substantially complete prior to the commencement of any foundations. The Applicant shall protect the drainage and curbing during the entire construction period.

7.1.5 NEATNESS

1. The Applicant, during the entire period of construction work, shall keep the site in a neat and orderly condition and shall immediately comply with any reasonable directives of the Planning Board or the Town Engineer as and when issued.
2. The Applicant shall prevent any construction materials, soil, debris, etc., from being deposited on any adjacent municipal rights-of-way or private properties.

7.1.6 SANITARY FACILITIES

The Applicant shall provide sufficient and suitable conveniences, well secluded, constructed and maintained in conformance with the local, county, and state sanitary laws for use of all workers

employed on the site. On or immediately before the completion of the work, the Applicant shall remove all of the temporary buildings and structures used for this purpose and shall properly dispose of the excreta and other organic waste matter off site. The sanitary facilities shall be emptied weekly or more frequently if necessary.

7.1.7 TRAFFIC MAINTENANCE

The flow of vehicular or pedestrian traffic or the safety thereof on any public street or highway within the Town shall not be restricted or endangered in any way by construction operations, equipment, vehicles or materials connected with the construction or sales operation of a subdivision. Should access need to be limited to complete the construction, suitable vehicular and/or pedestrian detours shall be constructed to allow access to points beyond the construction area(s).

7.1.8 ROADS UNDER CONSTRUCTION

1. All roads within a development that are used by contractors or others that have not been surfaced with asphalt concrete shall be suitably treated for dust control with liquid calcium chloride or other approved materials which have dust-laying qualities, as approved by the Town Engineer.
2. The Applicant is responsible for snow and ice removal until such time as the roads are dedicated to the Town.

7.1.9 TEMPORARY DRAINAGE

1. Rainfall run-off from developments during construction operations must be confined to the site unless an adequate storm-water drainage system exists. Methods of providing for temporary drainage shall be approved by the Town Engineer. Storm-water run-off disposal onto existing roads, streets or private property is prohibited.
2. The Applicant shall maintain all on-site drainage in proper working order for the duration of the project.

7.1.10 PROTECTION OF NEW DRAINAGE FACILITIES

All new drainage facilities shall be cleared of lumber, debris, soil, large rocks, and other objectionable material after their completion. These facilities shall be maintained in a clean and workable condition until such time they are dedicated to the Town.

7.1.11 CONDITION OF CONSTRUCTION EQUIPMENT

Equipment used for the site improvement work shall be of modern type, in sound operating condition, and adequate for the purpose for which it is to be used. Equipment that is leaking any fluid shall be either immediately repaired or removed from the project site. The determination of the Town Engineer shall govern in such cases as to whether equipment shall be removed. All spilled fluids shall be immediately removed, including any contaminated soil and shall be properly disposed of offsite.

7.1.12 PERSONNEL TO BE QUALIFIED

Personnel engaged in site improvement work shall be properly trained and qualified and shall exercise their duties in a manner satisfactory to the Town Engineer. If, during construction operations, any person directly or indirectly in the employ of the Applicant, proves to be unqualified or not sufficiently responsible in the performance of his or her duties in the opinion of the Town Engineer, he/she shall be immediately replaced upon the request of the Town Engineer. Clear lines of communication shall be established between the Applicant's project superintendent and the Town Engineer.

7.1.13 APPLICANT'S RESPONSIBILITY

1. The Applicant is responsible for keeping Town roads, streets and private property free of debris and from damages caused by construction operations or by storm-water run-off from the development site. Any damage so caused shall be immediately repaired by the Applicant at his own expense. If, after due notice by the Town Engineer, the Applicant does not proceed within 48 hours to make the necessary repairs or to remove the debris caused by his operations, the Town Engineer is empowered to take necessary corrective measures and the costs shall be paid by the Applicant. Costs if not paid within 60 days of completion of the effort by the Town, will be placed as a lien against the development.
2. When required under an active State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity, the Applicant shall continually monitor compliance with the Stormwater Pollution Prevention Plan (SWPPP) prepared and implemented for the site. Failure to properly comply with the SWPPP or maintain any erosion control measures shall be reason for the Town Engineer to order work on the site to cease until acceptable repairs are made at the expense of the Applicant.

7.1.14 CONSTRUCTION EMERGENCIES

In any emergency arising during the construction period of a Development where the Applicant or his representative is not immediately available to take a responsible charge, the Town Engineer shall take such measures and render such decisions as may be necessary to control the situation. Any resultant costs shall be borne by the Applicant at no expense to the Town. In the event that the Applicant does not compensate the Town for its reasonable expenses within 60 days of being invoiced, the charge shall be levied as a lien against the impacted parcel(s).

7.1.15 EROSION CONTROL AND VEGETATION

The Planning and Environment Department Director is empowered to render decisions, subject to the review of the Town Engineer, concerning the type and quality of vegetation used for street trees and recharge basins, the removal of natural vegetation beyond that specified in the stabilization planting plan or grading plan, the adequacy of procedures used to protect trees from grade changes, the quality and quantity of horticultural soil, the effectiveness of erosion control practices, the propriety of procedures and qualifications of personnel used in these affairs.

7.1.16 SURFACE WATER

When during the course of construction, surface water, water courses, ponds, harbors, bays, streams or wetlands are not protected by allowing excessive sedimentation, discharge of pollutants, or unauthorized filling or draining, the Planning and Environment Department Director shall be empowered to direct the necessary procedures that shall be taken to adequately rectify the circumstances. Such directions shall be subject to the review of the Town Engineer. Any additional cost entailed shall be borne entirely by the Applicant.

7.1.17 DECISION OF TOWN ENGINEER FINAL

It shall be mandatory upon the Applicant that the work shall proceed in accordance with the best construction practices and that all necessary measures are taken for the protection of the health, safety and welfare of the public. The decision of the Town Engineer shall be final and binding in these matters relative to the health, safety and welfare of the public.

7.2 SPECIFIC INSTRUCTIONS

The work under this Section applies to minor and major subdivisions and to site plans.

7.2.1 CLEARING

7.2.1.1 SCOPE OF WORK

All unsuitable material shall be removed from the bed of the proposed street to a width of two feet greater than the proposed back of curb or sidewalk where applicable and a minimum depth of 18” below the sub-base and replaced with suitable material properly compacted in maximum 4” thick lifts, as directed by the Town Engineer.

7.2.1.2 ELMWOOD

All elmwood cut, including elm bark, shall be removed from the site within forty (40) days after cutting unless otherwise ordered.

7.2.1.3 DISPOSAL OF OTHER WOOD AND TREE STUMPS

Burning or burying of wood or tree stumps shall not be permitted on-site. Remove and legally dispose of all wood and tree stumps.

7.2.1.4 EXCESS WIDTH OF CLEARING

Clearings widths wider than those specified herein may be permitted in certain cases to provide for proper slopes where substantial cuts and fills are necessary.

7.2.1.5 TREES TO BE RETAINED

All sound trees, larger than 4” diameter, which are approved, existing in the roadway right-of-way and outside of the paved area shall be retained unless grading requires their removal as approved by the Town Engineer.

7.2.1.6 PRESERVATION OF NATURAL GROWTH

All clearing of natural vegetation and re-grading shall be done in strict accordance with approved Site Plans, Grading Plans and Stabilization – Planting Plans. Such clearing shall be done under the supervision of the Town Engineer or the Planning and Environment Department Director or their authorized representative.

7.2.1.7 STOCKPILING OF MATERIALS

When the Planning Board has approved the clearing plan, any area not designated for clearing or re-grading on such plan shall not be used for the storage or stockpiling of vegetation, debris, topsoil, unclassified material, fill or construction materials at any time.

7.2.2 GRADING

7.2.2.1 TOPSOIL

All topsoil shall be removed from the cleared area and stockpiled for use in final grading.

7.2.2.2 EXCESS TOPSOIL – PERMISSION TO REMOVE

No topsoil shall be removed from the area within the boundaries of the map, except by special written permission of the Planning Board. Proof must be submitted that excess topsoil exists and that the final subdivision map has been filed with the County Clerk. Such proof will take the form of a written affidavit submitted by a Licensed Land Surveyor or Professional Engineer and after an estimate and verification by the Town Engineer is completed. No excess shall be deemed to exist until at least 8” of topsoil is provided for all disturbed portions of the development area with the exception of those areas set aside for paved streets, driveways, walks and recharge basins. This permission shall be valid for a three (3) month period only.

7.2.2.3 DEVELOPMENTS WHERE NO EXCESS TOPSOIL EXISTS

In developments where no excess topsoil exists, the available topsoil shall be evenly distributed over all lots except that in no case shall the minimum depth be less than 6” at the time of placement. If required, the Applicant shall bring in additional topsoil to comply with this requirement except for those areas where the natural vegetation has not been disturbed. The Applicant shall also meet the requirements for topsoil elsewhere set forth in these Regulations.

7.2.2.4 TYPICAL GRADED SECTION AT SIDEWALK AREA

The right-of-way shall be graded from the back of sidewalk to the road at a 2% slope typical and from the back of sidewalk to the property line or existing grade at a maximum 1:3 slope or as appropriate.

7.2.2.5 DRIVEWAY ENTRANCES

All driveways shall be constructed to slope away from the edge of the travel lane at the same slope as the highway shoulder which normally varies in slope from 2% to 6%. Driveway gradients either up or down shall not exceed 8%. There shall be no abrupt changes in gradient. Vertical curves shall be used where there is a gradient change over 2%. All driveways shall be designed to provide adequate clearance for the appropriate design vehicle. The Applicant shall be held responsible for all driveway construction within the limits of public rights-of-way.

7.2.2.6 ROADWAY GRADING

Roadways shall be accurately graded to the approved profiles. Before grading is started, the Surveyor for the Applicant shall furnish adequate line and grade stakes to insure accurate vertical and horizontal alignment of all roads in the development in accordance with the approved plans. The Applicant shall be held responsible for correct grading operations including sidewalk areas and bank slopes in cut or fill areas.

7.2.2.7 SUB-SURFACE UTILITIES

All sub-surface utilities, sub-structures and service connections in street areas shall be completed and installed prior to final grading of the roadway sub-base. All backfill shall be properly consolidated by mechanical tamping in lifts not to exceed 6” in thickness, or other approved means, before paving operations are commenced.

7.2.2.8 EXCAVATION BELOW GRADE

No excavation shall be permitted below the approved sub-base elevations except where unsuitable material is encountered. All unsuitable material shall be removed from the bed of the proposed street to a width of two feet greater than the proposed back of curb or sidewalk where applicable and a minimum depth of 18” below the sub-base and replaced with suitable material properly compacted in maximum 4” thick lifts, or as directed by the Town Engineer.

7.2.3 CONCRETE INFRASTRUCTURE

7.2.3.1 PLACING

1. Except when a pour ends at a joint, no more than 30 minutes shall elapse between placement of successive batches to prevent the formation of “cold joints”.
2. Concrete shall be deposited with a designated slump of 4”-5” and no additional water shall be added. Slump test shall be performed in the presence of the Town’s representative.
3. Any batch not acceptable to the Town Engineer shall be rejected and immediately removed from the job.
4. Ambient air temperature when placing concrete shall be forty (40) degrees Fahrenheit, or four (4) degrees Celsius, and rising.

5. If conditions warrant, provisions must be made for hot-weather or cold-weather concrete placement per the Standards of the American Concrete Institute (ACI).
6. Review method with Engineering Inspector before start of work.
7. Provisions shall be made for maintaining concrete in a moist condition for at least 5 days after placement of the concrete.
8. The method of curing shall be as approved by the Town Engineer.
9. Copies of concrete delivery tickets shall be furnished to the Engineering Inspector on the jobsite at the time of delivery.

7.2.3.2 CONCRETE CURBS

7.2.3.2.1 LINE AND GRADE STAKES

The Applicant's Surveyor shall set line and grade stakes for curbing at a maximum distance of 50' centers on horizontal or vertical tangents but shall install such stakes on 25' or less centers to delineate horizontal or vertical curves as directed by the Town Engineer. At street intersections the centers of curvature of the curbs shall be staked together with three (3) grade stakes on the arc of the curve; one at the P.C.; one at the P.T.; and one intermediate.

7.2.3.2.2 CONSTRUCTION

Concrete curbs are required on all streets. They shall be 18" deep with straight sides, 6" thick at the top and 8" thick at the base. The back of the curb shall be vertical with a 2" batter on the road side and shall extend 6" above the flow line with the top of the curb at the same elevation as the center of the road except in the case of service roads. See Appendices for applicable details. The curb shall be cast in sections 20' long. A ½" pre-moulded bituminous expansion joint shall be installed between each 20' section of curb. Reinforcing bars must meet but not pass through the expansion joint and be fully encased in concrete. Concrete shall have a compressive strength of 4000 psi at 28 days.

7.2.3.2.3 FORMS

1. All forms for curbs shall be set true to line and grade and held rigidly in place. No abrupt changes in alignment either vertical or horizontal shall be allowed. Particular care shall be used where vertical and horizontal curves are called for.
2. Forms shall be constructed of metal or acceptable planed and matched lumber and shall be so aligned and braced that smooth surfaces shall result.
3. Install two (2) #5 rebars. See Appendices for applicable details. Rebars shall be supported with concrete brick or other approved support including holders. Mounded dirt is not an acceptable method of supporting rebars.
4. Before the forms are removed and while the concrete is still workable, the outer top face (road side) shall be edged with an edging tool which will produce a rounded corner with 1" radius. The rear edge shall have a rounded finish with a ¼" radius. All spreaders shall be removed before the curb is finished.
5. The forms shall be left in place until the concrete has set sufficiently so that the front form (road side) can be removed without injury to the surface finish. This can normally be accomplished on the same day the curb is poured. Immediately upon removal of the front form and while the concrete is still "green" the surface shall be floated with a rubber, felt or cork float to a smooth and uniform surface. All "fins" shall be removed. Plastering shall not be allowed.
6. The area behind the curb must be backfilled and properly compacted with suitable material within three (3) days of removing the forms.

7.2.3.2.4 CONSTRUCTION ADJACENT TO EXISTING ASPHALT PAVEMENT

When constructing concrete curb adjacent to existing asphalt pavement, the following steps must be performed in addition to those previously stated herein. The existing

pavement must be sawcut 3ft from the face of curb along a straight line parallel to the curb. The pavement must be cut full-depth using approved sawcutting methods and the existing pavement excavated to the sub-base. The pavement must be reconstructed in conformance with the Road Construction section herein, with the exception that impact rammers, plate or small drum vibrators may be used to achieve proper compaction.

7.2.3.2.5 CONSTRUCTION ADJACENT TO EXISTING CONCRETE PAVEMENT

When curbing is required on a Portland cement concrete pavement road, a minimum three (3) foot wide asphalt shoulder shall be installed abutting the existing concrete panels and the new curbing and precautions shall be taken to minimize disturbance to the panels. The asphalt shoulder pavement must be installed in conformance with the Road Construction section herein. Additionally, all joints must be drip sealed with liquid bituminous sealer immediately following placement of the asphalt top course and tack coat applied to all vertical joints prior to the installation of each asphalt course.

7.2.3.3 CONCRETE SIDEWALKS

1. Concrete sidewalks within the right-of-way when required shall be constructed to a minimum width of five (5) feet.
2. Sidewalks shall be constructed of air-entrained, 4000 psi compressive strength concrete, 4" thick and laid to form 5' square panels. ½" pre-molded bituminous expansion joints shall be provided at every fourth panel at 20' apart.
3. Expansion joints shall be properly braced during construction to insure accurate finished alignment.
4. Surface finish shall be provided by the broom finish method.

7.2.3.4 CONCRETE DRIVEWAY APRONS

1. A concrete apron shall be required for each driveway in a subdivision.
2. A concrete apron shall be required for each recharge basin access road.
3. All aprons to be constructed of air-entrained 4000 psi compressive strength concrete and be 6" thick.
4. See Appendices for applicable details.

7.2.3.5 CONCRETE CURB RAMPS

1. Concrete curb ramps shall meet all of the applicable standards of ICC/ANSI A117.1, latest edition.
2. Concrete curb ramps shall be provided at all intersections where both sidewalk and curb is proposed.
3. Concrete, curb ramps shall be finished with embedded detectable warning units in conformance with ICC/ANSI A117.1, latest edition.
4. See Appendices for applicable details.

7.2.4 ROAD CONSTRUCTION

7.2.4.1 PREPARATION OF SUB-BASE

Prior to placement of any base material, the sub-base shall be carefully shaped to the approved profile and rolled with a vibratory soil compactor weighing at least ten (10) tons; standard asphalt rollers will not be permitted. The sub-base course shall be compacted to a minimum density of not less than 95% of the maximum density of the material as determined by "The Method of Test for Moisture Density Relationship of Soil, Using a 10 lb. Rammer and 18 in. Drop", ASTM D1557.

No excavation shall be permitted below the approved sub-base elevations except where unsuitable material is encountered. All unsuitable material shall be removed from the bed of the proposed street to a width of two feet greater than the proposed back of curb or sidewalk

where applicable and a minimum depth of 18” below the sub-base and replaced with suitable material properly compacted in maximum 4” thick lifts, or as directed by the Town Engineer. The sub-base surface shall be free of holes, depressions, bumps, waves, corrugations and loose material, including stones, roots or other debris.

Upon completion of the sub-base, the Applicant shall request an inspection by the Town Engineer and shall not proceed with further roadway work until such inspections have been made and the work approved.

7.2.4.2 PAVEMENT BASE

The base material shall be delivered to the job site in a well-mixed, unsegregated state and shall be spread onto the prepared sub-base to a loose depth required to provide the specified compacted thickness of the base course. Individual lifts shall not exceed 4”. When the base course is constructed in more than one lift, prior to installation of additional lifts, the previously constructed lifts shall be cleaned of loose and foreign matter.

The base material must be compacted using a vibratory soil compactor weighing at least ten (10) tons; standard asphalt rollers will not be permitted. The material shall be damp or moist but not wet during the compaction operation to promote densification. The rolling shall proceed from the outer limits of the paved section to the center and shall be progressed longitudinally in lines generally parallel to the center line of the road until the base is locked into place and shows no movement during rolling.

7.2.4.2.1 RESIDENTIAL SUBDIVISIONS

A base course of crushed stone, stone blend or recycled concrete aggregate (RCA) shall be uniformly placed on the sub-base so that, after thorough rolling and compacting, a minimum depth of 6” is obtained.

7.2.4.2.2 INDUSTRIAL AND COMMERCIAL ZONED SUBDIVISIONS

The pavement base in industrial or commercially zoned subdivisions shall be the same as that specified for residential subdivisions, except they shall be a minimum depth of 8 inches.

7.2.4.3 ASPHALT CONCRETE BINDER COURSE

Asphalt concrete binder courses shall be a minimum thickness of 3 inches in both residential and commercial/industrial subdivisions. The binder course shall be installed with a self-powered bituminous paver equipped with approved automatic transverse slope and longitudinal grade screed controls. The controls shall automatically adjust the screed and increase or decrease the mat thickness to compensate for irregularities that are in the surface being paved. The controls shall be capable of maintaining the proper transverse slope and be readily adjustable so transitions and super-elevated curves can be satisfactorily paved.

7.2.4.3.1 PLACING

1. Before placing any material on the base course, it shall be cleaned of all loose material, silt spots, vegetation and all other objectionable material, preferably using a power broom or tractor-drawn sweeper.
2. Before placing this course, the contact surfaces of all curbing, gutters, aprons, manhole and catch basin frames and castings, pavement edges, joints or other surfaces adjacent to the areas to be paved shall be painted and sealed with approved liquid bituminous material (tack coat). The tack coat shall be an emulsified asphalt meeting the requirements of CSS-1h, SS-1h or HFMS-2h, applied at a rate of 0.05 to 0.15 gallons per square yard with an acceptable pressure type distributor or other pressure type equipment capable of maintaining the specified temperature and rate of

application. The surface shall be allowed to dry until it is in a proper condition of tackiness (barely sticky to the touch), to receive the asphalt concrete top course, and be applied only so far in advance as is necessary to obtain this proper condition of tackiness. Until the asphalt top course is placed, the CONTRACTOR shall protect the tack coat from damage, and conduct the sequence of this application in such manner as to exclude non-construction traffic from the tack coated surface.

3. This course shall be placed only where the surface is clean and when in the opinion of the Town Engineer, weather conditions are suitable.
4. Upon delivery, the asphalt concrete shall be dumped into an approved mechanical spreader and immediately spread and struck off to the full width as required. When the work is completed, the compacted thickness of the mixture shall be as specified in these Regulations. The paving machine shall be equipped with easily adjustable strike-off plates. Before any rolling is started, the finished surface, struck off by the machine, shall be checked; any inequalities adjusted and all spots of "fat" areas from any source shall be removed and replaced by satisfactory material.

7.2.4.3.2 COMPACTING

1. After placing and while still hot or workable, the mixture shall be rolled with a ten (10) to twelve (12) ton self-propelled tandem roller or a roller producing a compression with the rear wheel of not less than 250 pounds per inch of tread.
2. During the initial rolling, the roller shall travel parallel to the center line of the pavement, beginning at each edge and working towards the center, overlapping on successive trips by one-half the width of the rear roller.
3. The roller shall be operated at a speed satisfactory to the Town Engineer but shall not exceed three (3) miles per hour and the rolling shall proceed continuously at the rate of not more than thirty (30) tons of mixture per hour for each roller.
4. A three (3) axle roller shall be used on the final rolling. For all places inaccessible to a roller, the required compression shall be secured with tampers; each tamper shall weigh not less than 25 pounds and shall have a tamping area of not more than 50 square inches.
5. The wheels of the roller and paver shall be kept clean at all times. They may be kept moist with water or a mixture of water with not more than 10% lubricating oil, as directed.
6. Hot or dirty water, gasoline or grease shall not be allowed to drop from the roller or paver onto the pavement.
7. If depressions remain after rolling is complete, additional mixture shall be deposited at such points and firmly rolled into place.
8. After the rolling has been finished, the surface of the course shall have the required crown, density and thickness and be at the grade established for the surface of the finished pavement.
9. At the direction of the Town Engineer, any defective areas that develop during the surety period shall be removed and replaced.
10. The Contractor shall provide suitable means for keeping all small tools clean, heated, and free from bituminous accumulations.
11. Mechanical spreaders shall be equipped with heaters.
12. The surface of the pavement shall be protected at all times from dripping oil, kerosene, etc., used for the cleaning of small tools.
13. The Contractor shall provide, and have ready for use at all times, sufficient tarpaulins or covers for the paving machine as may be directed by the Town Engineer for use in an emergency, such as rains, chilling winds or unavoidable delays.

7.2.4.4 ASPHALT CONCRETE TOP COURSE

An asphalt concrete top course conforming to the lines, grades, thickness and cross slopes as shown on the approved plans shall be upon an approved binder course.. Asphalt concrete top courses shall be a minimum thickness of 1½ inches in residential subdivisions and a minimum thickness of 2½ inches in commercial and industrial subdivisions. This asphalt course will be constructed in conformance with the previous ASPHALT CONCRETE BINDER COURSE herein.

7.2.4.4.1 TESTING SURFACE

After compaction, the profile shall be tested with a 16 foot straight edge laid parallel to the centerline of the road upon any portion of the surface and the cross-section shall be tested with a stringline from the centerline of the road to the top of curb. Any variations from the theoretical profile and cross-slope exceeding ¼" shall be satisfactory eliminated or the pavement re-laid.

7.2.4.4.2 SEASONAL AND WEATHER LIMITATIONS

No material shall be placed from November 15, to April 15, nor when the air temperature in the shade is below 50 degrees Fahrenheit, except by written permission of the Town Engineer.

7.2.4.4.3 TESTS

All asphalt concrete used shall be subject to laboratory tests to verify conformance with the Regulations. Payment for these tests shall be responsibility of the Applicant. All testing shall be performed by a New York State Department of Transportation certified technician or laboratory and shall include:

1. Gradation and extraction
2. Asphalt cement content
3. Marshall stability
4. Flow
5. Air Voids

One (1) complete series of tests shall be performed for each lot of 500 tons or less and test results provided to the Town Engineer. If any two (2) consecutive test series fail, the material shall be rejected.

7.2.5 RECHARGE BASINS

7.2.5.1 LOCATION OF RELATED DRAINAGE FACILITIES

The Applicant shall construct a required recharge basin to the location and approved dimensions shown on the approved plans. All drainage shown on the approved plans shall be installed as directed by the Town Engineer.

7.2.5.2 EXCAVATIONS

1. The presence of unsuitable material at or below the recharge basin bottom elevation requires that basin excavation shall be continued to good leaching material as determined by the Town Engineer.
2. Test holes as directed by the Town Engineer shall be dug at this level to ensure at least a 6' stratum of good leaching material at the proposed bottom elevated of the basin.
3. The lower portion of the side slopes shall be constructed of good leaching material to an elevation at least 7' above the approved elevation of the bottom of the recharge basin.
4. Acceptable clean sand and gravel shall be brought in from outside sources to accomplish this where required.
5. The excavated area below the proposed basin bottom elevation shall then be backfilled to the proper elevation with clean sand and gravel.

6. All such excavations and backfilling shall be inspected by the Town Engineer before such operations take place.

7.2.5.3 BANK SLOPES

1. The slope of the banks of the recharge basin shall be established at 3:1 (horizontal: vertical).
2. The top of the slope shall be established at a grade of one and one half (1½) feet higher than the finished grade at the property line.
3. The outside face of the berm shall be at least ten (10) feet distant from the property line.
4. If the topography of the ground does not permit this procedure then final grades and top slope location shall be as directed by the Town Engineer.

7.2.5.4 EROSION PROTECTION

1. Run-off water shall be directed away from the top of the bank slopes of recharge basins to prevent erosion and wash-outs by grading.
2. If, due to lack of space, the bank slopes cannot be graded, then the installation of suitable inlets and piping shall be performed as directed by the Town Engineer.
3. In addition, the Applicant shall be responsible for effective stabilization of the slopes inside the recharge basin between the top of the bank and the design high water line elevation.
4. The stabilization methods utilized shall be shown on the Stabilization – Planting Plans.

7.2.5.5 TEMPORARY FENCING

1. Before excavating for the recharge basin, a fence or suitable barrier shall be erected around the area of excavation in accordance with the plans and specifications approved by the Town Engineer.
2. The fence or barrier shall be adequate to safeguard the public.
3. Excavations, slopes, ramps and grades leading from the surrounding grade to the recharge basin must be inspected and approved by the Town Engineer prior to the erection of the permanent fence.
4. The permanent fence shall be set at least six (6) feet from the property line on the basin parcel.

7.2.5.6 WORKING AREA AND ACCESS RAMP

1. The recharge basin shall have adequate space for the operation of maintenance machinery (i.e., grass cutting equipment and backhoes) within the fenced area.
2. In addition, a ramp sixteen (16) feet wide shall be constructed to the bottom of the basin at a maximum 15% slope to furnish access to the basin bottom, constructed of 6” thick RCA base course on a properly prepared minimum depth 6” sub-base.

7.2.5.7 TWO-LEVEL CONSTRUCTION

1. Where shown on the approved plans or in the opinion of the Town Engineer, recharge basins shall be constructed with a stepped bottom producing two (2) levels with a minimum of one and one half (1½) feet difference in elevation between levels.
2. In such cases piping and headwalls shall be installed to conform to the lowest elevation.

7.2.5.8 PAVED DRIVEWAY

1. A twenty (20) foot wide concrete apron with a driveway constructed between the apron and the fence of 6” thick RCA base course and 2½” asphalt concrete top course on a properly prepared minimum depth 6” sub-base shall be provided for all recharge basins.
2. The driveway shall be located in the center of the access right-of-way and shall be located with perpendicular orientation to the entrance gate. See Appendices for applicable details.

7.2.5.9 HEADWALLS

1. A reinforced concrete headwall shall be constructed on undisturbed soil or well compacted base in the location shown on the approved plans. See Appendices for applicable details.
2. The wall shall be poured in place with the first section of pipe cast into the wall.
3. Precast headwalls may only be installed upon approval of the Town Engineer.
4. Should unsuitable or unstable material be encountered, all such material under the headwall and for a depth of 18" from the proposed bottom of the headwall shall be removed and replaced with gravel or other suitable material

7.2.6 PIPING

7.2.6.1 DRAINAGE PIPE

1. Pipe shall be laid accurately to line and grade as shown on the approved plans.
2. Pipe joints shall be watertight.
3. Pipe shall be laid on undisturbed earth.
4. All rocks over 6" in diameter shall be removed prior to laying pipe in the trench.
5. Should the pipe trench be excavated below the proposed profile depth properly compacted suitable material shall be used to bring the bottom of the trench to the finished grade.
6. Should unsuitable or unstable material be encountered, all such material under the pipe and for a width of one diameter on each side of the pipe shall be removed and replaced with gravel or other suitable material.

7.3 APPLICANT'S ENGINEERING RESPONSIBILITIES DURING CONSTRUCTION

7.3.1 LAYOUT

1. The Applicant's surveyor shall furnish accurate line and grade stakes for all construction operations involving site improvements.
2. Maintain accurate field checks to insure correct placement, according to the approved line and grade of all roads, curbs, structures, monuments and engineering works of whatsoever nature prescribed by these Regulations.

7.3.2 PLANS

7.3.2.1 AS-BUILT DRAINAGE PLAN

1. Upon the completion of the installation of all catch-basins, leaching pools, manholes, headwalls and piping, the Applicant's Engineer or Surveyor shall file with the Town Engineer, a plan showing both proposed and as-built elevations at catch-basin corners, top of manholes and all pipe inverts in catch-basins, manholes and leaching pools and at the recharge basin headwall.
2. Proposed and as-built pipe gradients shall also be noted.
3. This plan shall be approved by the Town Engineer before the construction of curbs in the drainage area may be started.

7.3.2.2 AS-BUILT CURB PLAN

1. Upon the completion of curb construction and before any road work is started, the Applicant's Engineer or Surveyor shall file with the Town Engineer, a plan showing both proposed and as-built curb elevations and the location of the curb in relation to the property line.
2. The plan shall show the proposed elevation opposite all grade stakes used in construction of the curbs and the as-built elevations at these stations.
3. Water service installation shall not commence until the as-built curb plan is approved.

7.3.2.3 AS-BUILT PLANS

As-built plans shall be prepared in dimensions of twenty-four (24) inches by thirty-six (36) inches to a scale of one inch equals fifty (50) feet or larger in order to conform to previously filed plan sizes.

SECTION 8 - MATERIALS OF CONSTRUCTION

8.1 MATERIALS

The materials specified below shall be used on all subdivisions and site plans. Substitution of any material requires written approval of the Town Engineer.

8.1.1 PORTLAND CEMENT CONCRETE

8.1.1.1 PROPORTIONING

1. All concrete shall be a mix consisting of Portland cement, clean washed sand and crushed stone.
2. A design mix shall be submitted to the Town Engineer 48 hours prior to placing any concrete.
3. Mix shall be prepared by a Town recognized testing laboratory.
4. Measurements shall be by absolute volume, with some deviation in aggregate volume as it may be directed by the Town Engineer to achieve a denser or more plastic mix.
5. All concrete shall be air-entrained.
6. Use of accelerants, retardants, plasticizers, etc., must be approved by the Town Engineer before use.
7. Portland cement shall conform to ASTM C150 – “Specifications for Portland Cement”.
8. Aggregate shall conform to ASTM C33 – “Specifications for Concrete Aggregate”.

8.1.1.2 STRENGTH

1. All concrete, when tested at 28 days after placement by an approved laboratory, shall be a minimum compressive strength of 4,000 lbs. per sq. in. (psi).
2. Concrete not meeting this requirement shall be rejected, removed from site of the work by the Applicant and replaced with proper materials.

8.1.1.3 MIXING

All concrete shall be mixed in an approved rotary mixer and shall be deposited within 300 drum rotations or ninety (90) minutes of the time that the mixing operation was started. Concrete shall conform to ASTM C94 “Specification for Ready-Mixed Concrete”.

8.1.2 PORTLAND CEMENT CONCRETE FOR STRUCTURES

Concrete for structures (manholes, catch basins, leaching pools) shall conform to Item 555.01 “Concrete for Structures, Class A” of the NYSDOT “Standard Specifications”.

8.1.3 PIPING

8.1.3.1 REINFORCED CONCRETE PIPE

1. Apply the requirements of AASHTO M 170, Reinforced Concrete Culvert, Storm Drain and Sewer Pipe, Classes III and IV. Produce reinforced concrete pipe by either machine made or wet cast methods in accordance with the details of this specification. Pipe manufactured for a specific class will be acceptable for any class having a lower design strength.
2. Methods of manufacture include the following:
 - A. Wet Cast Pipe
Wet cast units are those made from concrete placed and consolidated by conventional equipment. These units develop resistance to freeze-thaw damage through the use of entrained air in the concrete. Air content in wet cast concrete shall range between 5.0% and 9.0%.
 - B. Machine Made Pipe

Machine made units use very low slump concrete and methods of consolidation which produce a dense product with low permeability and good resistance to freezethaw damage.

8.1.3.2 CORRUGATED STEEL PIPE

1. Under certain conditions, and only after written approval by the Town Engineer, corrugated steel pipe may be used for drainage purpose.
2. The steel sheet shall have a protective coating of zinc galvanizing (AASHTO M 218).
3. Pipe exterior must be fully coated with acceptable bituminous material and have bituminous paved invert (AASHTO M 190, Type C).
4. It shall be installed according to manufacturer's recommendations.
5. Design considerations shall be approved by the Town Engineer prior to installation. Apply the requirements of AASHTO M 190M except as modified herein for all bituminous coated corrugated steel pipe.

8.1.3.3 HIGH DENSITY POLYETHYLENE PIPE (HDPE)

1. HDPE pipe shall have smooth interior and shall conform to the requirements of AASHTO M294, Type S or Type SP. In addition, when checked with a 12 inch straight edge the smoothness of the interior liner shall not deviate more than ¼ inch.
2. Joining of pipe with collars will not be permitted unless approved by the Town Engineer. All pipes shall be joined using bell and spigot joints.

8.1.3.4 SMOOTH INTERIOR CORRUGATED POLYETHYLENE PIPE

1. The polyethylene material for the pipe and fittings shall meet the requirements of AASHTO M294, Type S or Type SP. In addition, when checked with a 12 inches straight edge the smoothness of the interior liner shall not deviate more than 1/4 inch.
2. The pipe also must exceed the minimum engineering property values as specified in Section 18 of the AASHTO Standard Specifications for Highway Bridges.

8.1.4 REINFORCING STEEL

1. All bar reinforcement for concrete shall be of open hearth steel and shall consist of deformed bars.
2. Reinforcement shall conform to ASTM A615, "Specifications for Deformed and Plain Billet Steel Bars for Concrete Reinforcement".
3. The bars shall be rolled from new billets.
4. Minimal tensile strength shall be 60,000 psi.
5. Reinforcement shall be securely placed in the exact position shown on the approved plans and shall be held securely by wiring and blocking during the placing of concrete. See Appendices for applicable details.
6. All wood blocking must be removed immediately after concrete is placed.

8.1.5 CATCH BASIN AND MANHOLE STEPS

1. All catch basin and manhole steps shall be Pattern No. 2589 as manufactured by Campbell Foundry Co. or an approved equal. See Appendices for applicable details.
2. Steps shall be built into precast catch basins and manholes during fabrication. Whenever possible, steps shall be placed on a blank wall of the structure, facing the direction of on-coming traffic.

8.1.6 CAST IRON CASTINGS

1. Cast iron castings for solid covers, open grates, and curb and gutter inlets shall be true to pattern in form and dimension, free from pouring faults, sponginess, cracks, blowholes and other defects.

2. All frames and covers shall be placed 9" from the inside of the wall on which the steps are mounted.
3. Cast iron frames, grates and covers shall be designed to withstand AASHTO HS-20 loading when placed in any roadway or sidewalk pavement areas.
4. Cast iron shall conform to ASTM A48, "Gray Iron Castings".
5. Solid covers shall be embossed with "Huntington" in 1½" high raised letters.

8.1.7 CRUSHED STONE

1. The material shall meet the requirements of Item 623, Crushed Stone, and Section 703-02, Coarse Aggregate, as specified in the Standard Specifications of the New York State Department of Transportation.
2. The stone shall be in the size designation of 1ST, 1 or 2 or combination of sizes consist of angular particles of clean, hard, tough, durable rock, free from adherent coatings.
3. An excess of flat, elongated or rounded fragments shall be cause for rejection.

8.1.8 TRAFFIC SIGNS

1. Sign Panels
Sign panel material shall be Aluminum Alloy. Sign panels shall be 2.5 mm thick.
2. Reflective Sheeting
Reflective sheeting materials used on sign panels shall be ASTM Type IX (Class E) very-high-intensity retroreflective sheeting.
3. Sign Posts
Standard Traffic Sign posts shall be "U" type channel galvanized steel sign posts 3½" wide and 2½ lbs./ft. All fastening hardware shall be stainless steel
4. Street Name Sign Posts
Sign posts for Street Name signs shall be 2-3/8" O.D. 12' high galvanized seamless round steel pipe with a ½" hole through both walls at a point eighteen (18) inches from its bottom with a twelve (12) inch long No. 4 rebar rod installed through the hole. All fastening hardware shall be stainless steel.
5. Traffic Sign Posts
Standard Traffic Sign posts shall be galvanized steel sign posts conforming to the material requirements of §730-20, Sign Posts and Footings of the NYSDOT "Standard Specifications". Posts are to be 3½" wide and weigh 2½ lbs./ft. All fastening hardware shall be stainless steel.

Fabrication of all components shall produce a finished sign panel. Holes may be punched or drilled. Edges shall be smooth and true and free from burrs or ragged breaks. Sign panels shall be fabricated as shown on the Contract Plans. All sign panels shall be clearly marked in the lower right corner on the back of the sign panel with "TOH" and the installation date (month/year). Markings shall be a minimum of 1 inch high and shall be permanently engraved, labels attached with pressure-sensitive adhesives, marked with an indelible ink or paint, or established by another method approved by the Engineer.

8.1.8.1 CONSTRUCTION DETAILS

1. Street Name Signs
At least one (1) ground mounted street name sign shall be erected at all intersections. Street Name signs shall be mounted parallel to the streets they name and as close to the intersection as practicable. Street Name signs shall be nine (9) inches in height with a horizontal dimension necessary to accommodate the number of letters on the sign legend. Street Name signs shall have a green background, white legend, and a 1½" white border along the top and bottom of the sign. Legends shall be 6" upper-case letters for the street names and 4" upper-case letters for supplementary lettering to indicate the type of street (such as Street, Avenue, Road) placed to the right of the

street name. All characters shall be 'C' series letters as defined by the Federal Manual on Uniform Traffic Control Devices, latest edition. Street Name signs shall be mounted 7' above grade on the top of the post. An aluminum post cap shall be used to secure the Street Name signs to the post. The post cap shall include three (3) Allen set screws to secure the post cap to the round steel post. The post cap shall include a 5¼" long by 0.265" minimum width slot and two (2) Allen set screws to secure the aluminum alloy sign to the post cap. A 45 degree or 90 degree aluminum cross separator, as appropriate, shall be used to secure the aluminum alloy Street Name signs to the cross separator. Poles shall be placed directly in the ground to a depth of five (5) feet with the No. 4 rebar installed through the holes. Use of concrete footings shall not be permitted.

2. Stop Signs

Stop signs shall conform to the Federal Manual on Uniform Traffic Control Devices (MUTCD) sign designation R1-1. Stop signs shall be sized for conventional roadways (30" x 30") or as directed by the Town of Huntington Department of Transportation and Traffic Safety. Posts are to be buried a minimum of 3' below ground surface with a minimum ground clearance of 7' to the bottom edge of the sign. In concrete sidewalk areas, a 4" diameter x 8" long PVC sleeve shall be embedded flush with the top of the proposed sidewalk during the sidewalk construction. Signs are to be mounted with hex head bolts, nuts, lock washers and nylon washers between the bolt and sign face. Burr bolt ends after sign is installed to prevent theft.

Sign panels, vertical and horizontal Z-bars, sign support systems, sign posts, breakaway bases and hinge assemblies shall be constructed in accordance with the Approved Plans, MUTCD and materials specified herein. Sign locations shown in the Approved Plans will be considered approximate, and the exact location for each sign shall be approved by the Town Engineer in the field.

The erection of new signs and removal of existing signs shall be done in such a manner that the traveling public is provided all necessary regulatory, warning, and guidance information at all times. Certain items may be designated to be performed prior to other items of work.

An inspection of installed signs will be made in the daylight for color, reflectivity, location, vertical post alignment, visibility, and appearance. The installed signs will also be inspected at night for color, orientation and reflectivity, traits which will be more conspicuous at night.

Posts are to be buried a minimum of 3' below ground surface with a minimum ground clearance of 7' to the bottom edge of the sign. In concrete sidewalk areas, a 4" diameter x 8" long PVC sleeve shall be embedded flush with the top of the proposed sidewalk during the sidewalk construction.

Proposed sign posts shall not be placed directly over any existing underground utility lines.

Signs are to be mounted with hex-head bolts, nuts, lock washers, and nylon washers between the bolt and sign face. All fastening hardware shall be stainless steel.

8.1.9 MONUMENTS

1. Monuments shall be made of 3,500 psi concrete, 30" long and 4" square on the top, 6" square on the bottom, with four No. 3 reinforcing rods 28" long running the length of the monument.
2. The center of the top shall be beveled to a point ½" higher than the sides.
3. In the apex a 12 penny galvanized nail with point protruding ¼" shall be set.

8.1.10 FENCING – RECHARGE BASINS

8.1.10.1 FABRIC

1. The chain-link fabric shall be 2” mesh x no. 9 gauge wire x 6’0” high, hot-dipped galvanized after fabrication.
2. Finish is to be standard and the wire shall be twisted and barbed on the top and bottom.

8.1.10.2 RAILS AND POSTS

1. All posts and rails shall be galvanized with sizes and weight as follows:

Line post:	2” O.D. 2.72# per lineal foot
Corner end post:	2 ½” O.D. 3.65# per lineal foot
Gate post:	4” O.D. 9.10# per lineal foot
Top rail:	1-3/8” O.D.

2. Top rail shall be securely joined with necessary expansion sleeves.
3. All terminal posts shall be furnished with horizontal braces and turnbuckle attachment with 3/8” diameter rod.
4. Braces shall be 1 5/8” O.D. pipe 2.27 lbs. per lineal foot.
5. Fittings shall be of galvanized malleable iron or pressed steel.
6. All ties shall be aluminum No. 9 wire.
7. For all line posts, install one tie for every foot of fabric height.
8. For rail and braces, the ties shall be set approximately 24” on center.

8.1.10.3 CURB

1. A concrete curb 8” wide x 18” deep shall be provided under the entire length of the fence.
2. The depth shall be increased to 36” deep at all posts.
3. The top of the curb shall be true to line so that the fence fabric is centered on the curb.
4. Top of the concrete form shall conform to the line and grade.
5. Concrete shall be in accordance with Portland Cement Concrete Section herein.
6. Three (3) 5/16” diameter galvanized rods 12” long shall be placed 2’-6” apart in the curb for each 10’ fence panel.
7. There shall be a 1” long right angle hook formed on one end of the rod.
8. The hook end of the rod shall be placed 5” below the top surface of the concrete curb.
9. After fabric has been set the top 6” of the rod shaft shall be bent towards the inside of the recharge basin to make a tight hook around the mesh wires.

8.1.10.4 BARBED WIRE

1. Provide three (3) strands of aluminum-barbed wire running the entire length of the fence above the fabric and gates.
2. Wire shall be supported on the line by means of inwardly sloping galvanized steel barb arms at an angle of 45 degrees.
3. Maximum spacing of the arms shall be 10’-0” on center.

8.1.10.5 GATES

1. Double gates for 16’ wide openings shall be constructed in accordance with the manufacturer’s specifications except as herein modified.
2. Gate frame shall be welded at each of the four corners.
3. The gates shall be reinforced with a 1 5/8” O.D. pipe welded to the frame and ¾” diameter rod attached at the corners with a turnbuckle.
4. All field welds shall be painted with zinc primer and topcoat.
5. Fabric shall be 2” mesh x no. 9 wire galvanized. Gates shall be equipped with a drop-bar locking device and lock.

6. Northland hinge OH-35 or equal; Northland Drop-Bar Locking Device G-10 or equal; Wickwire Center Stop #8725 or equal shall be used on all gates.
7. All gate materials are to be heavily galvanized by the hot-dip process.
8. A reinforced concrete curb, 18” wide and 24” deep shall be constructed under the gate opening and extending 6” beyond the gate posts.
9. Concrete shall be in accordance with the Portland Cement Concrete Section herein.
10. The locking device for the gates shall extend into an approved center stop in the concrete curb.
11. One lock and key for each gate opening shall be furnished and delivered to the Town Engineer.
12. Locks shall be bronze body and cylinder as manufactured by Yale and Towne No. 851, keyed alike to key change No. 18970.

8.1.11 PAVEMENT BASE

A base course consisting of crushed stone, stone blend or recycled concrete aggregate (RCA) shall be uniformly placed on the properly graded sub-base.

8.1.11.1 RECYCLED CONCRETE AGGREGATE (RCA)

1. The recycled concrete aggregate (RCA) base course shall consist of a natural or artificial mixture of solid and crushed materials. The RCA shall be well graded and shall have the following mechanical gradation:

Screen Size	Percentage Passing
1 1/2	100%
1	90-100%
1/2	65-85%
3/8	55-75%
No. 4	40-55%
No. 8	30-45%
No. 16	22-36%
No. 30	16-27%
No. 200	3-8%

2. The portion of the RCA base that is smaller than the No. 40 screen shall have a Plasticity Index of zero (0), according to ASTM Design Standard D-424, Latest Edition. The coarse aggregate shall have a resistance to abrasion by the Los Angeles Abrasion Test of not more than 50%.
3. The coarse aggregate, when subject to five (5) cycles of the soundness test, shall have a weighted loss of not more than 20% when sodium sulfate is used or 30% percent when magnesium sulfate is used.
4. CBR Value – The average laboratory compacted California Bearing Ratio (CBR) (ASTM D 1883) of the material shall not be less than one hundred (100), unsoaked. The test specimen shall be compacted at optimum moisture content by the method outlined in ASTM D 1557, Method D.
5. All samples shall be taken in accordance with applicable ASTM standards. Final acceptance samples shall be representative of a lot of material of a size corresponding to not more than 6,000 cubic yards. However, additional sampling may be required in order to provide a minimum of two (2) test series per project. No sample, for whatever purpose taken, should be composed of less than three (3) increments, selected at random, from the full flow of material which would be required to fill a normal delivery truck, that amount being considered a batch. Test results representing at least one (1) batch, sampled in the prescribed manner shall be required to represent each lot under consideration for acceptance. All testing, shall be performed by an independent testing laboratory at the

contractor's expense. Prior to the start of the work, the contractor shall supply the name of the testing laboratory to the Director of Engineering Services for his approval. Testing reports shall be submitted, in duplicate, for review and subsequent approval to the Director prior to the commencement of any work. The testing laboratory shall verify that the results are true and accurate of the conditions encountered in the field.

8.1.11.2 STONE BLEND

The stone blend mix must consist of nominal 1½ inch crushed stone blended with crushed stone screenings with the following mechanical gradation:

Screen Size	Percentage Passing
1 1/2	100%
1	90-100%
1/2	65-85%
3/8	55-75%
No. 4	40-55%
No. 8	30-45%
No. 16	22-36%
No. 30	16-27%
No. 50	12-19%
No. 100	7-13%

1. The portion of the base course blend that is smaller than the No. 40 screen shall have a Plasticity Index of zero, according to ASTM Design Standard-D 424, latest edition.
2. The coarse aggregate shall have a resistance to abrasion by the Los Angeles Abrasion Test of not more than 50%.
3. The coarse aggregate, when subjected to five cycles of the soundness test, shall have a weighted loss of not more than 20 percent when sodium sulfate is used, or 30 percent when magnesium sulfate is used.
4. The material shall also achieve a maximum dry density of not less than 145 pounds per cubic foot at optimum moisture content when tested in accordance with ASTM Designation D 1557, latest edition, Method D, except that the sample used shall retain all of the coarse aggregate sizes.

8.1.12 ROADWAY BINDER COURSE

1. The asphalt cement used in the mixture shall meet the requirements of Section 702 New York State Department of Transportation "Standard Specifications" for Type I base course and Item 403.11 "Asphaltic Concrete Type I Base Course".
2. The aggregates shall be washed sand and crushed gravel.
3. The aggregate shall be clean, thorough, durable, moderately sharp and free from coatings of clay, silt or other objectionable matter and shall contain no clay balls.
4. Mineral filler used in the mix shall consist of finely ground particles of limestone, Portland cement, fly ash or other approved materials.
5. The portion of fine aggregates which passes the No. 200 sieve shall be considered as filler and the added mineral filler shall be reduced proportionately.
6. The asphalt plant designing the base material mix shall submit to the Department of Engineering Services a written statement that the mix adheres to the following test limits:

Marshall Test	Min.	Max.
---------------	------	------

Stability	500	---
Flow	8	18
50 blows to each end of specimens		

7. All testing shall be done in conformance with methods outlined by the Asphalt Institute.
8. Reclaimed Asphaltic Pavement (RAP) not exceeding 20% of the mix by volume may be used.
9. Submit design mix to Town Engineer for approval.
10. Mix must meet all material and Marshall properties as specified in NYSDOT Standard Specification Item 403.11.

8.1.13 ASPHALTIC CONCRETE TOP COURSE TYPE 6FRA

1. Asphaltic Concrete Top Course Type 6FRA shall conform to NYSDOT “Standard Specification” Item No. 18403.1733 “Rut Avoidance Asphaltic Concrete Type 6FRA”.
2. Wappinger Dolomite shall not be permitted in this item.
3. 15% of Reclaimed Asphalt Pavement (RAP) may be used with approval of the Town Engineer. Submit mix for approval prior to start of the work.

8.2 STRUCTURES

8.2.1 GENERAL CONDITIONS FOR STRUCTURES

1. All concrete for precast structures and poured in place structures shall conform to Portland Cement Concrete For Structures herein.
2. All concrete for precast structures shall be air entrained and shall be 4,000 psi compressive strength at 28 days prior to installation and shall be subject to inspection by the Town Engineer.
3. Design drawings shall be submitted by precast manufacturer and approved by the Town Engineer prior to installation of any precast structure.
4. Structures shall be constructed in accordance with applicable details in the Appendices.

8.2.2 PRECAST CONCRETE LEACHING BASINS

8.2.2.1 MATERIALS

1. Precast concrete leaching pools shall be used for leaching basins.
2. The basin shall have a flat roadway slab rated for HS-20 loading per AASHTO.
3. The cast iron curb frame shall be cast into place in the top slab.
4. The top slab shall be a minimum of 8” reinforced concrete, wood float finished, with all exposed edges tooled.
5. Footings shall be formed in accordance with applicable details in the Appendices.

8.2.2.2 CONSTRUCTION

1. If well-draining, suitable material is not encountered within the design depth, excavation shall continue until an acceptable penetration of suitable material is reached or to a reasonable depth of excavation backfilled with imported suitable material, as determined by the Town representative.
2. The excavation shall then be backfilled with clean sand and gravel, after which the installation of the basin shall proceed.
3. Material so backfilled shall be tamped or otherwise properly consolidated before proceeding with the basin installation.
4. All such excavations shall be subject to inspection by the Town Engineer before backfill is placed.

5. All backfill must be clean and acceptable material placed under the direction of the Town Engineer.
6. All specifications pertaining to inlets, frame and cover and steps shall be in accordance with applicable details in the Appendices.

8.2.3 HEADWALLS

8.2.3.1 CONSTRUCTION

1. Whenever a recharge basin is constructed, the drainage pipe shall be introduced to the recharge basin by means of a poured in place headwall.
2. Headwalls shall be constructed in accordance with the plans. See Appendices for applicable details.
3. Precast concrete headwalls require prior approval of the Town Engineer before installation.

8.3 LANDSCAPING

8.3.1 HORTICULTURAL SOIL

8.3.1.1 WORK

1. The Applicant shall furnish, place and incorporate horticultural and/or topsoil in accordance with the plans and specifications noted in these Regulations or as directed by the Planning Board.
2. Horticultural soil or topsoil shall be used for all landscaping.

8.3.1.2 MATERIAL

1. Horticultural topsoil shall be the surface layer of soil and or compost (well rotted) to a depth of between three (3) and six (6) inches, with no admixture of refuse or any material toxic to plant growth and shall be free from subsoil and stumps, roots, brush, large stones, excess clay, lumps or similar objects greater than two (2) inches in diameter.
2. The soil mixture, unless otherwise specified or approved by the reviewing agency, shall have an acidity range and organic content in accordance with the current Cornell Cooperative Extension recommendation for the specific application.
3. When requested by the reviewing agency, the Applicant shall furnish a certified report of an analytical chemist, or shall submit samples to the Staff of the Environmental Division of the Planning and Environment Department who will provide a report, for a fee, (set by the Town Board) showing the analysis of representative samples of the soil which he proposes to use.
4. All samples are to be taken by the Applicant or his/her representative and delivered to the laboratory.
5. No soil shall be used until the Planning and Environment Department staff approves the samples.
6. The Department reserves the right to reject, on or after delivery, any material that does not, in its opinion, comply with the specifications of these Regulations.
7. When existing soil is stored on the job site, the contractor may augment the natural topsoil and or sandy garden loam with approved materials and methods to meet the specifications of these Regulations.
8. The Town departments reserve the right to reject soil in which more than sixty (60) percent of the material passing the No. 100 U.S.S. mesh sieve consists of clay as determined by the Buoyoucouc Hydrometer or by the decantation method or equivalent. All percentages are to be based on dry weight of sample.
9. Horticultural or top soil which varies only slightly from the specifications of these Regulations may be acceptable by such corrective measures as Town staff deems necessary.

8.3.1.3 METHOD

1. Soil for back-filling plant pits and areas shall be mixed with well rotted manure, dehydrated manure or other shredded and rotted organic materials (compost) in the following proportion, when and where deemed necessary by the Planning Board. Seven (7) cubic yards of soil shall be mixed with one (1) cubic yard of organic material.
2. These materials shall be thoroughly mixed before placing in or around newly planted trees and shrubs.

8.3.2 WELL ROTTED MANURE OR COMPOST

8.3.2.1 WORK

If well rotted manure or compost is used then the Applicant shall furnish and incorporate the well-rotted manure or compost in accordance with the plans and specifications of these Regulations.

8.3.2.2 MATERIAL

1. Manure shall be well-rotted horse or cow manure or a combination of the above.
2. It shall not contain more than forty (40) percent of straw or litter and shall be free of fresh manure, saw-dust, wood chips, leather chips, tanbark, long straw, salt hay, stone, chemicals to hasten decomposition artificially and other foreign or injurious substances.
3. It shall be not more than two (2) years nor less than nine (9) months old and shall have been turned in the pile at least (3) times during that period.
4. No burned or fire-fanged manure will be acceptable.
5. The approving agency reserves the right to reject on and after delivery any material that does not, in its opinion, meet the specifications of these Regulations.
6. Commercial dehydrated manure may be used as a substitute.

8.3.3 GRASS SEEDING

8.3.3.1 WORK

1. The Applicant shall furnish, place and incorporate grass seed, soil amendments and maintain grass areas all in accordance with the current Cornell Corporative Extension Service Recommendations.
2. These specifications shall be noted on the plans and approved by the Planning Board.

8.3.3.2 GRASS SEED

1. Grass seed shall be fresh, and in an acceptable mixture, as recommended by the Cornell Cooperative Extension, that withstands the Long Island climate and where necessary, the rigors of roadside abuses.
2. If requested by the reviewing agency, the Applicant shall submit a sample of the mixture to be used and were possible an analysis that indicates the type of conditions under which the seed will germinate and best grow (shade, sun, heavy foot traffic, road spray, etc.) to the Planning and Environment Department.
3. Staff of the Planning and Environment Department will consult with other agencies and the current Cornell recommendations when necessary and indicate to the Applicant either rejection or acceptance of the materials to be used.
4. The Applicant shall not use a particular seed mixture until the Staff has indicated that such is acceptable for the conditions under which it is to be sown.

8.3.3.3 GROUND LIMESTONE

Ground dolomitic limestone, if used, shall be specified in conformance with the current Cornell Corporative Extension Service Recommendations as to its efficacy.

8.3.3.4 COMMERCIAL FERTILIZER

1. Commercial Fertilizer when used on new or existing lawns shall be specified in accordance with the current Cornell Corporative Extension Service Recommendations.
2. All such materials shall be delivered in standard size bags of the vendor, showing weight, analysis and name of the vendor.
3. Materials shall be stored in such manner that their effectiveness will not be impaired.

8.3.3.5 METHOD

1. The Applicant shall remove from the planting area stones, roots, rubbish or other objectionable material and dispose of them as directed by the Town Engineer.
2. Ground limestone and commercial fertilizer shall be applied at a rate in keeping with the current Cornell Corporative Extension Service Recommendations and/or the manufacturer's recommendation for such application.
3. Said materials shall be evenly distributed and worked into the top three (3) inches of the soil. The soil shall then be worked to a smooth, even draining surface and compacted with a five hundred (500) pound roller.
4. Any depression that occurs shall be re-graded and re-rolled until a satisfactory grade is obtained.
5. Grass seed shall be sown in the fall or in the spring and in a manner (rate of application) in keeping with the current Cornell Corporative Extension Service Recommendations or at such other times as are approved by the Planning Board.
6. Seeding is to be done at times when the wind does not exceed a velocity of five (5) miles per hour. Grass seed may be sown by hand or machine in such a manner that a uniform stand will result.
7. Unless hydro-seeded, the surface shall then be evenly raked with a fine toothed rake and re-rolled after seeding.

8.3.3.6 MAINTENANCE

1. The Applicant shall maintain all seeded areas until final acceptance and completion of the whole work.
2. Any areas that fail to show a uniform stand of grass shall be reseeded with the original mixture until all designated areas are covered with grass.
3. The Applicant shall properly water, mow and otherwise maintain the grass at a maximum height of two and one-half (2½) inches until final acceptance and completion of the whole work.

8.3.4 STREET TREES AND PLANT MATERIALS

8.3.4.1 WORK

1. Street trees are to be planted in all subdivisions along new and existing streets.
2. In subdivisions that will have recharge basins dedicated to the Town, there shall be planted a screening outside of the fence but within the boundaries of the area to be deeded to the Town that must include trees and shrubs.
3. A planting plan shall be prepared by a Professional Landscape Architect.
4. No planting shall be undertaken until the proposed planting plan and program has been approved by the reviewing agency.
5. The Applicant shall excavate all tree pits and planting beds.
6. The Applicant shall plant, maintain and replace, as necessary, all trees and plant materials specified in the proposed planting program.
7. Landscaping shall be in accordance with the plans and specifications noted in these Regulations.
8. Maintenance of landscaping is required until the Town releases any maintenance bond held to insure such work.

9. Where existing trees are of good quality, as determined by the reviewing agency, new street trees shall not be planted within 30' of their drip-line or canopy line. Also, street trees shall not be planted within:
 - a. 25' of the point of curvature or tangency of any corner.
 - b. 25' of any street light or street sign
 - c. 10' of a fire hydrant
 - d. 10' of the edge of a driveway apron
 - e. 10' of above or below grade utilities

8.3.4.2 NAMES

1. The planting plan shall indicate both the common and botanical plant names, which shall agree with the standards used in the nursery industry.
2. Size and grading standards, shall conform to those of the American Association of Nurserymen unless otherwise specified.
3. No substitution shall be permitted except by written permission of the Planning Board.

8.3.4.3 QUALITY

1. All trees and plant material shall be typical of their species and variety; they shall have normal, well-developed branch and vigorous fibrous root systems.
2. They shall be sound, healthy, vigorous plants, free from defects, disfiguring knots, sun-scaled injuries, abrasions of the bark, plant disease, insect eggs, borers and all forms of infections.
3. Trees and plant materials shall have been growing under the same climatic conditions as those prevailing in Huntington for at least two (2) years prior to date of planting. This excludes all Canadian, Southern or California stock.
4. All street trees, minor trees and evergreens shall conform to the American Association of Nurserymen standards as put forth in their most recent publications.

8.3.4.3.1 RECHARGE BASIN PLANT MATERIAL

1. Planting around the exterior of recharge basins will be in groups and shall be alternated as to minor trees and evergreen trees. See Appendices for applicable details.
2. Minor trees shall be planted in compositional groups of 3 or 5 with no minor trees less than twenty (20) to thirty (30) feet apart.
3. Trees and plant material to be planted around recharge basins must be those that will develop into "specimen" plants or at least have symmetrical form, but must comply with the above as to quality. They shall not be plants, which through neglect or other causes that have become stunted or have rotted root systems.
4. Planting on the interior of the recharge basin fence shall be on two (2) to three (3) foot centers around the berm and down the slope to the design high water line, or in groupings such that the total number of plants used is equivalent to the number that would be planted on two (2) to three (3) foot centers throughout.
5. All plant material for use inside a recharge basin shall be container grown.

8.3.4.3.2 STREET TREES

1. Street trees shall be first quality nursery grown trees with a single straight trunk with leader intact to a height of at least 8 to 10 feet for 2.5" to 3.0" caliper, and with symmetrical well-branched tops, branched 6' to 7' from the ground.
2. There shall be no limb cuts over one-half (1/2) inches, which have not completely calloused over.
3. A heavy fibrous root system is essential.
4. No cut back trees will be accepted.
5. No bare root trees will be accepted.

8.3.4.3.3 MINOR TREES AND EVERGREENS

1. Minor trees shall be nursery grown and sized no less than that specified in Appendix H.
2. Trees and evergreens shall be handled with ball and burlap at all times.
3. A heavy fibrous root system is essential.
4. No bare root trees or evergreens will be accepted.

8.3.4.4 ACCEPTABLE PLANT MATERIAL

1. A list of acceptable trees and plant material is provided in Appendix H.
2. The trees and plant material on the list shall be the only plants and material used, unless special permission of the Planning Board, based on the advice of the Highway Superintendent, is granted.

8.3.4.5 DIMENSIONING

1. Trees shall be dimensioned as they stand in their natural position.
2. Trees shall be callipered six (6) inches above ground.
3. Large plants cut back to size, or for any other reason, will not be accepted.

8.3.4.6 PREPARATION OF PLANTS

1. All precautions customary in good trade practice shall be taken in preparing trees for moving.
2. Workmanship that fails to meet the highest standards will be rejected.
3. All trees shall be dug immediately before moving.
4. All trees shall be dug to retain as many fibrous roots as possible.
5. Balled and burlapped trees shall have a solid ball of earth of ample size in relation to the size of the plant, securely held in place by burlap and stout rope.
6. Loose, broken or manufactured balls will be rejected.

8.3.4.7 DELIVERY

1. Trees and plant material shall be transported and handled with utmost care to insure adequate protection against injury.
2. When applicable, each shipment shall be certified by State and Federal authorities to be free from disease and infestation.
3. Any inspection certificates required by law to this effect shall accompany each shipment invoice or order of stock, and on arrival, the Certificate shall be filed with the Planning Board.
4. Balled and burlapped trees shall be set on the ground and the balls covered with soil.
5. All material shall be maintained.
6. Trees and plant material with bare roots shall not be used in site planting/landscaping.

8.3.4.8 TIME OF PLANTING

Unless otherwise directed by the Planning Board, trees and plant material shall be planted from March 1st to May 1st and from September 15th to October 15th.

8.3.4.9 EXCAVATION OF TREE PITS

Unless otherwise directed or indicated on the plans, sizes of tree pits shall be as follows:

1. All tree pits shall be at least one third (1/3) larger in depth and width than the ball of the plant that is being planted.
2. The six (6) foot strip between the recharge basin fence and the property line shall be topsoil eighteen (18) inches deep or deeper as required.
3. The four (4) foot strip inside the recharge basin fence shall contain a minimum eight (8) inch thick layer of topsoil.

4. No tree pits shall be dug until the proposed locations have been staked on the ground by the Applicant and approved by the Inspector.
5. All pits and planting beds shall have vertical sides unless otherwise directed.
6. Subsoil from planting excavations shall be removed from the site or disposed of as directed by the Inspector.
7. The soil shall be made loose and friable to a depth of at least one-half ($\frac{1}{2}$) foot below the bottom of the tree pits and planting beds.
8. Where, in the opinion of the Inspector, the sub-base material is unsuitable, the size of the tree pits and planting beds shall be dug one-half ($\frac{1}{2}$) wider and one-half ($\frac{1}{2}$) deeper than normally required.
9. The bottom and sides of the pits shall be back-filled with well drained soil mixed with humus thoroughly worked into place.

8.3.4.10 PLANTING

1. In general, all trees and plant material shall stand, after settlement, at the same level at which they have been grown.
2. Care shall be exercised in setting the tree plumb.
3. Balled and burlapped trees and plants shall be handled so that the ball will not be loosened.
4. All non-decomposing and metal ties shall be removed from the root ball and the burlap shall be cut away from the upper half of the ball and the remaining burlap adjusted to prevent the formation of air pockets.
5. Soil shall be firmed at six (6) to eight (8) inch intervals and thoroughly settled with water.
6. Planting beds shall be made large enough for all trees and plant material therein to have the roots properly spread out.
7. Shallow watering basins shall be provided around each plant and tree.
8. A minimum four (4) inch thick layer of mulch, grass matting, straw or other acceptable material shall be placed around each plant to a radius of two (2) feet from the trunk.
9. Street trees shall be planted within the highway R.O.W. six (6) feet off the property line, unless otherwise specified in a particular case.
10. Trees shall be spaced according to that specified in Appendix H.

8.3.4.11 STAKING

1. All staking shall be done immediately after planting and all stakes and wires maintained for 12 months after dedication.
2. Plants shall stand plumb after staking.
3. Unless otherwise directed, trees shall be staked in accordance with the plans and specifications noted in these Regulations.
4. Stakes shall be of white cedar with bark attached.
5. The diameter at the middle of the stake shall be not less than two (2) inches nor more than two and three-quarter ($2\frac{3}{4}$) inches; the diameter at the tip of the stake shall not be less than one and three quarter ($1\frac{3}{4}$) inches; and the diameter at the butt of the stake shall not exceed three (3) inches.
6. Stakes shall have a maximum allowable deflection of 10%.
7. Stakes shall be placed one (1) foot away from the trunk of the tree, taking care to clear the roots.
8. They shall be fastened to the tree with double No. 12 gauge annealed galvanized steel wire run through a ten (10) inch length of reinforced rubber hose. See Appendices for applicable details.
9. Staking of trees shall be as follows: Trees one and one-half ($1\frac{1}{2}$) to three (3) inches in caliper shall be supported by two (2) stakes eight (8) feet long. Stakes shall be set in a line parallel to the curb. Also refer to the tree staking detail in Appendix C.

8.3.4.12 PRUNING

1. Broken or badly bruised branches shall be removed with a clean cut that is perpendicular to the length of the branch.
2. Each plant shall be pruned to preserve its natural character and in a manner appropriate to its particular growth requirements.
3. In general, at least one-third (1/3) of the wood of deciduous plants shall be removed by thinning or shortening branches but no leaders shall be cut. Evergreens shall never be topped as it changes the habit of the tree.
4. All pruning shall be done with sharp clean tools in accordance with best nursery practice.

8.3.4.13 SPRAYING WITH ANTI-DESICCANT

1. When impending weather conditions warrant the Planning Board either on its own or on the advice of the Superintendent of Highways may require the Applicant to spray all trees and plant material with an anti-desiccant.
2. Spraying shall be performed using an approved power sprayer so as to apply an adequate film over trunks, branches twigs and/or foliage.
3. The anti-desiccant shall be an emulsion that will provide a protective film over plant surfaces, permeable enough to permit transpiration.
4. Anti-desiccants shall be delivered in the containers of the manufacturer and shall be mixed according to the manufacturer's directions.

8.3.4.14 WATERING

At the time of planting, the soil around each tree shall be thoroughly saturated with water and as many times later as seasonable conditions require, but not less than once a week during the months of May through September and for the entire maintenance period.

8.3.4.15 MAINTENANCE

1. The Applicant shall maintain all planted trees and shrubs as well as all new planting areas in accordance with the plans and specifications noted in these Regulations for one (1) year after dedication and/or deeding of all properties to the Town.
2. Maintenance shall include water; weeding; cultivating; edging; control of insects, fungus and other diseases by means of spraying with an approved insecticide or fungicide; pruning; adjustment and repair of stakes, anchors and wires; repair of washouts and gullies; and other horticultural operations necessary for the proper growth of all trees, and for keeping the entire area within the R.O.W. limits, neat in appearance.

8.3.4.16 REPLACEMENT

The Applicant shall replace, in accordance with the specifications identified in these Regulations, any planted trees and plant material that are dead, or in the opinion of the Planning Board, Town Engineer and/or the Highway Superintendent, are in an unhealthy or unsightly condition, and/or have lost their natural shape due to dead branches, excessive pruning, inadequate or improper maintenance, of other causes, by the date of one (1) year after dedication and/or deeding of all properties to the Town.

8.3.4.17 SUPERVISION OF PLANTING

1. Planting of street trees and other plant materials must be under the supervision of a licensed New York State registered landscape architect or a qualified horticulturalist deemed qualified by the reviewing agency to oversee landscape installation in accordance with these Regulations.
2. Upon a request by the Planning, Engineering or Highway officials, the Applicant must supply the affidavit of the landscape architect stating that the quality, variety, size of plants and planting procedures conform to the specifications of these Regulations.

8.3.5 LANDSCAPE PLAN DESIGN REQUIREMENTS

In addition to the Landscaping section above, a Landscape [Planting] Plan for commercial, industrial and residential site plan and amended site plan applications and for subdivision applications shall incorporate the following design parameters:

1. Scale of the drawing should be within the following range: 1"=10' to 1"=50' [The landscape drawing should be of the same scale as the site plan, amended site plan, or subdivision plan.]
2. The stamp (seal) and signature of a licensed New York State registered landscape architect.
3. The correct Suffolk County Tax Map Number(s).
4. A north arrow.
5. The Zoning and any Zone District Boundary Lines that traverse the property.
6. Buffer, foundation and group plantings and any other landscape related improvements deemed necessary by the reviewing agency.
7. Proposed clearing and grading limit lines that specifically denote areas of site disturbance.
8. Any existing vegetation proposed to be retained on the subject parcel upon completion of the proposed development with specific notation "to remain undisturbed" on the plan.
9. Existing fence lines proposed for retention and any new proposed fence lines.
10. A "Landscape Legend" (and/or Plant List, Plant Schedule, Landscape Schedule, etc.) that identifies all plantings proposed for installation on the subject property to include the following information:
 - a. Botanical and common names of each landscape species proposed for planting.
 - b. Key symbol for each landscape species proposed for planting.
 - c. Quantity of each landscape species proposed for planting.
 - d. Size (caliper for deciduous trees, height for evergreen trees, and either height or spread for shrubs) and spacing of each landscape species proposed for planting.
 - e. Notes specific for proposed landscape species.
 - f. The following is an example of a typical "Landscape Legend":

KEY SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	NOTES
Ar	10	Acer rubrum 'October Glory'	October Glory Maple	3" Caliper	40' O.C.	Deciduous tree; full, well branched
Ps	35	Pinus strobes	Eastern White Pine	6-8' Ht.	7' O.C.	Evergreen tree; pyramidal, full and dense
Js	10	Juniperus sabina 'Tamariscifolia'	Tam Juniper	18-24" Sp.	3' O.C.	Low growing evergreen shrub
Fi	25	Forsythia intermedia 'Spring Glory'	Spring Glory Forsythia	3-4' Ht.	5' O.C.	Full and dense deciduous shrub
Vm	200	Vinca minor	Periwinkle	3" Ht.	6" O.C.	Ground cover plugs in flats
Zs	6	Zelkova serrata	Japanese Zelkova	3" Caliper	40' O.C.	Street tree, deciduous; full, well branched

11. Include the key symbol and quantity for each plant species proposed on the plan depicting its location.
12. Landscaping depicted on the plan should be compatible with the adjacent natural vegetation and the surrounding developed areas.
13. Plantings shall be of significant quantity and quality to increase the aesthetic appeal and add to the pleasing appearance of the subject premises as well as provide a natural screen. Hence, plantings shall limit potential adverse impacts of development on the quiet enjoyment and value of adjacent properties.

14. Landscaping shown on the plan shall be such that on-center spacing for the size plantings (whether the plant species typically grow vertically in height or horizontally in spread) being installed (be it in a hedgerow or in a grouping) allow room for growth but shall not look too sparse when installed. For example: a proposed 15-18" tall/spread plant shall be spaced no greater than 2½' on-center, an 18-24" tall/spread plant shall be spaced no greater than 3' on-center, a 24-30" tall/spread plant shall be spaced no greater than 4' on-center, a 3-4' tall/spread plant shall be spaced no greater than 5' on-center, a 4½-5' tall/spread plant shall be spaced no greater than 6' on-center, a 5-6' tall/spread plant shall be spaced no greater than 7' on-center, etc.
15. In the case of a Town required evergreen screening buffer (abutting a residential zoning district), said buffer shall consist of an assortment of acceptable evergreen varieties that are no less than six (6) to eight (8) feet in height and which are spaced no greater than seven (7) feet on-center. For buffers that are up to a ten (10) foot width, a single uninterrupted hedgerow is required. For buffers that are greater than ten (10) feet in width, a double staggered uninterrupted hedgerow is required. Plantings in one row of the double staggered hedgerow shall be staggered from plantings in the second row so as to form the corners of an equilateral triangle with seven (7) foot on-center spacing throughout. For increasing diversity and minimizing the spread of species-specific diseases within new hedgerows, several species of plants shall be used and installed on an alternating basis. When depicting evergreen screening buffers on a landscape plan, a varied assortment of nursery stock plantings for the evergreen screening vegetation shall be such that groups of the same species do not exceed more than five (5) plants before alternating. However, if there are existing hedgerows containing a healthy monoculture of evergreens, retention of these plantings are always recommended whenever possible.
16. For increasing diversity and minimizing the spread of species-specific diseases within any proposed hedgerow, several species of plants shall be used and installed on an alternating basis. A more varied assortment of nursery stock plantings shown on the Landscape Plan shall be such that groups of the same species do not exceed more than five (5) plants before alternating.
17. There shall be a six (6) foot tall wood stockade fence, with the finished side facing out, on steel posts embedded in concrete footings indicated on the plan and constructed along zoning lines between commercial/industrial and residential districts or in circumstances where such a fence is deemed appropriate by the reviewing agency. Substitution of a six (6) foot tall wood stockade fence (i.e. six (6) foot tall chain link fence fastened to steel fence posts embedded in concrete footings with wood or vinyl slats, or six (6) foot tall vinyl or PVC fencing, that forms a complete screening barrier) may be permitted by the reviewing agency. The fence substitution shall have comparable height, strength, durability, and screening capabilities upon submission of a fence detail for review and acceptability by the reviewing agency.
18. Use shallow root plantings (i.e. lawn, grasses [preferably draught tolerant grasses], ground covers [Pachysandra, Vinca species, English Ivy (shaded areas)], forsythia and small shrubs) over leaching fields.
19. Depict and note lawn areas (either installation of sod, grass seed, grass plugs or specific hydroseed mix).
20. The following general notes shall be included on the plan:
 - a. Existing vegetation shall be retained unless specified elsewhere on this plan.
 - b. Plantings, other than lawn or low ground cover, shall be placed no closer than two (2) feet from curb lines adjacent to parking stalls.
 - c. All deciduous trees shall be staked and guyed.
 - d. All root ball ties and wrapping around tree trunks shall be removed at time of planting.
 - e. All planting beds shall be weeded and have a minimum four (4) inch thick layer of wood chips.
 - f. There shall be no plant substitutions unless authorized by staff of the Planning and Environment Department.

- g. Landscaping shall be planted and maintained in compliance with the Subdivision and Site Plan Regulations.
 - h. Lower branches of street trees overhanging public sidewalks or walkways shall be pruned to allow for a seven (7) foot ground to height clearance for pedestrian movement.
 - i. Field planting of street trees and other plant materials must be under the supervision of a licensed New York State landscape architect or a qualified horticulturalist deemed qualified by the reviewing agency to oversee landscape installation in accordance with these Regulations. The Applicant must supply the Town Engineer with an affidavit from the licensed landscape architect or the qualified horticulturalist stating that the quality, variety, size of plants and planting procedures conform to the Subdivision and Site Plan Regulations of the Town of Huntington.
21. Installation of site landscaping and associated landscaping features shall comply with the parameters of Town Code § 198-74. There shall also be adequate vehicular clear-line-of-sight areas for posted traffic control signs, at ingress and egress drives, and when maneuvering within parking lots. Specific clear-line-of-sight distances that are no less restrictive than the Town Code requirements shall be determined by the reviewing agency when circumstances warrant it.
 22. When a dumpster enclosure is required per Town Code, or deemed appropriate by the reviewing agency, there shall be a minimum five (5) foot wide peripheral buffer along all sides of the enclosure, except for where it is accessed, and said buffer shall contain evergreen screening vegetation.
 23. Trees shall not be placed within easements, and major shrubs and sprinkler lines shall be avoided within easements whenever possible.
 24. To allow clearance for vehicular bumper overhangs and opening of vehicular doors without impinging vegetation, parking lot medians and end islands should be designed with peripheral landscape pavers a minimum of one and one-half (1½) foot wide off the curb line of the median or end island.
 25. General Guidelines for Street Tree Plantings:
 - a. If the subject property fronts on a State or County owned and maintained road, installation of the street trees shall be placed on the subject property and not within the roadway right-of-way.
 - b. Street trees shall be sized no less than 2½ to 3 inches in caliper when planted.
 - c. Minor street trees shall be used for areas under overhead utility lines and shall be spaced no greater than 20' to 30' on-center.
 - d. Major street trees shall be used for areas where there are no overhead utility lines or where there will be no interference with overhead utility lines and shall be spaced no greater than 40' on-center.
 - e. Street trees shall not be planted within:
 - i. twenty-five (25) feet of the point of curvature or tangency of any corner,
 - ii. twenty-five (25) feet of any street light or street sign,
 - iii. ten (10) feet of a fire hydrant,
 - iv. ten (10) feet of the edge of a driveway apron,
 - x. ten (10) feet of above or below grade utilities.
 - f. If a sidewalk exists or is proposed, minor street trees shall be used within the utility easement and planted centered between the curb and the sidewalk.
 - g. If no sidewalk exists or is proposed, trees shall be planted no less than five (5) feet behind the face of the curb.
 - h. For increasing diversity and minimizing the spread of disease, several species of trees shall be used, installed on an alternating basis.
 26. General Guidelines for Trees Planted within Parking Lot End Islands and Medians:
 - a. Select single trunk well branched and balanced trees.
 - b. Trees located within parking lot end islands and medians shall be no smaller than eight (8) to ten (10) feet in height (or 2½ to 3 inch caliper).

- c. For purposes of pedestrian safety and to avoid visual traffic obstructions, all leaders from deciduous trees located within parking lot end islands and medians shall be pruned to a height of seven (7) feet above grade.
 - d. Depending upon the species, spacing of trees located within parking lot end islands and medians can be variable; within the range of twenty (20) to thirty (30) feet on-center.
27. General Guidelines for Evergreen-Type Screening Buffer Plantings:
- a. Selected evergreen plantings can include but are not limited to the following plantings: Arborvitae, Eastern Red Cedar, White Pine, Spruces, and Firs.
 - b. Due to their susceptibility to insect infestation, do not use Japanese Black Pine, Austrian Pine or Hemlock.
 - c. Evergreen plantings shall be no less than six (6) to eight (8) feet in height.
 - d. Plant spacing shall be no greater than seven (7) feet on-center.
 - e. Plantings shall contain a mix of species (or groupings of species) to prevent the spread of disease from plant to plant.
28. General Guidelines for Ground Cover Plantings:
- a. Use three (3) to six (6) inch plugs.
 - b. Space the plugs within a range of six (6) inches on-center to one (1) foot on-center depending upon the type of ground cover planting to be used.
29. The Landscape Plan shall be coordinated with the latest Site Plan, Utility Plan, and Grading & Drainage Plan including all revisions.
30. Plantings shall be installed to reflect accepted horticultural guidelines of the National Arborist Association, the International Society of Arboriculture, the Suffolk County Cooperative Extension, or with the current Cornell Cooperative Extension recommendations for the specific applications.
31. Inspection of the site's landscaping by Town authorized personnel is required upon completion of the site development. The applicant shall request an inspection via written notification to the Planning and Environment Department office in writing. Prior to the inspection request the applicant shall supply this office with a letter from a licensed New York State registered landscape architect or a qualified horticulturalist deemed qualified by the reviewing agency to oversee landscape installation in accordance with these Regulations stating that all of the following items have been addressed:
- a. That the installation of street trees and other site landscaping were planted in the field under the supervision of a licensed New York State registered landscape architect or a qualified horticulturalist deemed qualified by the reviewing agency to oversee landscape installation in accordance with these Regulations;
 - b. That the quality, variety, size of plants and planting procedures conform to the specifications noted in these Regulations; and
 - c. That all landscaping has been installed in accordance with that depicted on the reviewing agency's approved Landscape Plan.
32. If a landscape watering system is required in the zoning district in which the project is located in [re: Town Code § 198-77C], the following 'Irrigation Note' shall be added to the landscape plan: "All landscape areas (to include all pervious buffers, parking lot medians, and end islands) shall be irrigated in accordance with Town of Huntington requirements. The Contractor is responsible for the design and proper functioning of the automatic underground irrigation system to cover all installed landscape areas. A plumbing permit, obtained from the Engineering Services Department, is required for the installation of this system".

8.4 STABILIZATION, EROSION AND SEDIMENT CONTROL

1. The applicant shall conduct operations in such a manner that transient unstable soil conditions are minimized.
2. The cause and effects of temporary instability shall not extend beyond the limits of the construction site.
3. Stabilization, erosion and sediment control shall be guided by Town Code Chapter 170.

8.4.1 PROOF OF COMPLIANCE

1. The Applicant shall submit proof of compliance with erosion control procedures approved by the Planning Board.
2. The Town Engineer must identify compliance with the approved procedures or deny the issuance of certificates of occupancy.
3. In supplying proof of compliance, the Applicant must submit a statement prepared by a landscape architect or professional engineer that he has supervised the stabilization control program and has found it to be satisfactory and in accordance with approved procedure and requirements of the Town of Huntington.

8.4.2 PLANNING OF CONTROL MEASURES

The schedule of operations shall outline the major earthwork segments of the project, their order of succession and the control and stabilization measures planned. The outline shall provide for:

1. Exposure of the smallest practical area or land to erosion vulnerability at any one time.
2. Reduction of the necessary vulnerability to the shortest practical time by permanent stabilization.
3. Temporary stabilization where permanent stabilization is not practical.
4. Mechanical retardation of the velocity and rate of run-off water from and across a non-stabilized area.
5. Trapping sediment in all run-off water.
6. Review by the Planning Board of schedules and procedures of control operations submitted in conjunction with the requests for approval of original bonds or bond extensions will be based upon the adequacy of the proposed schedule and procedures in satisfying the stabilization requirements as herein set forth.

8.4.3 MEANS OF STABILIZATION

The means of stabilization, both temporary and permanent, shall include, but not limited to those listed below:

1. Seeding
2. Seeding with Mulch
3. Seeding with Anchored Mulch
4. Seeding with Anchored Jute Mesh
5. Sodding
6. Sodding with pegs
7. Baffle boards
8. Interceptor Ditches
9. Stilling Basins
10. Sediment Traps
11. Contour Furrowing
12. Diversion Berms
13. Temporary and Permanent Pavement
14. Temporary and Permanent Drainage Structures.

The means selected for any specific area shall be consistent with the land configuration and seasonal limitations. Neither land configuration nor season will be deemed as justification for uncontrolled erosion and sedimentation. It is the responsibility of the Applicant to plan ahead and provide essential temporary measures to correct and provide for the erosion problems.

When stabilization is required it shall be performed in accordance with the New York State Standards and Specifications for Erosion and Sediment Control, latest edition.

8.4.4 MAINTENANCE

1. Maintenance of the various combinations of material and structures installed to control erosion is the most important single controllable factor in securing an effective program.
2. Maintenance is pertinent to the stabilization of disturbed slopes, or the effective use of sediment basins, ditches, dikes, etc.
3. The responsibility for maintenance is the builder's responsibility until the specific control is no longer necessary for the control of the run-off.

8.4.4.1 IRRIGATION

1. If soil moisture is deficient, supply new seeding and adequate water for plant growth until they are firmly established.
2. Irrigation is especially necessary during hot dry spells and on adverse sites.

8.4.4.2 REPAIR

1. All areas shall be regularly inspected for erosion rutting, planting failures and necessary repairs.
2. Replacement and reseeded should be made within the growing seasons and to prevent additional loss of vegetation.

8.4.4.3 LIME AND FERTILIZER

Lime stone and fertilizer shall be applied, particularly on adverse sites, under a regular maintenance program, based on soil testing to insure success of the stabilization program.

8.4.5 SUBMITTAL OF STABILIZATION CONTROL PROCEDURE FOR PLANNING BOARD APPROVAL

1. The Applicant shall submit a procedure prepared by a landscape architect or professional engineer, as applicable, indicating the planning of control measures and the specific means of stabilization that will be taken to meet the requirements of this section.
2. The Applicant shall indicate his agreement to comply with the procedures prepared by his landscape architect, or professional engineer, and to any change directed by the Planning Board.

8.4.6 SUBMITTAL OF PROOF OF COMPLIANCE

1. The Applicant shall submit to the Town Engineer the proof of compliance with procedures that were approved by the Planning Board.
2. The Town Engineer must find compliance with the approval procedures or he must provide reasons for denial of certificates of occupancy.
3. In supplying proof of compliance, the Applicant must submit to the Town Engineer a statement prepared by a landscape architect or professional engineer that he has supervised the program of stabilization control and that he has found it to be satisfactory in accordance with the approved procedure and the requirements of the Town of Huntington.

SECTION 9 – SEPARABILITY

If any clause, sentence, paragraph, section or item of these Subdivision and Site Plan Regulations of the Huntington Town Planning Board shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not impair nor invalidate the remainder hereof, but such adjudication shall be confined in its operation to the clause, sentence, paragraph, section or item directly involved in the controversy in which judgment shall have been rendered.

SECTION 10 - APPENDICES

Forms included in the appendices shall be submitted as required by the Department. Copies of the forms are attached to these appendices for purposes of reference and may change as needed to comply with updated local, state, or federal laws. Drawings, details and other documentation included in these appendices may also be revised at any time by the agency or department having jurisdiction. Consultation with the Department is recommended to obtain the most recent version of the appendices prior to their submission.

APPENDIX A – APPLICATIONS, FORMS & PERMITS

INDEX OF APPLICATIONS, FORMS & PERMITS:

1. Lot Line Change Application
2. Site Plan Pre-Application
3. Site Plan Application
4. Subdivision Pre-Application
5. Subdivision Preliminary Application
6. Subdivision Final Application
7. Transfer of Density Flow Rights Application
8. Zoning Board of Appeals Application
9. Tree Removal Permit
10. Highway Work Permit

APPENDIX A: Applications, Forms & Permits

Lot Line Change Application

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
LOT LINE CHANGE
APPLICATION REQUIREMENTS**

**Please call the Department of Planning and Environment prior to submitting a new application
(631) 351-3196**

1. Letter of Intent providing the reason for the lot line change
2. Four (4) copies of Lot Line Change Map
3. Application fee in the form of a check payable to the: Town of Huntington
4. Copy of the current filed deed(s)
5. Copy of filed deed(s) prior to 1970 for described lots
6. Zoning Board of Appeals decision with ZBA SEQRA determination, if applicable
7. Filed Covenants and Restrictions, Easements, etc., if applicable
8. Application Form, completed and signed
9. Contact Designation Form
10. Certification of Disclosure, for all owners and applicants
11. Corporate Resolution, if owned by a corporate entity (Corp., LLC, etc.)

Required forms for numbers 8, 9, and 10 are attached

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

**LOT LINE CHANGE
MAP REQUIREMENTS**

1. Title Box including application name, location, tax map numbers, filed subdivision map name (if any), map preparer's name.
2. Basic map information such as scale, north arrow, key map, date of map, surveyor's seal.
3. Site data including total lot area, zoning district, postal district, fire district, school district, and water district. If district lines cross property or touch property lines, they must be shown on map.
4. Map shall show all lots involved with the application, structures and driveways, and any site features associated with the transfer area (fence, trees, etc.).
5. ZBA decision with any conditions listed.
6. Lot lines to be removed shall be dashed; new lot lines shall be solid.
7. All lot lines, existing and proposed, shall have metes and bounds.
8. Name and address for all property owners, and applicant if different.
9. Signature lines for all property owners and the Director of Planning.
10. Note: "No lot may be subdivided or changed in any manner at any future date except by action of the Planning Board of the Town of Huntington."
11. Note: "Approval of this map does not supersede any other conditions that may be imposed by the Town of Huntington or any other governmental agency."
12. Lot Line Change Area Table as shown below:

Parcel	Existing Area	Proposed Area	Transfer Area
A	8,000 sq. ft.	9,000 sq. ft.	+ 1000 sq. ft.
B	9,000 sq. ft.	8,000 sq. ft.	- 1000 sq. ft.

**New lot lines shall be as straight as possible and should closely follow existing lot lines or site features. Curved or irregular lines may not be accepted.*

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

LOT LINE CHANGE APPLICATION

File #: _____

Lot Line Change Application Name: _____

Suffolk County Tax Map Numbers: _____

Location: _____

Filed Subdivision Name, if any: _____

ZBA Grants, if any: (ZBA #, date and variances granted) _____

	OWNER - PARCEL A	OWNER - PARCEL B
Name(s):	_____ _____	_____ _____
Address:	_____ _____ _____	_____ _____ _____
Phone:	_____	_____

	OWNER - PARCEL C	OWNER - PARCEL D
Name(s):	_____ _____	_____ _____
Address:	_____ _____ _____	_____ _____ _____
Phone:	_____	_____

MAP PREPARER/SURVEYOR: _____

Address: _____

Total Site Area:

Area of Land to be Transferred:

Zoning District:

Check Here if a Vacant Lot is Involved:

	<u>PARCEL A</u>	<u>PARCEL B</u>	<u>PARCEL C</u>	<u>PARCEL D</u>
EXISTING SIZE	_____	_____	_____	_____
PROPOSED SIZE	_____	_____	_____	_____

TOWN USE ONLY		
Date Received: _____	Receipt # _____	Fee \$250.00

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

CERTIFICATION OF DISCLOSURE

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I have an interest in an application for approval of a lot line change being made the Town of Huntington Planning Board, known as: _____
2. I reside at: _____
3. The nature of my interest in the aforesaid application is as the: _____
4. It is my understanding that the Huntington Town Board has determined that as a matter of policy there shall be a full, frank and complete disclosure of the identity of all persons having any interest, direct or indirect, in all applications for land use, including subdivision or site plan approval, of any real property in the Town, to the Huntington Town Planning Board, to ensure that no question of conflict of interest or favoritism will arise.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations that have an interest in this application, except as hereinafter set forth: (Include all officers of corporations) _____

All others listed as having an interest shall prepare their own certification of disclosure or be added as co-signers of this document. In the case of corporations, the listing of officers and signature of the president or his/her power of attorney shall suffice.

6. I further understand that if granted, the application will result in the reconfiguration of the current lots and I am in agreement with the changes that will take place.

Signature

(Print name)

Sworn to before me this

_____ day of _____, 20____

Notary Public

**RESOLUTION
OF
[CORPORATION NAME]**

WHEREAS, [CORPORATION NAME] has made an application to the Town of Huntington Planning Board for approval of the [APPLICATION NAME] [LOT LINE CHANGE/ SUBDIVISION/ SITE PLAN] for the property located at [PROPERTY ADDRESS], SCTM # [0400-]; and

WHEREAS, the corporation is desirous of obtaining the approval requested therein; and

WHEREAS, [NAME] as [PRESIDENT/ VICE PRESIDENT/ MANAGING MEMBER] of [CORPORATION NAME] is authorized to sign any and all documents related to this application, required by the Town of Huntington Planning Board; now therefore be it

RESOLVED, that [NAME] by so executing said documents, binds [CORPORATION NAME] and represents the accuracy of the contents on behalf of the corporation.

Dated:

Print name

Signature

Sworn to before me this _____ day of _____ 20_____

Notary Public

APPENDIX A: Applications, Forms & Permits

Site Plan Pre-Application

SITE PLAN PRE-APPLICATION REQUIREMENTS

THE FOLLOWING ITEMS ARE REQUIRED:

1. Letter of Intent
2. If corporation is an LLC, submit a Corporate Resolution listing owners.
3. Filing fee of \$250, in the form of cash or certified check payable to the Town of Huntington
4. Contact Designation Form – signed and dated by owner
5. FOUR (4) maps in proper size and format: 20” x 36” (Conceptual site plan requirements attached)
6. All maps / plans must be INDIVIDUALLY FOLDED with the information box in the lower right hand corner.
7. FOUR (4) Recent surveys of property (no more than 6 months old)
8. DO NOT COLLATE OR STAPLE MAPS

For office use only

SITE PLAN PRE-APPLICATION CHECK SHEET

Site Plan: _____ Date: _____

Location: _____

Tax Map #: _____

Filing Fee: **\$250** Paid by: _____ Receipt#: _____

Maps Received: _____

Present Owner: _____

Planning Approval: _____

Assigned Planner: _____

CONCEPTUALIZED SITE PLAN

A CONCEPTUALIZED SITE PLAN is required for:

- a) Non-residential applications.
- b) Residential applications with the intent of applying to the Planning Board for subdivision approval. Large maps must be individually folded with the information box in the lower right-hand corner.

CONCEPTUALIZED SITE PLAN is NOT required for area variances to dwellings in zones legally permitting dwellings or legal non-conforming dwellings. The below list is only the bare necessities for a technical review on behalf of the Zoning Board of Appeals and by no means constitutes a full site plan review. Please note that when an application is submitted to the Planning Board for full site plan review additional items will be required at that time.

1. Lot area, building lot coverage, Names of abutting streets, general boundary lines, bearings, distances, area of parcel, a tie distance to an established street intersection, a north point and notation as to a standard scale (1"=10', 1"=20', 1"=30', 1"=40' or 1"=50').
2. Zoning of the subject and abutting properties must be accurately depicted. All zone district boundary lines, must be shown.
3. Key map at a scale of no less than 1"=1000', may be included to indicate approximate location of property that is subject of the application.
4. Existing and proposed curbs, sidewalks, buildings, areas to be landscaped, utilities, fencing, free-standing signs, dumpsters, proposed parking areas, aisles and driveways, buffers and their *exact dimensions must be shown*.
5. Parking calculations based on uses (§198-47). Parking spaces to be standard 9 x 20. Handicapped spaces to be 8' x 20' with an 8' x 20' transfer area.
6. Existing and proposed building Gross Floor Area to include an area breakdown of the building's existing and proposed uses on all building levels to coincide with #5 above.
7. Loading zones, where applicable, as required pursuant to §198-54.
8. Special use permits, pursuant to §198-110(C)(3), will also require submission of a yield map.

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

**RESOLUTION
OF
[CORPORATION NAME]**

WHEREAS, [CORPORATION NAME] has made an application to the Town of Huntington Planning Board for approval of the [APPLICATION NAME] [LOT LINE CHANGE/ SUBDIVISION/ SITE PLAN] for the property located at [PROPERTY ADDRESS], SCTM # [0400-]; and

WHEREAS, the corporation is desirous of obtaining the approval requested therein; and

WHEREAS, [NAME] as [PRESIDENT/ VICE PRESIDENT/ MANAGING MEMBER] of [CORPORATION NAME] is authorized to sign any and all documents related to this application, required by the Town of Huntington Planning Board; now therefore be it

RESOLVED, that [NAME] by so executing said documents, binds [CORPORATION NAME] and represents the accuracy of the contents on behalf of the corporation.

Dated:

Print name

Signature

Sworn to before me this _____ day of _____ 20_____

Notary Public

TOWN OF HUNTINGTON

DEPARTMENT OF PLANNING AND ENVIRONMENT

LOCAL WATERFRONT REVITALIZATION PROGRAM (LWRP)

A CONSISTENCY ASSESSMENT FORM is to be completed for those projects or actions that lie with an LWRP area.

An applicant seeking a permit, license, waiver, certification or similar type of approval from any Agency or Department of the Town of Huntington for a non-excluded action, which is subject to a Town of Huntington Local Waterfront Revitalization Program (LWRP), must complete a Consistency Assessment Form and submit it along with the application for the action. This form is intended to assist the Town in determining if the proposed action is consistent with the policies and purposes of the Town's LWRP as required under Chapter 134 (Consistency Review Law) of the Town Code.

NOTE: The Agency from which you are seeking approval will assist you in determining if your proposed action is located in an area subject to an LWRP consistency review. For further assistance please call the Town Department of Maritime Services at (631) 351-3192.

Town of Huntington Department of Maritime Services

Local Waterfront Revitalization Program (LWRP)

Consistency Assessment Form

(This form is to be completed only for those actions that lie within the Town's LWRP area.)

An applicant, seeking a permit, license, waiver, certification or similar type of approval from any Agency or Department of the Town of Huntington for a non-excluded action which is subject to a Town of Huntington Local Waterfront Revitalization Program (LWRP) must complete this form and submit it to the Agency along with the application for the action. This form is intended to assist the Town in determining if the proposed action is consistent with the policies and purposes of the Town's LWRP as required under Chapter 134 (Consistency Review Law) of the Town Code. Note: The Agency from which you are seeking approval will assist you in determining if your proposed action is located in an area subject to an LWRP consistency review. For further assistance please call the Town Department of Maritime Services at (631) 351-3192.

A. Applicant

1. Name: _____
2. Address: _____
3. Telephone: () _____ Fax: () _____

B. Proposed Action

1. Brief Description of Action: _____

2. Purpose of Action: _____

3. Location of Action (street address or Tax Map #): _____

C. Local Waterfront Assessment: Check either "YES" or "NO" to each of the following questions.

Note: The numbers(s) in parentheses after each question refers to the number of the LWRP policy(s) that the question pertains to. A copy of the thirteen LWRP policies and sub-policies should be provided to the applicant along with this form.

- | <u>1. Will the proposed action <i>result</i> in any of the following:</u> | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| a. Large physical change to a site which will require the preparation of an environmental impact statement? (3,4,5,7,9)..... | ___ | ___ |
| b. Physical alteration of more than two acres of land along the shoreline, land under water, or a combination of both? (4,5,6,9,10)..... | ___ | ___ |
| c. Revitalization/redevelopment of a deteriorated or underutilized waterfront site? (1)..... | ___ | ___ |
| d. Reduction of existing or potential public access to or along coastal waters? (9)..... | ___ | ___ |
| e. Adverse effect upon the commercial or recreational use of coastal fish resources? (11)..... | ___ | ___ |
| f. Siting of a facility essential to the generation or transmission of energy? (13)..... | ___ | ___ |
| g. Mining, excavation, filling or dredging in coastal waters? (5,13)..... | ___ | ___ |
| h. Discharge of toxic/hazardous substances or other pollutants into coastal waters? (4,5,6)..... | ___ | ___ |
| i. Draining of stormwater runoff or wastewater into coastal waters? (5) | ___ | ___ |
| j. Transport, storage, treatment, or disposal of solid wastes or hazardous materials? (5,8)..... | ___ | ___ |
| k. Adverse effect upon land or water uses within the Town's harbors? (10)..... | ___ | ___ |
|
<u>2. Will the proposed action <i>affect or be located, in, on or adjacent</i> to any of the following:</u> | | |
| a. State or locally designated freshwater or tidal wetland? (6)..... | ___ | ___ |
| b. Federally designated flood and/or state designated erosion hazard area? (4)..... | ___ | ___ |
| c. State designated significant coastal fish and/or wildlife habitat? (6)..... | ___ | ___ |
| d. State designated or locally identified significant scenic resource/area (3) | ___ | ___ |
| e. State designated important agricultural lands? (12)..... | ___ | ___ |
| f. Beach, dune or barrier island? (4)..... | ___ | ___ |
| g. State County or local park? (9)..... | ___ | ___ |
| h. Historic resource listed on the National or State Register of Historic Places? (2)..... | ___ | ___ |
|
<u>3. Will the proposed action <i>require</i> any of the following:</u> | | |
| a. Waterfront site? (9,10)..... | ___ | ___ |

- b. Provision of new public services or infrastructure in undeveloped sections of the LWRP area? (1)..... — —
- c. Construction or reconstruction of a flood or erosion control structure? (4)..... — —
- d. State water quality permit or certification? (5)..... — —
- e. State air quality permit or certification? (7)..... — —

D. Additional Steps

1. If all of the questions in Section C are answered “NO” , your action or project most likely *is consistent* with the LWRP policies and sub-policies, although it will still be reviewed by the Town for LWRP consistency.
2. If any of the questions in Section C are answered “YES”, your action or project most likely *is not consistent* with the policies and purposes of the LWRP, and you are advised to consult the Town’ LWRP document and its policies/sub-policies to determine if your action is, or is not consistent (see “Note” below). In the space provided below, or on a separate sheet(s) you must provide the following assessment for each question in Section C that was answered with “YES”:
 - (a.) Identify, by policy or sub-policy number, which LWRP policies or sub-policies are affected by your project/action (policies and sub-policies numbers next to questions answered with “YES”).
 - (b.) Briefly describe and assess the effects of your project/action upon each policy or sub-policy identified in (a.) above.
 - (c.) State how the activity is consistent with (meets the requirements of) each policy or sub-policy identified in (a.) above.

Note: You may go back and modify your project/action and your application so that it is consistent with all of the LWRP policies/sub-policies. No approvals or permits will be granted/issued by the Town for projects or actions that are not consistent with the policies and purposes of the Town’s LWRP.

E. Alternate Assessment:

The Director of Maritime Services may deem a project/action to be consistent with LWRP policies and purposes and allow the issuance of a permit/approval, even if the action is not consistent with all of the individual LWRP policies and sub-policies, provided that:

- (1.) No reasonable alternative exists which would permit the action to be undertaken in a manner which will not substantially hinder the achievement of such LWRP policies and purposes.
- (2.) The action would be undertaken in a manner which would minimize all adverse effects on such LWRP policies and purposes to the maximum extent practicable.
- (3.) The action advances one or more LWRP policies and purposes
- (4.) The action will result in overriding Town, Regional or Statewide public benefit.

Note: It is the responsibility of the applicant to provide a written request to the Director of Maritime Services for a consistency determination based on the above requirements, along with an explanation/verification of how the requirements have been met.

F. Submission Requirements

A copy of this Consistency Assessment Form (CAF) must be completed and submitted to the Town Department or Agency from which you are seeking an approval or permit. Your approval or permit will not be granted/issued until your project/action is determined to be consistent with the policies and purposes of the Town’s LWRP.

G. Verification:

I certify that the information provided above is true and factual to the best of my knowledge:

Applicant/Sponsor Name: _____ Title: _____

Signature: _____ Date: _____



TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
GREEN COMMERCIAL BUILDING STANDARDS

APPLICANTS, ARCHITECTS, AND ENGINEERS SUBMITTING
COMMERCIAL AND INDUSTRIAL SITE PLANS AND AMENDED SITE PLANS
APPLICATIONS

Re: Town of Huntington Green Commercial Building Standards

Effective July 1, 2008, please be advised that any commercial and industrial site plan or amended site plan application submitted to the Town of Huntington with a proposed building gross floor area of 4,000 square feet and larger for new construction is subject to the Town's Green Commercial Building Standards.

Please see Section 197-4 of the Town Code for the Town's Green Commercial Building Standards.

The following Appendix contains the Leadership in Energy and Environmental Design (LEED) checklist that must be submitted by the applicant in order for your site plan or amended site plan to be processed. Please note that the submission must be in compliance with the Town's Green Commercial Building Standards and that the LEED checklist will be incorporated into the Building Permit application process. You may also include a worksheet addendum to provide additional information to complement the LEED checklist.

If there are any questions, please contact this office at 631-351-3196.



TOWN OF HUNTINGTON

FRANK P. PETRONE, SUPERVISOR

DEPARTMENT OF ENGINEERING SERVICES
PETER A WOLPENSINGER, DIRECTOR

Andreas Sofoklis
Building Plans Examiner
LEED AP
Green Building Compliance Official
(631) 351-3115

GREEN BUILDING WORKSHEET Required Pre-Permitting Documentation

The following information shall be submitted for review as early in the design phase as possible, in order to minimize conflicts with the designed plans and Green Building practices. The information requested below shall be submitted in a clear and legible form.

1. Proof of project registration for LEED tm certification with the USGBC "U.S. Green Building Council", to include at a minimum,
 - A. The project title
 - B. The project ID#
 - C. Project access ID#, Project city, and state
 - D. Project administrator information including email address, and phone number
 - E. Registration date
 - F. Proof of payment to the USGBC for registration of project.
2. Provide access to the "Green Building compliance official" for the registered project thru the USGBC website.
3. Provide a copy of the "Project Narrative" that was submitted to the USGBC upon registration of the project.
4. Design review documentation to indicate the measures to be used to achieve the applicable LEED tm rating, how many credits the covered project will achieve in each category and the level of LEED tm certification that will be met.
5. A copy of the "project checklist" that has been submitted to the UCGBC to indicate the credits, and prerequisites that the project will aim for.



TOWN OF HUNTINGTON

FRANK P. PETRONE, SUPERVISOR

DEPARTMENT OF ENGINEERING SERVICES
PETER A WOLPENSINGER, DIRECTOR

6. A detailed description to show how all the required prerequisites, and minimum program requirements will be met.
7. An analysis of each credit claimed.
8. General project information including site address, S.C.T.M. ID#, square footage of project, building permit description, and application ID #.
9. Information to show that "Building Commissioning" will take place, as required by Town Code section 197-4 A (2).
10. Information to show that the Minimum Program Requirements, as described by the USGBC will be met.
11. Two copies of the building plans that indicate in the general notes, and in individual detail drawings where feasible, the green building measures that will be used to obtain the applicable LEED tm rating. This requirement is in excess of any requirements to be submitted with the building permit application.
12. Two copies of a site plan to show the location of the structure, and any green building measures taken with reference to the project site, and site disturbance. This requirement is in excess of any requirements to be submitted with the building permit application.
13. A fee description sheet to indicate the square footage of the project, and the fees that will be paid in accordance with §197-4 C. (2).

Upon submission and review of the pre-permitting documentation a screening meeting shall be arranged by the Green Building Compliance official with the applicant to discuss any measures that may need to be taken or any preliminary project concerns that there may be.



DEPARTMENT OF ENGINEERING SERVICES
DIVISION OF BUILDING & HOUSING

County of Suffolk:
State of New York:

The undersigned, being duly sworn, does depose and say:

1. I am the owner, or one of the owners of record of the property identified below my signature and hereinafter referred to as "The Covered Project"
2. I have been advised that compliance with Town Code chapter 197 will need to be provided for any "covered project" as defined by chapter 197-2.
3. I have been advised of the required information that needs to be submitted to the Green Building Compliance Official for the covered project as early in the design process as possible.
4. I have received the "Green Building Work sheet", a copy of the USGBC "Minimum Program Requirements", and a copy of Town Code chapter 197. I also attest that I know that I need to comply with these requirements
5. I am submitting this affidavit in support of my application for a building permit for new construction of a covered project.
6. I am aware that I have to register the covered project with the USGBC, and am aware of the fees that have to be paid to the Town in association with Town Code chapter 197
7. I understand that a false statement or misrepresentation will result in the revocation of a building permit. Furthermore I understand that if the minimum required LEED certification is not awarded to the project that all fees paid to the Town with reference to Chapter 197 will be forfeited to the Town, as defined in Town Code Section 197-4.C (2).

Property Owner

Sworn to before me on the _____ day
of _____,

[PRINT NAME]

Notary Public
- 2 lines]

[PRINT PARCEL ADDRESS/LOCATION

[SUFFOLK COUNTY TAX MAP

NUMBER]

APPENDIX A: Applications, Forms & Permits

Site Plan Application

**APPLICATION
TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
Planning Department, Planning Board and Zoning Board of Appeals**

Site Plan Review

Filing Fee: _____ Suffolk County Tax Map #(s): 0400 - -

0400 - -

Date Received: _____ Receipt # 0400 - -

0400 - -

Subdivision Name: _____

Name of Business: _____

Street Address of Site _____

Location of Site: _____

**CHECK ONE BOX TO INDICATE
THE PRIMARY CONTACT FOR ALL CORRESPONDENCE**

- ACTION:** [] New Use
 [] Change of Use
 [] Extension of Existing Use
 [] Other _____
 [] Revision of an Approved Site Plan – Date of Approval _____

APPLICANT: _____ **APPLICANT'S INTEREST**
 Address: _____ [] Owner
 _____ [] Under contract
 _____ [] Leasee
 _____ [] Other _____
 Phone: _____ Fax: _____

OWNER OF FEE TITLE TO LAND (If other than applicant)

 Address: _____

 Phone: _____ Fax: _____

<input type="checkbox"/> SITE PLANS PREPARED BY	LANDSCAPE PLANS PREPARED BY
Company _____	Company _____
Contact: _____	Contact: _____
Address: _____	Address: _____
_____	_____
Phone: _____ Fax: _____	Phone: _____ Fax: _____

Total Land Area of Site: _____ sq. ft. _____ acres	ZONE DISTRICT: _____
LOT COVERAGE	Present Use: _____
% Building _____%	Proposed Use: _____
% Parking _____%	Gross floor area existing structure: _____ sq. ft.
% Landscaping _____%	Gross floor area proposed structure: _____ sq. ft.
Lot width at setback _____ ft.	Parking Required: _____ spaces
Front Yard depth _____ ft.	Parking Provided: _____ spaces
Rear Yard depth _____ ft.	
Side Yards _____ / _____ ft.	

Has applicant been granted a variance and/or special exception by the **Zoning Board of Appeals?** **Y / N**
 Name of Applicant: _____ Case # _____
 Date of Decision: _____ Date of Extension: _____ Expiration Date: _____
 Nature of variance / special exception: _____

Deed restrictions, easements, covenants or decisions of other governmental agencies that apply to the parcel that is the subject of this application attach explanation in full

**NO ACTION MAY BE TAKEN BY THE APPLICANT UNTIL
APPROVAL OF THE SITE DEVELOPMENT AND LANDSCAPE PLAN
IS OBTAINED FROM THE PLANNING BOARD**

APPLICANT'S AFFIDAVIT

STATE OF NEW YORK } ss:
COUNTY OF SUFFOLK

_____, being duly sworn, deposes and says, that he/she resides at _____, and that he is the owner/leasee/contract vendee/other (state), of the above property, and/or that he/she is the _____ of the _____

(corporate title)

(corporation)

which is hereby making application; that the foregoing answers are true, except where stated to be to the best of his/her/their knowledge and belief; that the applicant or his/her/their heirs, successors or assignees will, at his/her/their own expense, install the required site and off-site improvements in accordance with the requirements of the zoning district, as described in the Town Code, in which the project is located and the Planning Board Subdivision and Site Plan Regulations as well as those improvements that are required as conditions of approval of the project by the Planning Board; and that there are no existing structures or improvements on the land which are not shown on the Building and Site Development Plans; that title to the entire parcel, including all right-of-ways, have been clearly established and is/are clearly shown on said plan; that no part of the Plan infringes upon any duly filed plat which has not been abandoned both as to lots and as to roads; that he has examined all rules and regulations adopted by the Town Planning Board for the filing of Building and Site Development Plans and will comply with same; that the plans submitted and approved will not be altered or changed in any manner without the approval of the Huntington Town Planning Board; and that the actual physical improvements will be installed in strict accordance with the plans approved by the Planning Board.

Signed: _____ Applicant, this day of _____ 20__

Signed: _____ Corporate Title: _____

(Name of Corporate Officer)

Signed: _____ Owner, if different than applicant.

I, the undersigned, hereby authorize _____ to make (Company Name &/or Individual) submissions and receive notices and/or any other mailings from the Planning Board and/or Planning Department, regarding the herein applied for "site plan" approval.

Signed: _____ Title: _____

Sworn to before me this day _____ 20__;

Notary Public: _____

ITEMS TO BE SUBMITTED AT TIME OF APPLICATION

- [] FEE – Cash or Certified Check
- [] Certification of Disclosure
- [] 15 Site Development Plans
- [] 15 copies of topographic survey of existing conditions
- [] 15 Landscape Plans (Plus 2 watering plans if in District I-1 or I-2)
- [] 15 Elevation Plans
- [] 15 Floor Plans
- [] 15 Exterior Lighting Plans (if applicable)
- [] Copy of Current Deed(s). If described property, deed prior to January 1, 1970.
- [] Copy of Restrictions or Covenants (if applicable)
- [] Environmental Assessment Form
- [] Copy of Zoning Board Decision(s) (if applicable)
- [] Copy of Negative Declaration issued by any other agency that may have conducted a SEQRA review of the proposed project (if applicable)

NOTE: Depending upon location, additional plans may be required.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City Council, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <ul style="list-style-type: none"> <li data-bbox="121 829 1485 861">i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="121 892 1485 924">ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <li data-bbox="121 924 1485 955">iii. Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No 		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source.

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete):

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
- Will line extension within an existing district be necessary to serve the project? Yes No

 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:

- How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
- Describe types of new point sources. _____

- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 - If to surface waters, identify receiving water bodies or wetlands: _____

 - Will stormwater runoff flow to adjacent properties? Yes No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
- In addition to emissions as calculated in the application, the project will generate:
 - _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade to, an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p><i>i.</i> During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p><i>ii.</i> During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
---	--

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n.. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally describe proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____%

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100 year Floodplain? Yes No

k. Is the project site in the 500 year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

<p>m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____</p>	
<p>n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres</p>	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____</p>	
<p>E.3. Designated Public Resources On or Near Project Site</p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____</p>	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: _____	
<i>iii.</i> Brief description of attributes on which listing is based: _____	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

CERTIFICATION OF DISCLOSURE

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I have an interest in an application for approval of a Site Plan being made the Town of Huntington Planning Board, known as: _____
2. I reside at: _____
3. The nature of my interest in the aforesaid application is as the: _____
4. It is my understanding that the Huntington Town Board has determined that as a matter of policy there shall be a full, frank and complete disclosure of the identity of all persons having any interest, direct or indirect, in all applications for land use, including subdivision or site plan approval, of any real property in the Town, to the Huntington Town Planning Board, to ensure that no question of conflict of interest or favoritism will arise.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations that have an interest in this application, except as hereinafter set forth: (Include all officers of corporations) _____

All others listed as having an interest shall prepare their own certification of disclosure or be added as co-signers of this document. In the case of corporations, the listing of officers and signature of the president or his/her power of attorney shall suffice.

6. I further understand that if granted, the application will result in the reconfiguration of the current lots and I am in agreement with the changes that will take place.

Signature

(Print name)

Sworn to before me this

_____ day of _____, 20____

Notary Public

**RESOLUTION
OF
[CORPORATION NAME]**

WHEREAS, [CORPORATION NAME] has made an application to the Town of Huntington Planning Board for approval of the [APPLICATION NAME] [LOT LINE CHANGE/ SUBDIVISION/ SITE PLAN] for the property located at [PROPERTY ADDRESS], SCTM # [0400-]; and

WHEREAS, the corporation is desirous of obtaining the approval requested therein; and

WHEREAS, [NAME] as [PRESIDENT/ VICE PRESIDENT/ MANAGING MEMBER] of [CORPORATION NAME] is authorized to sign any and all documents related to this application, required by the Town of Huntington Planning Board; now therefore be it

RESOLVED, that [NAME] by so executing said documents, binds [CORPORATION NAME] and represents the accuracy of the contents on behalf of the corporation.

Dated:

Print name

Signature

Sworn to before me this _____ day of _____ 20_____

Notary Public

TOWN OF HUNTINGTON

DEPARTMENT OF PLANNING AND ENVIRONMENT

LOCAL WATERFRONT REVITALIZATION PROGRAM (LWRP)

A CONSISTENCY ASSESSMENT FORM is to be completed for those projects or actions that lie with an LWRP area.

An applicant seeking a permit, license, waiver, certification or similar type of approval from any Agency or Department of the Town of Huntington for a non-excluded action, which is subject to a Town of Huntington Local Waterfront Revitalization Program (LWRP), must complete a Consistency Assessment Form and submit it along with the application for the action. This form is intended to assist the Town in determining if the proposed action is consistent with the policies and purposes of the Town's LWRP as required under Chapter 134 (Consistency Review Law) of the Town Code.

NOTE: The Agency from which you are seeking approval will assist you in determining if your proposed action is located in an area subject to an LWRP consistency review. For further assistance please call the Town Department of Maritime Services at (631) 351-3192.

Town of Huntington Department of Maritime Services

Local Waterfront Revitalization Program (LWRP)

Consistency Assessment Form

(This form is to be completed only for those actions that lie within the Town's LWRP area.)

An applicant, seeking a permit, license, waiver, certification or similar type of approval from any Agency or Department of the Town of Huntington for a non-excluded action which is subject to a Town of Huntington Local Waterfront Revitalization Program (LWRP) must complete this form and submit it to the Agency along with the application for the action. This form is intended to assist the Town in determining if the proposed action is consistent with the policies and purposes of the Town's LWRP as required under Chapter 134 (Consistency Review Law) of the Town Code. Note: The Agency from which you are seeking approval will assist you in determining if your proposed action is located in an area subject to an LWRP consistency review. For further assistance please call the Town Department of Maritime Services at (631) 351-3192.

A. Applicant

1. Name: _____
2. Address: _____

3. Telephone: () _____ Fax: () _____

B. Proposed Action

1. Brief Description of Action: _____

2. Purpose of Action: _____

3. Location of Action (street address or Tax Map #): _____

C. Local Waterfront Assessment: Check either "YES" or "NO" to each of the following questions.

Note: The numbers(s) in parentheses after each question refers to the number of the LWRP policy(s) that the question pertains to. A copy of the thirteen LWRP policies and sub-policies should be provided to the applicant along with this form.

- | <u>1. Will the proposed action <i>result</i> in any of the following:</u> | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| a. Large physical change to a site which will require the preparation of an environmental impact statement? (3,4,5,7,9)..... | ___ | ___ |
| b. Physical alteration of more than two acres of land along the shoreline, land under water, or a combination of both? (4,5,6,9,10)..... | ___ | ___ |
| c. Revitalization/redevelopment of a deteriorated or underutilized waterfront site? (1)..... | ___ | ___ |
| d. Reduction of existing or potential public access to or along coastal waters? (9)..... | ___ | ___ |
| e. Adverse effect upon the commercial or recreational use of coastal fish resources? (11)..... | ___ | ___ |
| f. Siting of a facility essential to the generation or transmission of energy? (13)..... | ___ | ___ |
| g. Mining, excavation, filling or dredging in coastal waters? (5,13)..... | ___ | ___ |
| h. Discharge of toxic/hazardous substances or other pollutants into coastal waters? (4,5,6)..... | ___ | ___ |
| i. Draining of stormwater runoff or wastewater into coastal waters? (5) | ___ | ___ |
| j. Transport, storage, treatment, or disposal of solid wastes or hazardous materials? (5,8)..... | ___ | ___ |
| k. Adverse effect upon land or water uses within the Town's harbors? (10)..... | ___ | ___ |
|
<u>2. Will the proposed action <i>affect or be located, in, on or adjacent</i> to any of the following:</u> | | |
| a. State or locally designated freshwater or tidal wetland? (6)..... | ___ | ___ |
| b. Federally designated flood and/or state designated erosion hazard area? (4)..... | ___ | ___ |
| c. State designated significant coastal fish and/or wildlife habitat? (6)..... | ___ | ___ |
| d. State designated or locally identified significant scenic resource/area (3) | ___ | ___ |
| e. State designated important agricultural lands? (12)..... | ___ | ___ |
| f. Beach, dune or barrier island? (4)..... | ___ | ___ |
| g. State County or local park? (9)..... | ___ | ___ |
| h. Historic resource listed on the National or State Register of Historic Places? (2)..... | ___ | ___ |
|
<u>3. Will the proposed action <i>require</i> any of the following:</u> | | |
| a. Waterfront site? (9,10)..... | ___ | ___ |

- b. Provision of new public services or infrastructure in undeveloped sections of the LWRP area? (1)..... — —
- c. Construction or reconstruction of a flood or erosion control structure? (4)..... — —
- d. State water quality permit or certification? (5)..... — —
- e. State air quality permit or certification? (7)..... — —

D. Additional Steps

1. If all of the questions in Section C are answered “NO” , your action or project most likely *is consistent* with the LWRP policies and sub-policies, although it will still be reviewed by the Town for LWRP consistency.
2. If any of the questions in Section C are answered “YES”, your action or project most likely *is not consistent* with the policies and purposes of the LWRP, and you are advised to consult the Town’ LWRP document and its policies/sub-policies to determine if your action is, or is not consistent (see “Note” below). In the space provided below, or on a separate sheet(s) you must provide the following assessment for each question in Section C that was answered with “YES”:
 - (a.) Identify, by policy or sub-policy number, which LWRP policies or sub-policies are affected by your project/action (policies and sub-policies numbers next to questions answered with “YES”).
 - (b.) Briefly describe and assess the effects of your project/action upon each policy or sub-policy identified in (a.) above.
 - (c.) State how the activity is consistent with (meets the requirements of) each policy or sub-policy identified in (a.) above.

Note: You may go back and modify your project/action and your application so that it is consistent with all of the LWRP policies/sub-policies. No approvals or permits will be granted/issued by the Town for projects or actions that are not consistent with the policies and purposes of the Town’s LWRP.

E. Alternate Assessment:

The Director of Maritime Services may deem a project/action to be consistent with LWRP policies and purposes and allow the issuance of a permit/approval, even if the action is not consistent with all of the individual LWRP policies and sub-policies, provided that:

- (1.) No reasonable alternative exists which would permit the action to be undertaken in a manner which will not substantially hinder the achievement of such LWRP policies and purposes.
- (2.) The action would be undertaken in a manner which would minimize all adverse effects on such LWRP policies and purposes to the maximum extent practicable.
- (3.) The action advances one or more LWRP policies and purposes
- (4.) The action will result in overriding Town, Regional or Statewide public benefit.

Note: It is the responsibility of the applicant to provide a written request to the Director of Maritime Services for a consistency determination based on the above requirements, along with an explanation/ verification of how the requirements have been met.

F. Submission Requirements

A copy of this Consistency Assessment Form (CAF) must be completed and submitted to the Town Department or Agency from which you are seeking an approval or permit. Your approval or permit will not be granted/issued until your project/action is determined to be consistent with the policies and purposes of the Town’s LWRP.

G. Verification:

I certify that the information provided above is true and factual to the best of my knowledge:

Applicant/Sponsor Name: _____ Title: _____

Signature: _____ Date: _____



TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
GREEN COMMERCIAL BUILDING STANDARDS

APPLICANTS, ARCHITECTS, AND ENGINEERS SUBMITTING
COMMERCIAL AND INDUSTRIAL SITE PLANS AND AMENDED SITE PLANS
APPLICATIONS

Re: Town of Huntington Green Commercial Building Standards

Effective July 1, 2008, please be advised that any commercial and industrial site plan or amended site plan application submitted to the Town of Huntington with a proposed building gross floor area of 4,000 square feet and larger for new construction is subject to the Town's Green Commercial Building Standards.

Please see Section 197-4 of the Town Code for the Town's Green Commercial Building Standards.

The following Appendix contains the Leadership in Energy and Environmental Design (LEED) checklist that must be submitted by the applicant in order for your site plan or amended site plan to be processed. Please note that the submission must be in compliance with the Town's Green Commercial Building Standards and that the LEED checklist will be incorporated into the Building Permit application process. You may also include a worksheet addendum to provide additional information to complement the LEED checklist.

If there are any questions, please contact this office at 631-351-3196.



TOWN OF HUNTINGTON

FRANK P. PETRONE, SUPERVISOR

DEPARTMENT OF ENGINEERING SERVICES
PETER A WOLPENSINGER, DIRECTOR

Andreas Sofoklis
Building Plans Examiner
LEED AP
Green Building Compliance Official
(631) 351-3115

GREEN BUILDING WORKSHEET Required Pre-Permitting Documentation

The following information shall be submitted for review as early in the design phase as possible, in order to minimize conflicts with the designed plans and Green Building practices. The information requested below shall be submitted in a clear and legible form.

1. Proof of project registration for LEED tm certification with the USGBC "U.S. Green Building Council", to include at a minimum,
 - A. The project title
 - B. The project ID#
 - C. Project access ID#, Project city, and state
 - D. Project administrator information including email address, and phone number
 - E. Registration date
 - F. Proof of payment to the USGBC for registration of project.
2. Provide access to the "Green Building compliance official" for the registered project thru the USGBC website.
3. Provide a copy of the "Project Narrative" that was submitted to the USGBC upon registration of the project.
4. Design review documentation to indicate the measures to be used to achieve the applicable LEED tm rating, how many credits the covered project will achieve in each category and the level of LEED tm certification that will be met.
5. A copy of the "project checklist" that has been submitted to the UCGBC to indicate the credits, and prerequisites that the project will aim for.



TOWN OF HUNTINGTON

FRANK P. PETRONE, SUPERVISOR

DEPARTMENT OF ENGINEERING SERVICES
PETER A WOLPENSINGER, DIRECTOR

6. A detailed description to show how all the required prerequisites, and minimum program requirements will be met.
7. An analysis of each credit claimed.
8. General project information including site address, S.C.T.M. ID#, square footage of project, building permit description, and application ID #.
9. Information to show that "Building Commissioning" will take place, as required by Town Code section 197-4 A (2).
10. Information to show that the Minimum Program Requirements, as described by the USGBC will be met.
11. Two copies of the building plans that indicate in the general notes, and in individual detail drawings where feasible, the green building measures that will be used to obtain the applicable LEED tm rating. This requirement is in excess of any requirements to be submitted with the building permit application.
12. Two copies of a site plan to show the location of the structure, and any green building measures taken with reference to the project site, and site disturbance. This requirement is in excess of any requirements to be submitted with the building permit application.
13. A fee description sheet to indicate the square footage of the project, and the fees that will be paid in accordance with §197-4 C. (2).

Upon submission and review of the pre-permitting documentation a screening meeting shall be arranged by the Green Building Compliance official with the applicant to discuss any measures that may need to be taken or any preliminary project concerns that there may be.



DEPARTMENT OF ENGINEERING SERVICES
DIVISION OF BUILDING & HOUSING

County of Suffolk:
State of New York:

The undersigned, being duly sworn, does depose and say:

1. I am the owner, or one of the owners of record of the property identified below my signature and hereinafter referred to as "The Covered Project"
2. I have been advised that compliance with Town Code chapter 197 will need to be provided for any "covered project" as defined by chapter 197-2.
3. I have been advised of the required information that needs to be submitted to the Green Building Compliance Official for the covered project as early in the design process as possible.
4. I have received the "Green Building Work sheet", a copy of the USGBC "Minimum Program Requirements", and a copy of Town Code chapter 197. I also attest that I know that I need to comply with these requirements
5. I am submitting this affidavit in support of my application for a building permit for new construction of a covered project.
6. I am aware that I have to register the covered project with the USGBC, and am aware of the fees that have to be paid to the Town in association with Town Code chapter 197
7. I understand that a false statement or misrepresentation will result in the revocation of a building permit. Furthermore I understand that if the minimum required LEED certification is not awarded to the project that all fees paid to the Town with reference to Chapter 197 will be forfeited to the Town, as defined in Town Code Section 197-4.C (2).

Property Owner

Sworn to before me on the _____ day
of _____,

[PRINT NAME]

Notary Public
- 2 lines]

[PRINT PARCEL ADDRESS/LOCATION

NUMBER]

[SUFFOLK COUNTY TAX MAP

APPENDIX A: Applications, Forms & Permits

Subdivision Pre-Application

Town of Huntington
Department of Planning and Environment

Subdivision Pre-Application Requirements

Call for an appointment prior to submitting a new application (631) 351-3196.

- Letter of Intent briefly describing the proposed subdivision property location, zoning district, acreage, and any other pertinent property information.
- Application Fee in the form of a check payable to the Town of Huntington.
- A completed Contact Designation Form identifying the primary contact for the project.
- Current deed(s) including the property description, Liber and Page, and recorded date for each parcel.
- Deed(s) *prior to 1970* including the property description, Liber and Page, and recorded date for each parcel.
- Zoning Board of Appeal grants for each parcel, including the ZBA SEQRA determination if given. Please be aware ZBA grants expire after one (1) year unless an extension is requested. Contact the Zoning Board of Appeals for further information.
- Certificates of Occupancy and/or Letter in Lieu for each structure from the Building Department.
- Assessors card for each parcel from the Assessor's Office.
- Any other pertinent information (i.e. Covenants & Restrictions, Easements, Zone Change documentation, Health Department waivers, Historical Designation documents, etc.).
- Six (6) Proposed Subdivision Maps (24" x 36") to include:
 - * Site Data
 - * Property Topography extending 200 feet beyond lot lines
 - * Key map, scale, and north arrow
 - * All owner and applicant's names
 - * The proper licensed professional stamp/seal
 - * Resubdivision map information, *if applicable*
 - * Zoning Board of Appeals or Modifications Table, *if applicable*
- Five (5) copies of a Steep Slope Analysis to determine compliance with §198-60 – §198-65

Important Notes:

If the subdivision map is not located within a Sewer District and is not in conformance with the Suffolk County Sanitary Code, Article 6, a variance from the Suffolk County Department of Health Services or a Transfer of Flow Rights pursuant to Town Code Chapter 172 may be required prior to the Director of Planning and Environment signing the Final Map. It is the applicant's responsibility to coordinate any proposed development with the Suffolk County Department of Health Services at the earliest possible date.

For parcels that lie within the Huntington and Centerport Sewer Districts, and for parcels that are intending to apply to enter either district, contact the Department of Environmental Waste Management for more information.

A Stormwater Pollution Prevention Plan may be required in order to determine compliance with the General Code of the Town of Huntington, Chapter 170, Stormwater Management.

Following Review

If requested, you will be contacted by the Planning Department staff to arrange a Pre-Application Conference. At this time, you will receive information to help guide you through the subdivision process.

Variable Expenses (if proceeding to Preliminary Application)

- Surveyor/Engineer
- Attorney
- Public Hearing mailing notification to surrounding property owners
- Public Hearing sign(s)
- Recreation fee in lieu of park dedication
- Performance bond
- Inspection fee (9% of performance bond)
- Extension fees – to guarantee installation of improvements
- Maintenance bond
- Filing fees for Suffolk County Clerk

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

Town of Huntington Department of Maritime Services

Local Waterfront Revitalization Program (LWRP)

Consistency Assessment Form

(This form is to be completed only for those actions that lie within the Town's LWRP area.)

An applicant, seeking a permit, license, waiver, certification or similar type of approval from any Agency or Department of the Town of Huntington for a non-excluded action which is subject to a Town of Huntington Local Waterfront Revitalization Program (LWRP) must complete this form and submit it to the Agency along with the application for the action. This form is intended to assist the Town in determining if the proposed action is consistent with the policies and purposes of the Town's LWRP as required under Chapter 134 (Consistency Review Law) of the Town Code. Note: The Agency from which you are seeking approval will assist you in determining if your proposed action is located in an area subject to an LWRP consistency review. For further assistance please call the Town Department of Maritime Services at (631) 351-3192.

A. Applicant

1. Name: _____
2. Address: _____

3. Telephone: () _____ Fax: () _____

B. Proposed Action

1. Brief Description of Action: _____

2. Purpose of Action: _____

3. Location of Action (street address or Tax Map #): _____

C. Local Waterfront Assessment: Check either "YES" or "NO" to each of the following questions.

Note: The numbers(s) in parentheses after each question refers to the number of the LWRP policy(s) that the question pertains to. A copy of the thirteen LWRP policies and sub-policies should be provided to the applicant along with this form.

- | <u>1. Will the proposed action <i>result</i> in any of the following:</u> | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| a. Large physical change to a site which will require the preparation of an environmental impact statement? (3,4,5,7,9)..... | ___ | ___ |
| b. Physical alteration of more than two acres of land along the shoreline, land under water, or a combination of both? (4,5,6,9,10)..... | ___ | ___ |
| c. Revitalization/redevelopment of a deteriorated or underutilized waterfront site? (1)..... | ___ | ___ |
| d. Reduction of existing or potential public access to or along coastal waters? (9)..... | ___ | ___ |
| e. Adverse effect upon the commercial or recreational use of coastal fish resources? (11)..... | ___ | ___ |
| f. Siting of a facility essential to the generation or transmission of energy? (13)..... | ___ | ___ |
| g. Mining, excavation, filling or dredging in coastal waters? (5,13)..... | ___ | ___ |
| h. Discharge of toxic/hazardous substances or other pollutants into coastal waters? (4,5,6)..... | ___ | ___ |
| i. Draining of stormwater runoff or wastewater into coastal waters? (5) | ___ | ___ |
| j. Transport, storage, treatment, or disposal of solid wastes or hazardous materials? (5,8)..... | ___ | ___ |
| k. Adverse effect upon land or water uses within the Town's harbors? (10)..... | ___ | ___ |
|
<u>2. Will the proposed action <i>affect or be located, in, on or adjacent</i> to any of the following:</u> | | |
| a. State or locally designated freshwater or tidal wetland? (6)..... | ___ | ___ |
| b. Federally designated flood and/or state designated erosion hazard area? (4)..... | ___ | ___ |
| c. State designated significant coastal fish and/or wildlife habitat? (6)..... | ___ | ___ |
| d. State designated or locally identified significant scenic resource/area (3) | ___ | ___ |
| e. State designated important agricultural lands? (12)..... | ___ | ___ |
| f. Beach, dune or barrier island? (4)..... | ___ | ___ |
| g. State County or local park? (9)..... | ___ | ___ |
| h. Historic resource listed on the National or State Register of Historic Places? (2)..... | ___ | ___ |
|
<u>3. Will the proposed action <i>require</i> any of the following:</u> | | |
| a. Waterfront site? (9,10)..... | ___ | ___ |

- b. Provision of new public services or infrastructure in undeveloped sections of the LWRP area? (1)..... — —
- c. Construction or reconstruction of a flood or erosion control structure? (4)..... — —
- d. State water quality permit or certification? (5)..... — —
- e. State air quality permit or certification? (7)..... — —

D. Additional Steps

1. If all of the questions in Section C are answered “NO” , your action or project most likely *is consistent* with the LWRP policies and sub-policies, although it will still be reviewed by the Town for LWRP consistency.
2. If any of the questions in Section C are answered “YES”, your action or project most likely *is not consistent* with the policies and purposes of the LWRP, and you are advised to consult the Town’ LWRP document and its policies/sub-policies to determine if your action is, or is not consistent (see “Note” below). In the space provided below, or on a separate sheet(s) you must provide the following assessment for each question in Section C that was answered with “YES”:
 - (a.) Identify, by policy or sub-policy number, which LWRP policies or sub-policies are affected by your project/action (policies and sub-policies numbers next to questions answered with “YES”).
 - (b.) Briefly describe and assess the effects of your project/action upon each policy or sub-policy identified in (a.) above.
 - (c.) State how the activity is consistent with (meets the requirements of) each policy or sub-policy identified in (a.) above.

Note: You may go back and modify your project/action and your application so that it is consistent with all of the LWRP policies/sub-policies. No approvals or permits will be granted/issued by the Town for projects or actions that are not consistent with the policies and purposes of the Town’s LWRP.

E. Alternate Assessment:

The Director of Maritime Services may deem a project/action to be consistent with LWRP policies and purposes and allow the issuance of a permit/approval, even if the action is not consistent with all of the individual LWRP policies and sub-policies, provided that:

- (1.) No reasonable alternative exists which would permit the action to be undertaken in a manner which will not substantially hinder the achievement of such LWRP policies and purposes.
- (2.) The action would be undertaken in a manner which would minimize all adverse effects on such LWRP policies and purposes to the maximum extent practicable.
- (3.) The action advances one or more LWRP policies and purposes
- (4.) The action will result in overriding Town, Regional or Statewide public benefit.

Note: It is the responsibility of the applicant to provide a written request to the Director of Maritime Services for a consistency determination based on the above requirements, along with an explanation/verification of how the requirements have been met.

F. Submission Requirements

A copy of this Consistency Assessment Form (CAF) must be completed and submitted to the Town Department or Agency from which you are seeking an approval or permit. Your approval or permit will not be granted/issued until your project/action is determined to be consistent with the policies and purposes of the Town’s LWRP.

G. Verification:

I certify that the information provided above is true and factual to the best of my knowledge:

Applicant/Sponsor Name: _____ Title: _____

Signature: _____ Date: _____



APPENDIX A: Applications, Forms & Permits

Subdivision Preliminary Application

Town of Huntington
Department of Planning and Environment

Preliminary Subdivision Application Requirements

Call for an appointment prior to submitting a new application (631) 351-3196.

We will verify whether the proposed subdivision name and/or proposed road name are acceptable.

- Letter of Intent briefly describing the proposed subdivision property location, zoning district, acreage, and any other pertinent property information. If there are any persons (i.e. Attorney) to be included on the proposed application, please provide their contact information.
- Application Fee in the form of a check payable to the Town of Huntington.
- A completed Preliminary Application duly signed and notarized by all interested parties.
- A completed EAF Form, and requisite fee in the form of a check payable to the Town of Huntington.
- A completed Contact Designation Form identifying the primary contact for the project.
- A completed Certification of Disclosure for each interested party, signed and notarized.
- **IF APPLICABLE**, an Owner Affidavit and Contract Vendee Affidavit signed and notarized for each interested party, along with a copy of all Contracts of Sale and any other contract identifying an interest in the property.
- **IF APPLICABLE**, a Corporate Resolution designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc. with respect to this specific application.
- **IF APPLICABLE**, Zoning Board of Appeal grants for *each parcel*, including the ZBA SEQRA determination if given. Please be aware ZBA grants expire after one (1) year unless an extension is requested. Contact the Zoning Board of Appeals for further information.
- Certificates of Occupancy for each structure from the Building Department.
- Assessors card for each parcel from the Assessor's Office.
- Current deed(s) including the property description, Liber and Page, and recorded date for each parcel.
- Deed(s) *prior to 1970* including the property description, Liber and Page, and recorded date for each parcel.
- Any other pertinent information (i.e. Covenants & Restrictions, Easements, Zone Change documentation, Health Department waivers, Historical Designation documents, etc.).
- If Modifications are requested, submit a letter explaining how these modifications will preserve open space.
- If the subject property(s) are located within the Local Waterfront Revitalization Program (LWRP), a Consistency Assessment Form is required. Contact the Department of Maritime Services for further information.

Variable Expenses:

- Surveyor/Engineer
- Attorney
- Public Hearing mailing notification to surrounding property owners
- Public Hearing sign(s)
- Recreation fee in lieu of park dedication
- Performance bond
- Inspection fee (9% of performance bond)
- Extension fees – to guarantee installation of improvements
- Maintenance bond
- Filing fees for Suffolk County Clerk

Stapled Maps will NOT be accepted

1. **Contact the Department of Planning and Environment for the required number of Preliminary Maps.**
2. **Submit five (5) copies of a Steep Slope Analysis to determine compliance with §198-60–§198-65.**
3. **Submit five (5) copies of fully conforming Yield Maps if Modifications are proposed.**
4. **Major Subdivisions of five (5) lots or more, or any subdivision proposing a new road must submit Engineering Drawings.**
5. **All Preliminary Maps (24" x 36") must include:**
 - * Property Topography extending 200 feet beyond lot lines
 - * Test Hole data (Soil Borings)
 - * Key map, scale, and north arrow
 - * Site Data
 - * All owner and applicant's names
 - * The proper licensed professional stamp/seal
 - * Resubdivision map information, *if applicable*
 - * Zoning Board of Appeals Table, *if applicable*
 - * Modification Table, *if applicable*
 - * A Professional Engineer stamp/seal and signature is required on all Engineering Drawings and Preliminary Maps when a new roadway, recharge basin, or drainage calculations are depicted.

Important Notes:

- If the subdivision map is not located within a Sewer District and is not in conformance with the Suffolk County Sanitary Code, Article 6, a variance from the Suffolk County Department of Health Services or a Transfer of Flow Rights pursuant to Town Code Chapter 172 may be required prior to the Director of Planning and Environment signing the Final Map. It is the applicant's responsibility to coordinate any proposed development with the Suffolk County Department of Health Services at the earliest possible date. Contact the Suffolk County Department of Health Services for further information.
- For parcels that lie within the Huntington and Centerport Sewer Districts, and for parcels that are intending to apply to enter either district, contact the Department of Environmental Waste Management for more information.
- A Stormwater Pollution Prevention Plan may be required in order to determine compliance with the General Code of the Town of Huntington, Chapter 170, Stormwater Management.
- New York State allows the Planning Board to revoke Preliminary Approval unless a complete Final Application has been submitted within six (6) months from the date of Preliminary Approval.

**Town of Huntington
Department of Environmental Waste Management
Impact Fee Informational Hand-Out**

For Further Information, Contact: (631) 351-3187

The Huntington Sewer District (HSD) and Centerport Sewer District (CSD) have the authority per Huntington Town Code, Chapter 164 (*Sewer Use Management*) to impose impact fees on parcel development where such development may cause increased hydraulic and/or treatment demands on the Districts as a result of zone changes, intensification of use, or other activity resulting in an increase in the nature or quantity of sewage effluent released to the district for treatment.

For in-district parcels, a one-time impact fee shall be imposed based on current design and capacity of District facilities, in the amount of \$20.00 per gallon of sewage effluent that exceeds the allowable 'gallons per day' parcel flow allowance per Suffolk County Department of Health Services Standards or the effluent chemical characteristic standards as per Huntington Town Code, Chapter 164 (*Sewer Use Management*) with respect to the proposed usage of that parcel.

For out-of-district parcels, a one-time impact fee shall be imposed based on current design and capacity of District facilities, in the amount of \$30.00 per gallon of sewage effluent. There shall be no parcel flow allowances for out-of-district parcels as per Huntington Town Code, Chapter 164 (*Sewer Use Management*).

Example

An in-district 0.52 acre parcel has applied for a zone change from industrial to commercial. The design wastewater flow rate* based on the original zoning was 770 GPD (1,360 GPD / 0.52 = 770 GPD). A restaurant has been proposed for the parcel. A review of the design drawings for the proposed structure indicates a design wastewater flow rate of 2,520 GPD (proposed 84 seats at 30 GPD/seat = 2,520 GPD). The proposal would utilize 1,750 GPD of capacity above the original allocated capacity allowance (2,520 GPD - 770 GPD = 1,750 GPD). The imposed one-time impact fee for the proposed restaurant would be in the amount of \$35,000 (1,750 GPD x \$20 = \$35,000).

Tables 1 and 2 presented below provide design specifications for the determination of impact fees.

Table 1: Wastewater Parcel Flow Allowances

Zoning Category	Design Sewage Flow Rates
Commercial	2,800 GPD/acre
Industrial	1,360 GPD/acre
Residential	1,754 GPD/acre

Table 2: Sampling of Minimum Design Sewage Flow Rates

Structure Use	Design Sewage Flow Rate
Single Family Equivalent	300 GPD
Two Family Residence	600 GPD
Access. Apartment to a Single Family Unit	150 GPD
Apartments, Condominiums Co-Ops -	
* < 600 SF	150 GPD/unit
* > 600 SF and < 1,200 SF	225 GPD/unit
* > 1,200 SF	300 GPD/unit
Medical Office Space	0.10 GPD/SF (GFA)
Hospital	300 GPD/bed
Nursing Home	150 GPD/bed
Proprietary Home	110 GPD/bed
General Industrial Space	0.04 GPD/SF (GFA)
Non-Medical Office Space	0.06 GPD/SF (GFA)
Wet Store - Food Processing	0.15 GPD/SF (GFA)
Wet Store - Non Food	0.10 GPD/SF (GFA)
Dry Store	0.03 GPD/SF (GFA)
Market	0.05 GPD/SF (GFA)
Food Service Establishment (16 seat min.)	30 GPD/seat
Bar/Tavern/Disco	15 GPD/capita
Catering Hall	7.5 GPD/capita
Church	1.5 GPD/capita

Abbreviations

GPD - Gallons Per Day
 SF - Square Feet
 GFA - Ground Floor Area

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City Council, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>i. Coastal Resources.</p> <p><i>i.</i> Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>ii.</i> Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? Yes No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? Yes No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? Yes No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) Yes No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? Yes No

If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
- Will line extension within an existing district be necessary to serve the project? Yes No

 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:

- How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
- Describe types of new point sources. _____

- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 - If to surface waters, identify receiving water bodies or wetlands: _____

 - Will stormwater runoff flow to adjacent properties? Yes No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
- In addition to emissions as calculated in the application, the project will generate:
 - _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust):

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe:

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other):

iii. Will the proposed action require a new, or an upgrade to, an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p><i>i.</i> During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p><i>ii.</i> During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
---	--

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n.. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally describe proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No
 If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
 ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment
 iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No
 If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

 ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

 iii. Specify amount to be handled or generated _____ tons/month
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No
 If Yes: provide name and location of facility: _____

 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities:

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____%

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100 year Floodplain? Yes No

k. Is the project site in the 500 year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____ _____ _____	
n. Does the project site contain a designated significant natural community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Describe the habitat/community (composition, function, and basis for designation): _____ _____ <i>ii.</i> Source(s) of description or evaluation: _____ <i>iii.</i> Extent of community/habitat: <ul style="list-style-type: none"> • Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres 	
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <input type="checkbox"/> Yes <input type="checkbox"/> No	
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <input type="checkbox"/> Yes <input type="checkbox"/> No	
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description of how the proposed action may affect that use: _____ _____	
E.3. Designated Public Resources On or Near Project Site	
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide county plus district name/number: _____	
b. Are agricultural lands consisting of highly productive soils present? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>i.</i> If Yes: acreage(s) on project site? _____ <i>ii.</i> Source(s) of soil rating(s): _____	
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> Nature of the natural landmark: <input type="checkbox"/> Biological Community <input type="checkbox"/> Geological Feature <i>ii.</i> Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____ _____	
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <i>i.</i> CEA name: _____ <i>ii.</i> Basis for designation: _____ <i>iii.</i> Designating agency and date: _____	

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: _____	
<i>iii.</i> Brief description of attributes on which listing is based: _____	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

CERTIFICATION OF DISCLOSURE

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____ being by me duly sworn, deposes and says:

1. I have an interest in an application for approval of a **subdivision** now pending before the Town of Huntington Planning Board, entitled:

2. I reside at:

3. The nature of my interest in the aforesaid application is as follows:

- _____
4. It is my understanding that the Huntington Town Board has determined that as a matter of policy there shall be a full, frank and complete disclosure of the identity of all persons having any interest, direct or indirect, in all applications for land use including subdivision or site plan approval, of any real property in the Town, to the Huntington Town Planning Board, to insure that no question of conflict of interest or favoritism will arise.
5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations that have an interest in this application, except as hereinafter set forth: (include all officers of corporations).

All others listed as having an interest shall prepare their own certification of disclosure, or co-sign this document. In the case of corporations, the listing of officers and signature of the president or his/her power of attorney shall suffice.

6. I further understand that if granted, the application could result in the subdivision (splitting of land into smaller lots) of the site, and I am in agreement with the changes that may take place.

Signature

(Please print name)

Sworn to before me this

_____ day of _____, 20____

Notary Public

**RESOLUTION
OF
[CORPORATION NAME]**

WHEREAS, [CORPORATION NAME] has made an application to the Town of Huntington Planning Board for approval of the [APPLICATION NAME] [LOT LINE CHANGE/ SUBDIVISION/ SITE PLAN] for the property located at [PROPERTY ADDRESS], SCTM # [0400-]; and

WHEREAS, the corporation is desirous of obtaining the approval requested therein; and

WHEREAS, [NAME] as [PRESIDENT/ VICE PRESIDENT/ MANAGING MEMBER] of [CORPORATION NAME] is authorized to sign any and all documents related to this application, required by the Town of Huntington Planning Board; now therefore be it

RESOLVED, that [NAME] by so executing said documents, binds [CORPORATION NAME] and represents the accuracy of the contents on behalf of the corporation.

Dated:

Print name

Signature

Sworn to before me this _____ day of _____ 20_____

Notary Public

AFFIDAVIT OF PROPERTY OWNER(s)

All Contracts of Sale, and any other contract identifying an interest in the proposed property for review shall be submitted to the Department of Planning and Environment, along with a signed and notarized affidavit.

Print Full Name:
Project Name:
SCTM: #0400-
Address:

I/We, as owner(s) of the above-referenced property, attest to the Town of Huntington and Town Planning Board that I/we have submitted a full, true and complete copy of the Contract of Sale and/or other contract(s) evidencing other interest in the property. I/We further acknowledge and agree that the Town of Huntington and Town Planning Board are relying on these representations as an inducement to accept the above application for filing.

I/We further acknowledge that the Town of Huntington and/or Town Planning Board may submit a copy of this affidavit in any proceeding seeking to enforce any code, ordinance or regulation where it is alleged that I/we have breached a material representation made herein.

I/We have read this affidavit, had the opportunity to review it, and have retained a copy. I/We understand that the original affidavit will be made a part of the permanent record of the application submitted.

Print Full Name

Print Full Name

Signature

Signature

Date

Date

Sworn to me this _____ day

of _____, 20_____

Notary Public

AFFIDAVIT OF CONTRACT VENDEE OR OTHER PERSON HAVING AN INTEREST

All Contracts of Sale, and any other contract identifying an interest in the proposed property for review shall be submitted to the Department of Planning and Environment, along with a signed and notarized affidavit.

Print Full Name:
Project Name:
SCTM: #0400-
Address:

I/We, as either the Contract Vendee or other interested party _____ of the above-referenced property, attest to the Town of Huntington and Town Planning Board that I/we have submitted a full, true and complete copy of the Contract of Sale and/or other contract(s) evidencing my/our interest in the property. I/We further acknowledge and agree that the Town of Huntington and Town Planning Board are relying on these representations as an inducement to accept the above application for filing.

I/We further acknowledge that the Town of Huntington and/or Town Planning Board may submit a copy of this affidavit in any proceeding seeking to enforce any code, ordinance or regulation where it is alleged that I/we have breached a material representation made herein.

I/We have read this affidavit, had the opportunity to review it, and have retained a copy. I/We understand that the original affidavit will be made a part of the permanent record of the application submitted.

Print Full Name

Print Full Name

Signature

Signature

Date

Date

Sworn to me this _____ day

of _____, 20_____

Notary Public

Town of Huntington Department of Maritime Services

Local Waterfront Revitalization Program (LWRP)

Consistency Assessment Form

(This form is to be completed only for those actions that lie within the Town's LWRP area.)

An applicant, seeking a permit, license, waiver, certification or similar type of approval from any Agency or Department of the Town of Huntington for a non-excluded action which is subject to a Town of Huntington Local Waterfront Revitalization Program (LWRP) must complete this form and submit it to the Agency along with the application for the action. This form is intended to assist the Town in determining if the proposed action is consistent with the policies and purposes of the Town's LWRP as required under Chapter 134 (Consistency Review Law) of the Town Code. Note: The Agency from which you are seeking approval will assist you in determining if your proposed action is located in an area subject to an LWRP consistency review. For further assistance please call the Town Department of Maritime Services at (631) 351-3192.

A. Applicant

- 1. Name: _____
- 2. Address: _____
- 3. Telephone: () _____ Fax: () _____

B. Proposed Action

- 1. Brief Description of Action: _____
- 2. Purpose of Action: _____
- 3. Location of Action (street address or Tax Map #): _____

C. Local Waterfront Assessment: Check either "YES" or "NO" to each of the following questions.

Note: The numbers(s) in parentheses after each question refers to the number of the LWRP policy(s) that the question pertains to. A copy of the thirteen LWRP policies and sub-policies should be provided to the applicant along with this form.

- | <u>1. Will the proposed action result in any of the following:</u> | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| a. Large physical change to a site which will require the preparation of an environmental impact statement? (3,4,5,7,9)..... | ___ | ___ |
| b. Physical alteration of more than two acres of land along the shoreline, land under water, or a combination of both? (4,5,6,9,10)..... | ___ | ___ |
| c. Revitalization/redevelopment of a deteriorated or underutilized waterfront site? (1)..... | ___ | ___ |
| d. Reduction of existing or potential public access to or along coastal waters? (9)..... | ___ | ___ |
| e. Adverse effect upon the commercial or recreational use of coastal fish resources? (11)..... | ___ | ___ |
| f. Siting of a facility essential to the generation or transmission of energy? (13)..... | ___ | ___ |
| g. Mining, excavation, filling or dredging in coastal waters? (5,13)..... | ___ | ___ |
| h. Discharge of toxic/hazardous substances or other pollutants into coastal waters? (4,5,6)..... | ___ | ___ |
| i. Draining of stormwater runoff or wastewater into coastal waters? (5) | ___ | ___ |
| j. Transport, storage, treatment, or disposal of solid wastes or hazardous materials? (5,8)..... | ___ | ___ |
| k. Adverse effect upon land or water uses within the Town's harbors? (10)..... | ___ | ___ |
| <u>2. Will the proposed action affect or be located, in, on or adjacent to any of the following:</u> | | |
| a. State or locally designated freshwater or tidal wetland? (6)..... | ___ | ___ |
| b. Federally designated flood and/or state designated erosion hazard area? (4)..... | ___ | ___ |
| c. State designated significant coastal fish and/or wildlife habitat? (6)..... | ___ | ___ |
| d. State designated or locally identified significant scenic resource/area (3) | ___ | ___ |
| e. State designated important agricultural lands? (12)..... | ___ | ___ |
| f. Beach, dune or barrier island? (4)..... | ___ | ___ |
| g. State County or local park? (9)..... | ___ | ___ |
| h. Historic resource listed on the National or State Register of Historic Places? (2)..... | ___ | ___ |
| <u>3. Will the proposed action require any of the following:</u> | | |
| a. Waterfront site? (9,10)..... | ___ | ___ |

- b. Provision of new public services or infrastructure in undeveloped sections of the LWRP area? (1)..... — —
- c. Construction or reconstruction of a flood or erosion control structure? (4)..... — —
- d. State water quality permit or certification? (5)..... — —
- e. State air quality permit or certification? (7)..... — —

D. Additional Steps

1. If all of the questions in Section C are answered “NO” , your action or project most likely *is consistent* with the LWRP policies and sub-policies, although it will still be reviewed by the Town for LWRP consistency.
2. If any of the questions in Section C are answered “YES”, your action or project most likely *is not consistent* with the policies and purposes of the LWRP, and you are advised to consult the Town’ LWRP document and its policies/sub-policies to determine if your action is, or is not consistent (see “Note” below). In the space provided below, or on a separate sheet(s) you must provide the following assessment for each question in Section C that was answered with “YES”:
 - (a.) Identify, by policy or sub-policy number, which LWRP policies or sub-policies are affected by your project/action (policies and sub-policies numbers next to questions answered with “YES”).
 - (b.) Briefly describe and assess the effects of your project/action upon each policy or sub-policy identified in (a.) above.
 - (c.) State how the activity is consistent with (meets the requirements of) each policy or sub-policy identified in (a.) above.

Note: You may go back and modify your project/action and your application so that it is consistent with all of the LWRP policies/sub-policies. No approvals or permits will be granted/issued by the Town for projects or actions that are not consistent with the policies and purposes of the Town’s LWRP.

E. Alternate Assessment:

The Director of Maritime Services may deem a project/action to be consistent with LWRP policies and purposes and allow the issuance of a permit/approval, even if the action is not consistent with all of the individual LWRP policies and sub-policies, provided that:

- (1.) No reasonable alternative exists which would permit the action to be undertaken in a manner which will not substantially hinder the achievement of such LWRP policies and purposes.
- (2.) The action would be undertaken in a manner which would minimize all adverse effects on such LWRP policies and purposes to the maximum extent practicable.
- (3.) The action advances one or more LWRP policies and purposes
- (4.) The action will result in overriding Town, Regional or Statewide public benefit.

Note: It is the responsibility of the applicant to provide a written request to the Director of Maritime Services for a consistency determination based on the above requirements, along with an explanation/ verification of how the requirements have been met.

F. Submission Requirements

A copy of this Consistency Assessment Form (CAF) must be completed and submitted to the Town Department or Agency from which you are seeking an approval or permit. Your approval or permit will not be granted/issued until your project/action is determined to be consistent with the policies and purposes of the Town’s LWRP.

G. Verification:

I certify that the information provided above is true and factual to the best of my knowledge:

Applicant/Sponsor Name: _____ Title: _____

Signature: _____ Date: _____



APPENDIX A: Applications, Forms & Permits

Subdivision Final Application

Town of Huntington
Department of Planning and Environment

Final Subdivision Application Requirements

- Application Fee in the form of a check payable to the Town of Huntington.
- A completed **Final Application** duly signed and notarized by all interested parties.
- **IF APPLICABLE**, a **Corporate Resolution** designating the name of the individual(s) authorized to represent and sign for the corporation, company, etc. with respect to this specific application.
- **IF APPLICABLE**, an **Owner Affidavit** and **Contract Vendee Affidavit**, signed and notarized for each interested party, along with a copy of all Contracts of Sale and any other contract identifying an interest in the property.
- If the ownership has changed, submit a recorded deed reflecting the new ownership, Certification of Disclosure, Contact Designation Form and revised Assessor's Card(s).
- A copy of the Preliminary Approval Resolution.
- EAF Part III fee, if required.
- Letter requesting a waiver of the final public hearing, if so desired.
- Schedule of Operations, with applicant's name printed, and signed and dated, for all Major Subdivisions.

Required Maps (Stapled Maps will NOT be accepted):

- Minor Subdivisions (4 lots and under): 10 Final Maps and Revised Preliminary Maps if required
- Major Subdivisions (5 lots and over) or any subdivision proposing a new road: 7 sets of Engineering Drawings and 10 Final Maps

Important Notes:

- If the subdivision map is not located within a Sewer District and is not in conformance with the Suffolk County Sanitary Code, Article 6, a variance from the Suffolk County Department of Health Services or a Transfer of Flow Rights pursuant to Town Code Chapter 172 may be required prior to the Director of Planning and Environment signing the Final Map. It is the applicant's responsibility to coordinate any proposed development with the Suffolk County Department of Health Services at the earliest possible date. Contact the Suffolk County Department of Health Services for further information.
- For parcels that lie within the Huntington and Centerport Sewer Districts, and for parcels that are intending to apply to enter either district, contact the Department of Environmental Waste Management for more information.
- A Stormwater Pollution Prevention Plan may be required in order to determine compliance with the General Code of the Town of Huntington, Chapter 170, Stormwater Management.
- New York State allows the Planning Board to revoke Preliminary Approval unless a complete Final Application has been submitted within six (6) months from the date of Preliminary Approval.

Variable Expenses:

- Surveyor/Engineer
- Attorney
- Public Hearing mailing notification to surrounding property owners
- Public Hearing sign(s)
- Recreation fee in lieu of park dedication
- Performance bond
- Inspection fee (9% of performance bond)
- Extension fees – to guarantee installation of improvements
- Maintenance bond
- Filing fees for Suffolk County Clerk

HUNTINGTOWN TOWN PLANNING BOARD
TOWN OF HUNTINGTON, SUFFOLK COUNTY, NEW YORK

OFFICIAL APPLICATION FOR CONDITIONAL FINAL APPROVAL

Date: _____ Suffolk County Tax Map No. 0400-_____

Date of Public Hearing: _____ Date of Waiver: _____ Contact: _____

Subdivision Name: _____ Fee: \$ _____ Receipt # _____

Amount of Mortgage: _____ Note: Complete the MORTGAGEE'S AFFIDAVIT on reverse side.

Fee Title Owner(s) of Land: _____

Address of Owner (s) _____ Phone: _____

Fax#: _____

Applicant Under Contract to Purchase: _____

Applicant's Address: _____ Phone: _____

Fax#: _____

Map Prepared by: _____ Phone: _____

Fax#: _____

I hereby certify that this is a subdivision of ____ acres ____ lots, located in the hamlet of _____ in the Town of Huntington.

Bounded on the north by: _____

Bounded on the east by: _____

Bounded on the south by: _____

Bounded on the west by: _____

Tie Distance: _____

If there has been, to the best of the applicant's knowledge, any Zoning Board of Appeals Grants/Denials, please indicate the ZBA variances, if any. Application #: _____, Decision Date: _____, ZBA Negative Declaration (if applicable): _____. Please attach a copy of any ZBA decision(s) regarding the subject property that you, the applicant, are aware of.

If any of the lot(s) on the subject map require modification(s) of the zoning requirements, then I/we, the applicant(s) herein, hereby request that the Planning Board consider, pursuant to Section 281 of the New York State Town Law, the following list of Modifications as they apply to this application: (If more room is needed, attach a separate sheet).

TABLE OF MODIFICATIONS

Lot #	Lot Area	Lot Width at Required Setback	Established Setback	Front Yard Setback	Corner Lot Setback	Side Yard Setback	Rear Yard Setback

DEVELOPER'S AFFIDAVIT:

STATE OF NEW YORK } ss:
COUNTY OF SUFFOLK }

(Signature of Developer)

being sworn deposes and says that he/she resides at:

(Address)

that he/she is the owner and that the foregoing answers are true to the best of his/her knowledge and belief, and that all rules and regulations adopted by the Huntington Town Planning Board for the filing of subdivision will be complied with.

SIGNED BY OWNER (S):

NOTARY PUBLIC:

Sworn to be this _____ day of _____ (month), in the year _____.

_____, Notary Public

Revised October 27, 2004

DEVELOPER'S AFFIDAVIT:

STATE OF NEW YORK } ss:
COUNTY OF SUFFOLK }

(Signature of Developer)

being duly sworn deposes and says that he/she resides at:

(Address)

that he/she is the owner and that the foregoing answers are true to the best of his/her knowledge and belief, and that all rules and regulations adopted by the Huntington Town Planning Board for the filing of the subdivision be complied with.

SIGNED BY APPLICANT:

NOTARY PUBLIC:

Sworn to before me this ___ day of _____ (month), in the year _____.

_____, Notary Public

Applicant's Assignment of Authority to act on requests made by the Town of Huntington on his/her behalf:

I, the Applicant, hereby assign the firm of _____, and/or the individual person known as _____, to receive all mailing and make all decisions on my behalf regarding this application.

(Print Firm Name)
(Print Individual's Name)

(Signature of Applicant)

MORTGAGEE'S AFFADAVIT

STATE OF NEW YORK } SS:
COUNTY OF SUFFOLK }

I, _____, being duly sworn deposes and says that he/she does business from _____, in the State of _____; and that he/she holds a Mortgage on all or part of the land within the boundaries of the proposed subdivision known as _____, in the amount of _____ and that he/she consents to the filing of a subdivision plat for above mentioned property.

Signed: _____, Mortgagee

NOTARY PUBLIC

Sworn to me this _____ day of _____, 20 _____.

_____, Notary Public

NO ACTION MAY BE TAKEN REGARDING CONSTRUCTION ON THE SUBJECT PROPERTY BY THE DEVELOPER UNTIL AFTER FILING OF THE FINAL PLAT WITH THE SUFFOLK COUNTY CLERK'S OFFICE.

Conditional Final Approval is valid only for 180 days. Two (2) ninety-day extensions of filing time are permitted that, in effect, results in a period of one (1) year in which the applicant can file the map in question. The applicant must request the extensions of filing time and the Planning Board must approve them, they are not automatic.

If the above filing procedures are not complies with, the map is null and void.

HUNTINGTON TOWN PLANNING BOARD (To be filled in by the Planning Department Staff)
CONDITIONAL FINAL APPROVAL/DENIAL
Date of Approval/Denial:
Signature: _____
Date: _____

TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT
CONTACT DESIGNATION FORM

I, _____, hereby authorize the following person to be the contact for
Owners Name

the application listed below, and as such, he/she is hereby designated to receive all correspondence for the
application known as:

_____ **Project Name**

_____ Contact's Name

_____ Company Name

_____ Street Address

_____ City State Zip Code

The contact listed above can be reached as follows:

Office #: _____

Cell #: _____

Fax #: _____

Email: _____

Owners Signature: _____

Date: _____

Please be advised, that by signing this Contact Designation Form, the contact listed above will continue to receive all correspondence from this office until a new form is submitted to the Department of Planning and Environment.

CERTIFICATION OF DISCLOSURE

STATE OF NEW YORK)
COUNTY OF SUFFOLK) SS.:

_____ being by me duly sworn, deposes and says:

1. I have an interest in an application for approval of a **subdivision** now pending before the Town of Huntington Planning Board, entitled:

2. I reside at:

3. The nature of my interest in the aforesaid application is as follows:

4. It is my understanding that the Huntington Town Board has determined that as a matter of policy there shall be a full, frank and complete disclosure of the identity of all persons having any interest, direct or indirect, in all applications for land use including subdivision or site plan approval, of any real property in the Town, to the Huntington Town Planning Board, to insure that no question of conflict of interest or favoritism will arise.

5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations that have an interest in this application, except as hereinafter set forth: (include all officers of corporations).

All others listed as having an interest shall prepare their own certification of disclosure, or co-sign this document. In the case of corporations, the listing of officers and signature of the president or his/her power of attorney shall suffice.

6. I further understand that if granted, the application could result in the subdivision (splitting of land into smaller lots) of the site, and I am in agreement with the changes that may take place.

Signature

(Please print name)

Sworn to before me this

_____ day of _____, 20____

Notary Public

**RESOLUTION
OF
[CORPORATION NAME]**

WHEREAS, [CORPORATION NAME] has made an application to the Town of Huntington Planning Board for approval of the [APPLICATION NAME] [LOT LINE CHANGE/ SUBDIVISION/ SITE PLAN] for the property located at [PROPERTY ADDRESS], SCTM # [0400-]; and

WHEREAS, the corporation is desirous of obtaining the approval requested therein; and

WHEREAS, [NAME] as [PRESIDENT/ VICE PRESIDENT/ MANAGING MEMBER] of [CORPORATION NAME] is authorized to sign any and all documents related to this application, required by the Town of Huntington Planning Board; now therefore be it

RESOLVED, that [NAME] by so executing said documents, binds [CORPORATION NAME] and represents the accuracy of the contents on behalf of the corporation.

Dated:

Print name

Signature

Sworn to before me this _____ day of _____ 20_____

Notary Public

AFFIDAVIT OF PROPERTY OWNER(s)

All Contracts of Sale, and any other contract identifying an interest in the proposed property for review shall be submitted to the Department of Planning and Environment, along with a signed and notarized affidavit.

Print Full Name:
Project Name:
SCTM: #0400-
Address:

I/We, as owner(s) of the above-referenced property, attest to the Town of Huntington and Town Planning Board that I/we have submitted a full, true and complete copy of the Contract of Sale and/or other contract(s) evidencing other interest in the property. I/We further acknowledge and agree that the Town of Huntington and Town Planning Board are relying on these representations as an inducement to accept the above application for filing.

I/We further acknowledge that the Town of Huntington and/or Town Planning Board may submit a copy of this affidavit in any proceeding seeking to enforce any code, ordinance or regulation where it is alleged that I/we have breached a material representation made herein.

I/We have read this affidavit, had the opportunity to review it, and have retained a copy. I/We understand that the original affidavit will be made a part of the permanent record of the application submitted.

Print Full Name

Print Full Name

Signature

Signature

Date

Date

Sworn to me this _____ day

of _____, 20_____

Notary Public

AFFIDAVIT OF CONTRACT VENDEE OR OTHER PERSON HAVING AN INTEREST

All Contracts of Sale, and any other contract identifying an interest in the proposed property for review shall be submitted to the Department of Planning and Environment, along with a signed and notarized affidavit.

Print Full Name:
Project Name:
SCTM: #0400-
Address:

I/We, as either the Contract Vendee or other interested party _____ of the above-referenced property, attest to the Town of Huntington and Town Planning Board that I/we have submitted a full, true and complete copy of the Contract of Sale and/or other contract(s) evidencing my/our interest in the property. I/We further acknowledge and agree that the Town of Huntington and Town Planning Board are relying on these representations as an inducement to accept the above application for filing.

I/We further acknowledge that the Town of Huntington and/or Town Planning Board may submit a copy of this affidavit in any proceeding seeking to enforce any code, ordinance or regulation where it is alleged that I/we have breached a material representation made herein.

I/We have read this affidavit, had the opportunity to review it, and have retained a copy. I/We understand that the original affidavit will be made a part of the permanent record of the application submitted.

Print Full Name

Print Full Name

Signature

Signature

Date

Date

Sworn to me this _____ day

of _____, 20_____

Notary Public

APPENDIX A: Applications, Forms & Permits

Transfer of Density Flow Rights Application

**TOWN OF HUNTINGTON
TRANSFER OF DENSITY FLOW RIGHTS (TDFR)
ADMINISTRATIVE PROGRAM**

Chapter 172 (Land Conservation), Article I (Transfer of Density Flow Rights) of Town Code enables implementation of a Transfer of Density Flow Rights (TDFR) Program to preserve open space by restoring the density permitted by existing zoning on properties affected by the Suffolk County Sanitary Code.

The TDFR Program contains criteria and review processes for Planning Board administration of private party transfers of privately-held density flow rights and public benefit distribution of publicly-held density flow rights. It identifies the preferred characteristics of potential sending and receiving sites. It defines a three tiered application review that involves a Letter of Interpretation, Density Flow Rights Certificate, and Redemption/Transfer Authorization/Registry. The proposed TDFR Program will enable some development in accordance with existing zoning classifications and consistent with SCDHS Transfer of Development Rights Standards on a receiving property, while conserving a sending site as natural open space. An overview/outline of the administrative program defined in Chapter 172 follows.

3 Major Components administered by the Planning Board/Dept. of Planning & Environment

Letter of Interpretation (LOI)
Density Flow Rights Certificate (DFRC)
Redemption/Transfer Authorization/Registry

Private Party Transfers (Consistency review – 60 days to LOI)

A. Letter of Interpretation (Sending site review)

1. Application is made for LOI from Planning Board through Dept. of Planning & Environment to determine potential rights to transfer – decide if application is complete
2. Staff review ensues (up to 60 days)
 - a. determine if application follows rules for TDFR
 - b. establish if SEQRA review is required
 - c. verify quantity of flow rights/credit for transfer
 - d. review and photo document site in the field
 - e. submit draft flow rights yield determination to SCDHS for verification
 - f. prepare recommendation to Planning Board (support or not)
3. Planning Board considers staff report and requests additional information or renders decision by resolution that approves a specific LOI (with or without conditions).
4. Director of Planning and Environment transmits LOI* to applicant.
5. Property owner has 30 days from date of LOI to appeal allocation.

*LOI expires two years following issuance, but is tolled by any pending Town application review. There is no obligation to proceed with transfer.

B. Density Flow Rights Certificate (DFRC)

1. Application is made for DFRC to strip rights from land (sending area).
2. As statutory requirements are met (e.g., filing of deed or conservation easement to secure open space at sending site), Planning Board issues density flow rights certificate.

C. Redemption/Transfer authorization (Receiving site review)

1. Request is made to redeem flow rights/authorize transfer to receiving area.
2. Planning Board approves by resolution.
3. Transfer is registered with Dept. of Planning and Environment and SCDHS.

*The above components may be considered simultaneously if there is a requested direct transfer.

Public Benefit Transfers (Consistency & Benevolence review – 120+ days)

- A. 1. Application is made for LOI from Planning Board through Dept. of Planning & Environment – decide if application is complete.
2. Staff review ensues (up to 60 days)
 - a. determine if application follows rules for TDFR and criteria for public benefit transfers
 - b. establish if SEQRA review is required
 - c. verify quantity of flow rights/credit for transfer
 - d. review and photo document site in the field
 - e. submit draft flow rights yield determination to SCDHS for verification
 - f. confirm that purpose is compatible with public benefit criteria and Comprehensive Plan goals
 - g. prepare recommendation to Planning Board (support or not)
3. Planning Board considers staff report and, if feasible, refers/ recommends application by resolution to the Town Board (up to 60 days).
4. Town Board determines whether to allow public benefit credits to be used.
5. If affirmative resolution is adopted, Planning Board orders certified independent appraisal and considers quantifiable benefits (dollar for dollar offsets) of proposed project.
6. Planning Board submits recommended fee to Town Board for review and determination.
7. Once Town Board affirms fee, Director of Planning and Environment issues the LOI** specifying the fee and stating value of rights and associated offsets that are a condition of the LOI.

**LOI expires two years following issuance, but may be extended for two-year periods at Planning Board discretion not more than twice. After 6 years the density flow rights can be availed to another public benefit project.

B. Density Flow Rights Certificate

1. Application is made for DFRC to transfer rights to a specified site.
2. As statutory requirements are met, particularly payment/guarantee (on terms acceptable to the Town Attorney) of required fee to Density Rights Bank, Planning Board issues density flow rights certificate.

C. Redemption/Transfer authorization (Receiving site review)

1. Request is made to redeem flow rights/authorize transfer.
 2. Planning Board approves by resolution.
 3. Transfer is registered with Dept. of Planning and Environment and SCDHS; Assessor & Engineering Dept are notified.
-

**Town of Huntington Department of Planning and Environment
Transfer of Density Flow Rights Application Form for
Private Party Transfer**

Applicant _____

Application TDFR# _____

This form should be completed and submitted with required materials identified in Section 3. Add comments or explanations in Section 4 and on attached pages, as necessary. Prepare a separate section 1 or 2 for each individual tax parcel.

Section 1 – Receiving Parcel Information			
Identify all parcels on which density flow rights are to be received. Pursuant to §172-7A(5) flow credits shall not be received on property: individually-listed or within a district listed on the National Register of Historic Places or designated by the Town Board, unless the transfer is protective of the historic resource; lots with an average slope greater than or equal to 10%; golf courses; property located within a sewer district or approved for connection to a sewage treatment facility; environmentally sensitive sites or sites with features that would be compromised by added density.			
1	Suffolk County Tax Map Identification 0400 - Section _____ - Block _____ - Lot _____		
2	Indicate the name of the street fronting the parcel		
3	Indicate the hamlet where the property is located (e.g., East Northport, Greenlawn).		
4	Indicate the area of the parcel in square feet.		
5	Indicate whether the proposed receiving parcel use will be residential, commercial or industrial.		
6	Indicate the Town zoning classification of the property.		
7	Indicate if the parcel is in conformance with Town zoning requirements. If no, explain.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8	Indicate the groundwater management zone in which the property is located [see map].	I <input type="checkbox"/> II <input type="checkbox"/> VIII <input type="checkbox"/>	
9	Indicate if public water service is presently available to the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10	Indicate if public sewers are available to the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11	Indicate depth to groundwater below existing grade for the parcel.	Feet	
12	Indicate if there are any designated fresh or tidal wetlands or surface water located on the parcel. If yes, indicate the extent of the wetlands or surface water and regulated area on the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13	Indicate if parcel contains slopes with a grade of 10% or greater.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14	Is the sending site presently part of any application pending before or approved by the Planning Board, Town Board, Zoning Board of Appeals or Building Department? If yes, specify.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15	Has a yield study or site plan been approved by the Planning Board for the sending site? If yes, specify.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 2 – Sending Parcel Information

Identify all parcels from which density flow rights are to be sent. Pursuant to §172-7A(5) flow credits shall not be sent from property: from which rights were purchased or transferred; encumbered by easements, rights of way, or other encumbrances of record, unless extinguished prior to transfer; improved with buildings or other improvements; that is held privately and designated as buffer, park set-aside or open space per Town Code or by requirement or condition of a Town board; or located in a sewer district or approved for connection to a sewage treatment facility.

1	Suffolk County Tax Map Identification 0400 - Section _____ - Block _____ - Lot _____		
2	Indicate the name of the street fronting the parcel		
3	Indicate the hamlet where the property is located		
4	Indicate the area of the parcel in square feet		
5	Indicate whether the proposed receiving parcel use will be residential, commercial or industrial.		
6	Indicate the Town zoning classification of the property		
7	Indicate the groundwater management zone in which the property is located [see map]	I <input type="checkbox"/> II <input type="checkbox"/> VIII <input type="checkbox"/>	
8	Indicate if the parcel is in conformance with Town zoning requirements. If no, explain below.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	Indicate if the parcel is located in a Special Groundwater protection Area.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10	Indicate if public water service is presently available to the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11	Indicate if public sewers are available to the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12	Indicate depth to groundwater below existing grade for the parcel.	Feet	
13	Indicate if there are any designated fresh or tidal wetlands or surface water located on the parcel. If yes, indicate the extent of the wetlands or surface water and regulated area on the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14	Indicate if parcel contains slopes with a grade of 10% or greater.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15	Indicate if the parcel is vacant. If no, submit a survey showing all structures, sewage disposal systems, water supply facilities, and indicate the sewage discharges (GPD) based on design flows.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
16	Indicate the method of guaranteeing that the sending parcel will not be developed. <ul style="list-style-type: none"> <input type="checkbox"/> Donation to a government agency or environmental group* <input type="checkbox"/> Combination of the sending parcel with an adjoining parcel* <input type="checkbox"/> Conservation easement inuring to: _____ <input type="checkbox"/> Declaration of Covenant and Restriction <input type="checkbox"/> Other 		
*Attach a letter of acceptance from the entity accepting the property and/or specify agency to be designated for monitoring/enforcement.			

Section 3 – Instructions for Transfer of Density Flow Rights Application Form		
1	Complete the items in Sections 1 and 2 to request simultaneous sending and receiving parcel/transfer consideration (Letter of Interpretation and Density Flow Rights Certificate). Complete only Section 2 to request Letter of Interpretation. Attach additional sections (pages) for each additional sending or receiving parcel.	
2	Submit a recent survey of the parcels showing all improvements that currently exist.	
3	Submit a copy of the appropriate SC tax map, depicting the sending parcel(s).	
4	Submit a copy of the most recent deed(s), indicating the present owner, and a legal description for the property under consideration as sending parcel(s).	
5	Submit the latest deed and covenants search for the sending parcel(s).	
6	Submit a copy of the most recent tax bill.	
7	Submit an Environmental Assessment Form, Part 1, unless the requested Transfer of Density Flow Rights is tied to an application pending Town review.	
8	Submit a letter requesting the transfer, identifying involved properties, and indicating whether the density flow certificates will be used for residential, commercial and/or industrial development (see attached boilerplate format).	
9	Submit an aerial photograph depicting the sending parcel(s) [if available, recommended, not required].	
10	Submit a "yield map," as applicable, that indicates the number of lots that can be created from the parcel(s) in conformance with SC Sanitary Code and Town Zoning Code.	
11	Sign and date the appropriate affidavit(s) in Section 5 in the presence of a Notary Public. Attach additional sections (pages) for each additional sending or receiving parcel owner and contract vendee.	
12	Submit a \$500 check payable to Town of Huntington.	
Section 4 – Additional Comments		
Attach additional pages as necessary.		

Section 5 - Affidavits

SENDING SITE AFFIDAVIT:

STATE OF NEW YORK

COUNTY OF SUFFOLK

(Print Name of Owner of Sending Site)

being sworn deposes and says that he/she resides at:

(Address)

that he/she is the owner and that the foregoing answers are true to the best of his/her knowledge and belief, and that he/she shall comply with all rules and regulations adopted by the Huntington Town Board in Chapter 172 of the Huntington Town Code for the sending of density flow rights.

Signed: _____
(Owner of Sending Site)

NOTARY PUBLIC:

Sworn before me this ____ day of month: _____ year: 20____

Notary Public – Print Name, Sign and Stamp Below

RECEIVING SITE AFFIDAVIT:

**STATE OF NEW YORK
COUNTY OF SUFFOLK**

(Print Name of **Owner** of Receiving Site)

being sworn deposes and says that he/she resides at:

(Address)

(Print Name of **Contract Vendee**, if applicable)

being sworn deposes and says that he/she resides at:

(Address)

that he/she is the owner and that the foregoing answers are true to the best of his/her knowledge and belief, and that he/she shall comply with all rules and regulations adopted by the Huntington Town Board in Chapter 172 of the Huntington Town Code for the sending of density flow rights.

Signed: _____
(**Owner** of Receiving Site)

NOTARY PUBLIC:

Sworn before me this ____ day of month: _____ year: 20____

Notary Public – Print Name, Sign and Stamp Below

Signed: _____
(**Contract Vendee** for Sending Site, as applicable)

NOTARY PUBLIC:

Sworn before me this ____ day of month: _____ year: 20____

Notary Public – Print Name, Sign and Stamp Below

For staff use only - Section 6 – Review Information			
	Sending Site		
	Applicant Proposed Lot or Density Flow Credit		
	TOH P&E Recommended Lot or Density Flow Credit		
	Sending site meets criteria contained in Town Code §172 Article 1	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Comments		
	SCDHS Recommended Lot or Density Flow Credit		
	Planning Board Confirmed Lot or Density Flow Credit		
	Receiving Site		
	Permissible Lot Yield or Density Flow Transfer		
	Proposed Lot Yield or Density Flow Transfer		
	TOH P&E Recommended Lot Yield or Density Flow Transfer		
	Receiving site meets criteria contained in Town Code §172 Article 1	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	SCDHS Recommended Lot Yield or Density Flow Transfer		
	Comments		
	Planning Board Confirmed Lot Yield or Density Flow Transfer		

TOWN OF HUNTINGTON DENSITY FLOW CREDIT OWNERSHIP CHANGE

AFFIDAVIT:

**STATE OF NEW YORK
COUNTY OF SUFFOLK**

(Print Name of **Seller** of Density Flow Credit(s)/Gallonage)

being sworn deposes and says that he/she resides at:

(Address)

(Address)

and on date: _____ has sold _____ density flow credit(s) or _____
gallons of flow created by application #T - _____ to:

(Print Name of **New Owner**)

(Address)

(Address)

and that the foregoing answers are true to the best of his/her knowledge and belief, and that this transaction complies with rules and regulations adopted by the Huntington Town Board in Chapter 172 of the Huntington Town Code.

Signed: _____
(**Seller** of Density Flow Credit(s)/Gallonage)

NOTARY PUBLIC:

Sworn before me this _____ day of month: _____ year: 20_____

Notary Public – Print Name, Sign and Stamp Below

APPENDIX A: Applications, Forms & Permits

Zoning Board of Appeals Application

Chapter A204. ZONING BOARD OF APPEALS FEES AND CHARGES

CHAPTER A204. ZONING BOARD OF APPEALS FEES AND CHARGES § A204-1. Fees and charges.

[HISTORY: Adopted by the Town Board of the Town of Huntington 5-19-2004 by L.L. No. 15-2004. Amendments noted where applicable.]

GENERAL REFERENCES

Zoning — See Ch. 198.

§ A204-1. Fees and charges.

A. Residential applications: [Amended 11-5-2008 by L.L. No. 39-2008 Editor's Note: This local law provided that it take effect 1-1-2009.]

Application Fee \$125

Variance (per Town Law § 280-a) \$125

Home Occupation \$350

Conversion § 198-68A(19)* \$750

Validation of Nonconforming Use \$125

Subdivisions/substandard lot variances/per lot \$250

B. Commercial and industrial applications: [Amended 11-5-2008 by L.L. No. 39-2008 Editor's Note: This local law provided that it take effect 1-1-2009.]

Application Fee \$1,250

Validation of Nonconforming Use \$1,250

Variance (per Town Law § 280-a) \$1,250

Special Use Permit § 198-27C(2)* \$1,250

Special Use Permit § 198-68A(6)* \$2,000

Special Use Permit § 198-68A(22)* \$1,250

Special Use Permit § 198-110C(1)* \$1,250

Special Use Permit § 198-110C(3)* \$1,250

Special Use Permit (except as otherwise noted) \$1,250

Subdivisions/substandard lot variances/per lot \$500

C. Radius Search:

Names and Addresses \$25 (Residential)

Names and Addresses \$50 (Commercial/ Industrial)

Tax Map Numbers Only \$20

Mailing Labels \$25

Radius Map \$10

Custom Search/Report Fee as determined by the Director of Planning

D. Signs: \$20 (per sign).[Amended 11-5-2008 by L.L. No. 39-2008 Editor's Note: This local law provided that it take effect 1-1-2009.]

E. SEQRA (EAF Review): \$250.

F. Extension of any grant by the ZBA: \$100.

G. Second adjournment of ZBA hearing (applicant's request): two times the application fee.

NOTES:

* Or any successor law.

APPLICATION INSTRUCTIONS

Residential

A complete application must be submitted to the ZBA in room 212 before for a hearing will be scheduled. See the COMPLETE INSTRUCTIONS on the next page for guidance on the entire ZBA process.

Fifteen* (15) **IDENTICAL PACKETS** of the following documents assembled in the same order as indicated below. *Eighteen (18) packets if the application is for a variance to apply to the Planning Board for a Subdivision.

Items with a “✓” can be obtained in Town Hall

Items with a “△” may be with the papers from the purchase of your home

*Items with a “★” are blank forms provided within this packet, but must be completed
Submitted documents become a permanent part of our records and cannot be returned.*

1. ✓ **LETTER OF DENIAL & LETTER OF INTENT** from the Building Department (or other Department issuing the denial).
2. ★ **APPLICATION FORM**
MUST be signed by Applicant and **MUST** be signed by all parties on the current deed.
 - Corporate Resolution granting individual authorization (when property is corporate owned).
3. ✓ **LIST OF PROPERTY OWNERS & OCCUPANTS** within 500 feet of the property. Zones R-15, R-10, R-7 and R-5 within 200 ft. from the Planning Department (room 212) for a \$25.00 charge. Addresses may also be collected manually from the ASSESSOR’S office for free. *Hint: spend the \$25.00!*
4. ✓ **Outstanding VIOLATIONS or NOTICES OF VIOLATION** - Code Enforcement room.
5. ✓ **PRIOR ZBA DECISIONS** - any and all prior ZBA decisions, if applicable.
6. △ **SURVEY REPRODUCED IN A RECOGNIZABLE SCALE;(SEE ATTACHED REQUIREMENT FOR SURVEY SUBMISSION ON FOLLOWING PAGE) Survey showing proposed request or PLOT Plan.** Survey must show dimensions of ALL STRUCTURES. All structures on the lot must have a Certificate of Occupancy (C/O) or must be legalized via this application process.
7. △ **DEED** reflecting current ownership. All deeded owners must sign APPLICATION in step #2.
8. △ **COVENANTS AND RESTRICTIONS** relative to the involved property, if applicable.
9. ✓△ **CERTIFICATES OF OCCUPANCY** and/or **LETTER IN LIEU OF CERTIFICATE OF OCCUPANCY** for all structures on the property. Complete Site History from the Building Department
10. **PHOTOGRAPHS** of all structures on the property from various angles. Include one set of originals, but the remaining sets may be black and white copies of the originals. **PLEASE ALSO INCLUDE A DIGITALIZED SET OF PHOTOS ON A CD TO BE USED AT YOUR PRESENTATION BY BOARD**
*****NEW REQUIREMENT*****
11. ✓ **ASSESSOR’S CARD** front and back, from the ASSESSOR’S Office, room 100.
12. ★ Completed **SHORT ENVIRONMENTAL ASSESSMENT FORM PART I** - Depending on the type of action proposed, submission of a completed **FULL EAF PART I** may be required. If the application will result in subdivision, then a **FULL EAF PART I** is required.
13. ★ **CERTIFICATION AND DISCLOSURE FORMS** – signed by all applicants and owners.

APPLICATION FEE - make check payable to TOWN OF HUNTINGTON according to following schedule:

Fees	
\$ 125.00	Residential Application
\$ 350.00	Home Occupation
\$ 250.00	Two-family conversion
\$ 250.00	SEQRA Long EAF review (if applicable)
\$ 250.00	Subdivision/substandard lot variances/per lot
\$ 25.00	List of Property Owners
\$ 25.00	Optional mailing labels
\$ 20.00	Each notification sign

Residential

These instructions are a checklist for your own use.

STEP 1 Gather necessary documents

- _____ Gather documents requested in RESIDENTIAL APPLICATION INSTRUCTIONS enclosed
- _____ Make copies and assemble packets in correct order
- _____ Make a copy of the application for yourself

STEP 2 Submit your complete application

- _____ Submit completed Application and fee to the ZBA office.
- _____ Buy Notification SIGN(S) now or wait until **STEP 6** Corner lots require two signs

STEP 3 Wait to receive your hearing date in the mail

- _____ The ZBA staff will mail you your receipt and the LEGAL NOTICE OF HEARING to be used in the Notification Mailing in **STEP 4** and posting of the SIGN in **STEP 6**. If you do not receive your receipt and Legal Notice within one week, call the ZBA staff at 631-351-3107.

STEP 4 Notification Mailing to surrounding properties

- _____ See the enclosed NOTIFICATION BY MAIL REQUIREMENT for guidance 30 to 35 days prior to your hearing date –
- _____ Mail the LEGAL NOTICE OF HEARING with “Certificate of Mailing” service from the Post Office to all owners and all occupants on the list of names submitted with your application. The Post Office will give you a receipt for each letter mailed. If you use the Post Office on Gerard Street in Huntington village they stamp your list of names as their certification of the mailing instead of issuing individual receipts. We will accept either form of certification from the Post Office. **ATTACH A COPY OF NOTIFICATION TO AFFIDAVIT.**
- _____ Sign and notarize the AFFIDAVIT OF MAILING supplied in the application packet
- _____ Return your proof of mailing, the completed AFFIDAVIT OF MAILING and **copy of notice** to the ZBA office.

STEP 5 Prepare your presentation to Board

- _____ Read the enclosed MAKING YOUR PRESENTATION and prepare your presentation as you see fit.

STEP 6 Post sign

- _____ Buy Notification SIGN(S) if not done so already in **STEP 2** Corner lots require two signs.
- _____ Post the SIGN at least 5 days before hearing See POSTING A SIGN REQUIREMENT
- _____ Return the notarized AFFIDAVIT OF POSTING to the ZBA office prior to the hearing

STEP 7 Hearing.

- _____ Please arrive on time as hearings may be held in any order. See MAKING YOUR PRESENTATION
- _____ Come to the Hearing and make your presentation!

PLEASE NOTE: WHEN MAKING YOUR PRESENTATION ONLY 8.5 X 11 SIZED DOCUMENTS WILL BE ACCEPTED AS EXHIBITS. LARGER DOCUMENTS ARE UNSCANABLE AND CANNOT BE MADE A PART OF THE RECORD.

APPLICATION FORM

Residential

TAX MAP NUMBER _____

APPLICANT – Applicant must be a party in interest

NAME: _____

COMPANY NAME: _____

ADDRESS _____

PHONE _____

OWNER (S) - All owners on the current deed.

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

Are there any **Violations or Notices of Violation** outstanding on this property? YES / NO (Circle)

If yes, what sections of Code are cited? (Attach copies) _____

Application is herein made for section(s) of the Code of the Town of Huntington.

Property Description from the Letter of Denial from the Town of Huntington Building Department:

Is the property within 500 feet of: (a) the boundary of any existing or proposed county, state or federal park or other recreation area, (b) the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, (c) existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, (d) the existing or proposed boundary of any other county, state or federally-owned land or (e) the boundary line of any village or town? Yes _____ No _____

Located in Zone District designated as: _____

Previous Appeals. Please check one.

() A previous appeal has been made dated _____ ZBA#(s) _____

() A previous appeal has not been made with respect to this denial of the Building Inspector or with respect to this property.

Reason for Appeal to change present status:

Names and addresses of all owners of real property within a radius of 500 feet (200 feet for property zoned R-15, R-10, R-7 and R-5).

I hereby affirm that to the best of my knowledge the list of property owners presented with this application is accurate and that all statements herein are true.

Signature(s) of Owner(s). Print name(s) below

Signature of Applicant. Print name below

The undersigned certifies that the owner(s) listed in section 2 of this application is/are a complete representation of the current owner(s) of the real property referred to in this application.

Signature of Owner(s). Print name(s) below

Signature of Applicant. Print name below

FOR OFFICE USE ONLY

I, Clerk of the Zoning Board of Appeals, do hereby affirm that legal notices of the hearing has been published in the official Town Paper(s) on _____.

Date: _____

Appeals

Fee: _____

Receipt #: _____

Clerk of the Zoning Board of

APPLICANT CERTIFICATION

Signed by ALL Applicants

STATE OF NEW YORK)

COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Town of Huntington Zoning Board of Appeals, identified by tax map number:

_____.

2. I reside at _____.

3. The nature of my interest in the aforesaid application is as follows:

4. It is my understanding that the Huntington Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Huntington Zoning Board of Appeals and other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise.

5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either Corporation or Company, etc., list all officers):

If on the New York or American stock exchanges applicant must state: "No officer or employee of the Town of Huntington owns 5% or more of the listed stock."

Sworn to before me this

_____ day of _____, 20____

Notary Public

Signature(s)

Please print name(s)

OWNER CERTIFICATION

Signed by ALL Deeded Owners

STATE OF NEW YORK)

COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Town of Huntington Zoning Board of Appeals, identified by tax map number:

_____.

2. I reside at _____.

3. The nature of my interest in the aforesaid application is as follows:

4. It is my understanding that the Huntington Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Huntington Zoning Board of Appeals and other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise.

5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either Corporation or Company, etc., list all officers):

If on the New York or American stock exchanges applicant must state: "No officer or employee of the Town of Huntington owns 5% or more of the listed stock."

Sworn to before me this

_____ day of _____, 20____

Notary Public

Signature(s)

Please print name(s)

DISCLOSURE STATEMENT

Signed by ALL Applicants and Deeded Owners

In accordance with the requirements of §809 of the General Municipal Law of the State of New York, directing that all applications requesting relief from the Zoning Board of Appeals of the town of Huntington must include a statement by the applicant disclosing, to the extent known to said applicant, the name and residence of any officer or employee of the Town of Huntington or County of Suffolk, or any state officer, having an interest in the applicant and the nature and extent of that interest, the applicant provides as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>NATURE AND EXTENT OF INTEREST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if the space allocated above is insufficient to list all persons interested in the applicant, please provide the required information on additional interested persons on a separate sheet(s) of paper and attach hereto)

For the purposes of completing this statement, the word "applicant" shall mean the person, corporation, partnership or association making such application.

Furthermore, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

(a) is the applicant, or

(b) is an officer, director, partner or employee of the applicant, or

(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or

(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

A PERSON WHO KNOWINGLY AND INTENTIONALLY WITHHOLDS THE NAMES AND ADDRESSES OF ANY PERSONS INTERESTED IN THE APPLICANT AS DESCRIBED IN THIS STATEMENT VIOLATES §809 OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK AND SHALL BE GUILTY OF A MISDEMEANOR.

The undersigned affirms, to the best of his or her knowledge, that the person(s) disclosed in this statement is/are the only person(s) having an interest in the applicant.

Date:

Signature of Owner

Signature of Applicant

Signature of Owner

Signature of Applicant

Signature of Owner

Signature of Applicant

If the Applicant is a Corporation, Partnership or Association, state the relationship of the signer to the Applicant.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

MAKING YOUR PRESENTATION

The Zoning Board of Appeals of the Town of Huntington consists of seven members who are all residents of the Town of Huntington. Although state and local laws give the Board specific responsibilities, most applications deal with matters where strict application of the terms of the Zoning Ordinance and literal enforcement would result in lack of reasonable benefit or unnecessary hardship. In making its' decision, the Board is limited by the powers the Ordinance grants it as well as by prior legal decisions on similar cases.

The question frequently arises as to whether an applicant should retain an attorney to present his or her case. The Applicant is permitted to present his or her own case by themselves or choose a representative. Each Application will be as carefully considered as if presented by a lawyer. In most relatively simple matters the Applicant presents their own case. Attorneys frequently present more complicated cases. Since two cases are seldom exactly alike, the decision of whether to retain a lawyer (as well as which one) is left exclusively in the hands of the applicant.

Applicants have, as much time as they feel is necessary to properly present their cases to the Board, but are encouraged to be reasonably concise in their presentations. The Board is interested in why the variance is needed, a brief description of the neighboring properties and any other information that will help it reach a sound decision. In short, the Board is interested in obtaining as much factual material as possible concerning the requested variance, both from proponents as well as opponents of the application. In this manner the Board can reach an equitable decision that will fairly balance the rights of the applicant and the community at large. However, opinions are not factual and therefore the Board requests that limited time be spent on opinions.

Variations are a legal proceeding prescribed by New York State Law, which demands that the Zoning Board of Appeals make its determination based on findings presented up to, and including the public hearing.

There are separate considerations when making determinations depending on the type of variances requested.

An **AREA VARIANCE** is a variance of a dimensional or physical requirement such as a front yard variance to erect a porch or a side yard variance to legalize a garage constructed without a permit too close to the property line. **MOST RESIDENTIAL APPLICATIONS ARE AREA VARIANCES.** See the following **AREA VARIANCE TEST** for guidance on the types of findings the ZBA will be looking for in your presentation.

A **USE VARIANCE** is a request to use land for a purpose, which is otherwise not allowed or is prohibited by the applicable zoning regulations. Due to the nature of a USE VARIANCE the proofs to be made are difficult and usually best presented by an attorney or other land use representative familiar with use variances and New York State land use law. A USE VARIANCE is not the same thing as a SPECIAL USE PERMIT. See the following **USE VARIANCE TEST** for guidance on the types of findings the ZBA will be looking for in your presentation.

A **SPECIAL USE** or **CONDITIONAL USE**, more commonly known, as **SPECIAL USE PERMITS** are uses that are not permitted unless the Applicant proves conformance with conditions spelled out in Town Code at a public hearing. The tests for these uses are found under the specific Town Code authorizing the ZBA to act. **SPECIAL USE PERMITS** are not the same thing as USE VARIANCES.

Once you are confident you know the type of variance you have requested, you can prepare your presentation accordingly.

PLEASE NOTE: WHEN MAKING YOUR PRESENTATION ONLY 8.5 X 11 SIZED DOCUMENTS WILL BE ACCEPTED AS EXHIBITS. LARGER DOCUMENTS ARE UNSCANABLE AND CANNOT BE MADE A PART OF THE RECORD.

AREA VARIANCE TEST

New York State TOWN LAW §267-1(b) states:

“Area variance’ shall mean the authorization by the zoning board of appeals for the use of land in a manner which is not allowed by the dimensional or physical requirements of the applicable zoning regulations.”

New York State TOWN LAW §267-b(3)b states:

“In making its determination, the zoning board of appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the board shall also consider:

- (1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
- (2) whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;
- (3) whether the requested area variance is substantial;
- (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district: and
- (5) whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the board of appeals, but shall not necessarily preclude the granting of the area variance.”

It would be beneficial to your case to secure a letter in support from neighbors of adjoining properties.

If the variance request is substantial or unusual, please be prepared to present examples of similar situations in your neighborhood in the form of photos and/or prior ZBA decisions.

USE VARIANCE TEST

New York State TOWN LAW §267-1(a) states:

“Use variance” shall mean the authorization by the zoning board of appeals for the use of land for a purpose which is otherwise not allowed or is prohibited by the applicable zoning regulations.’

New York State TOWN LAW §267-b(2)b states:

No such use variance shall be granted by a board of appeals without showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate to the board of appeals that for each and every permitted use under the zoning regulations for the particular district where the property is located,

- (1) the applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
- (2) that the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
- (3) that the requested use variance, if granted, will not alter the essential character of the neighborhood; and
- (4) that the alleged hardship has not been self-created.

NOTE: A Special Use Permit is NOT the same as a USE VARIANCE.

Special Use applications must comply with the conditions of §198-66 of the Town of Huntington’s Zoning Ordinance.

NOTIFICATION BY MAIL REQUIREMENT

This mailing is not performed until after submission of your APPLICATION and receipt of the NOTICE OF HEARING from the ZBA office.

Town of Huntington TOWN CODE §198-112(E) states:

“The applicant shall mail notices, post marked no less that thirty (30) days nor more that thirty five (35) days before the hearing, to the owners as well as the occupants of all adjoining properties within five hundred (500) feet of the exterior limits of the applicant’s total property holding, as shown on the current tax roll; with the exception of applications in the R-15, R-10 and R-5 zoning districts where notification to adjoining property owners and occupants shall be to those within two hundred (200) feet of the exterior limits of the applicants total property holding, as shown on the current tax roll.”

“In addition the applicant shall provide a “Certificate of Mailing” for each recipient, which legibly indicates the name and address of the person, including the occupant, to which the notice was mailed, and is duly certified by the post office.”

“The applicant shall also file an affidavit of mailing together with the duly certified “Certificates of Mailing” to the Zoning Board of Appeals office, in no less than five (5) working days before the hearing. Said affidavit shall include the name of the person that actually mailed the notices and the names and addresses of the property owners and the addresses of the occupants that were notified.” Additionally applicant shall affix the **Notification of Hearing Notice**, provided by the Town and sent to surrounding property owners by the applicant, to the affidavit of mailing.

“Failure to mail the notices and/or provide the affidavit and/or the Certificates of Mailing to the Zoning Board of Appeals office may result in postponement of the public hearing. . . .”

POSTING A SIGN REQUIREMENT

Town of Huntington TOWN CODE §198-112(F) states:

As well as the notification provision in Subsection E above, the applicant or his/her authorized agent shall also post a sign on each frontage of the subject property giving notice that an application is pending before the Zoning Board of Appeals and the nature of that application as well as the date, time and place at which the public hearing will take place.

(1) The sign(s) shall be 20 inches by 30 inches and shall be supplied to the applicant by the Town Planning Department for a fee. Said sign shall be located at the center of the frontage of the property, not more than 10 feet back from the property line. It shall be nailed to a tree, pole or post not less that two feet nor more that six feet above grade and it must be clearly visible from the street. On or before the date and time of the public hearing the applicant or his/her agent shall certify, in writing, in a notarized affidavit to the Board, that he/she has erected the sign as described herein. At the discretion of the Board, failure to erect the sign or submit the affidavit may mean cancellation of the hearing.

(2) Such sign or signs shall be displayed for a period of not less than five days immediately preceding the public hearing and shall be removed by the applicant or his/her agent within three days after the hearing has taken place.

AFFIDAVIT OF MAILING

THIS IS TO CERTIFY THAT I HAVE MAILED THE APPENDED NOTICE OF PUBLIC HEARING FOR Z.B.A. APPLICATION # _____ SUBMITTED TO THE ZONING BOARD OF APPEALS, WHICH HEARING IS TO BE HELD ON _____ AT _____ AM/PM, TO ALL OWNERS AND ADDRESSES WITHIN 500 FEET OF THE PERIMETER OF THE SUBJECT PROPERTY WITH "CERTIFICATES OF MAILING" (*WITHIN 200 FEET OF THE PERIMETER OF THE SUBJECT PROPERTY IF THE SUBJECT PROPERTY IS WHOLLY ZONED R-15, R-10 or R-5*), AS INDICATED BY THE CURRENT TAX ROLL ON: _____.

(date mailed)

ATTACHED IS A LIST OF THESE OWNERS AND ADDRESSES AND CERTIFICATES OF MAILINGS FOR EACH RECIPIENT.

(Signature)

(Print name)

Sworn to before me this

_____ day of _____

Notary Public

REMINDER, INCLUDE COPY OF NOTICE.

AFFIDAVIT OF POSTING

THIS IS TO CERTIFY THAT I HAVE POSTED OR CAUSED TO BE POSTED A CLEARLY VISIBLE SIGN ON EACH FRONTAGE OF THE SUBJECT PROPERTY LOCATED AT _____ GIVING NOTICE THAT AN APPLICATION IS PENDING BEFORE THE ZONING BOARD OF APPEALS ACCORDING TO §198-112 (F) OF THE CODE OF THE TOWN OF HUNTINGTON.

ZBA APPLICATION # _____

HEARING DATE : _____

DATE SIGN POSTED: _____

(Signature)

(Print name)

Sworn to before me this

_____ day of _____

Notary Public

AFFIDAVIT OF POSTING

SURVEY REQUIREMENTS

The Board now requires a current survey (no later than 6 months old at the time of application) that shows all structures on the subject property existing as of the date of the public hearing. The survey must show the dimensions of all structures as well as the setback of all structures from the lot lines. Please note that where applicable, this includes proposed structures and additions to existing structures not yet built as well as structures existing or modified without prior municipal approval. An older survey may be used only if the setbacks and the accuracy of the survey in all existing structures has been certified by a licensed design professional, including an architect, surveyor or professional engineer.

No application will be calendared unless these requirements have been complied with.

APPLICATION INSTRUCTIONS

Commercial

A complete application must be submitted to the ZBA in room 212 before for a hearing will be scheduled. See the **COMPLETE INSTRUCTIONS** on the next page for guidance on the entire ZBA process.

A minimum of **Twenty-two (22) IDENTICAL PACKETS** of the following documents assembled in the same order as indicated below.

Items with a "✓" can be obtained in Town Hall

Items with a "△" may be with the papers from the purchase of your property

Items with a "★" are blank forms provided within this packet, but must be completed

Submitted documents become a permanent part of our records and cannot be returned.

1. ✓ **LETTER OF DENIAL & LETTER OF INTENT** from the Building Department (or other Department issuing the denial).
2. ★ **APPLICATION FORM**
 - **MUST** be signed by Applicant and **MUST** be signed by all parties on the current deed.
 - Corporate Resolution granting individual authorization (when property is corporate owned).
3. ✓ **LIST OF PROPERTY OWNERS & OCCUPANTS** within 500 feet of the property. Zones R-15, R-10, R-7 and R-5 within 200 ft. from the Planning Department (room 212) for a \$50.00 charge. Addresses may also be collected manually from the ASSESSOR'S office for free. *Hint: spend the \$25.00!*
4. ✓ **Outstanding VIOLATIONS or NOTICES OF VIOLATION** - Code Enforcement room.
5. ✓ **PRIOR ZBA DECISIONS** - any and all prior ZBA decisions, if applicable.
6. △ **SURVEY REPRODUCED IN A RECOGNIZABLE SCALE**; showing precise dimensions of ALL STRUCTURES. All structures on the lot must have a Certificate of Occupancy (C/O) or must be legalized via this application process. **SEE ATTACHED REQUIREMENT FOR SURVEY SUBMISSION ON FOLLOWING PAGE.**
7. **CONCEPTUALIZED SITE PLAN IN A RECOGNIZABLE SCALE*** showing the property as it is PROPOSED is required for: a) Non-residential applications and b) Residential applications with the intent of applying to the Planning Board for subdivision approval.
 Large maps must be individually folded with the information box in the lower right-hand corner. **ADDITIONALLY**, provide three reduced copies (8½ x 11) of the site plan, separately.
 *See the attached CONCEPTURALLIZED SITE PLAN REQUIREMENT attached.
 A CONCEPTUALIZED SITE PLAN is NOT required for area variances to dwellings in zones legally permitting dwellings or legal non-conforming dwellings.
8. △ **DEED** reflecting current ownership. All deeded owners must sign APPLICATION in step #2.
9. △ **COVENANTS AND RESTRICTIONS** relative to the involved property, if applicable.
10. ✓△ **CERTIFICATES OF OCCUPANCY** and/or **LETTER IN LIEU OF CERTIFICATE OF OCCUPANCY** for all structures on the property. The Building Department may have these in their files.
11. **CONTRACT OF SALE** – if property is currently under contract
12. **LEASE AGREEMENTS** – if applicable
13. **PHOTOGRAPHS** of all structures on the property from various angles. Include one set of originals, but the remaining sets may be black and white copies of the originals. **PLEASE ALSO INCLUDE A DIGITALIZED SET OF PHOTOS ON A CD TO BE USED AT YOUR PRESENTATION BY BOARD**
 *****NEW REQUIREMENT*****
14. ✓ **ASSESSOR'S CARD** front and back, from the ASSESSOR'S Office, room 100.
15. ★ Completed **SHORT ENVIRONMENTAL ASSESSMENT FORM PART I** - Depending on the type of action proposed, submission of a completed *FULL* EAF PART I may be required. If the application will result in subdivision, then a *FULL* EAF PART I is required.
16. **TRAFFIC STUDY** *at the time the application is submitted* when requesting a parking variance.
17. ★ **CERTIFICATION AND DISCLOSURE FORMS** – signed by all applicants and owners.

FEES - make check payable to TOWN OF HUNTINGTON according to following schedule:

Fees	
\$1,250.00	Commercial Application/Special Use
\$2,000.00	Special use permit §198-68(A)(6)
\$ 350.00	Home Occupation
\$ 250.00	Subdivisions/substandard lot per lot
\$ 250.00	SEQRA EAF long form review fee
\$ 50.00	List of Property Owners
\$ 25.00	Optional labels for list of owners
\$ 20.00	Notification Sign

COMPLETE INSTRUCTIONS

Commercial

These instructions are a checklist for your own use.

STEP 1 Gather necessary documents

- _____ Gather documents requested in APPLICATION INSTRUCTIONS COMMERCIAL enclosed
- _____ Make copies and assemble packets in correct order
- _____ Make a copy of the application for yourself

STEP 2 Submit your complete application

- _____ Submit completed Application and fee to the ZBA office.
- _____ Buy Notification SIGN (S) now or wait until **STEP 6** Corner lots require two signs

STEP 3 Wait to receive your hearing date in the mail

- _____ The ZBA staff will mail you your receipt and the LEGAL NOTICE OF HEARING to be used in the Notification Mailing in **STEP 4** and posting of the SIGN in **STEP 6**. If you do not receive your receipt and Legal Notice within one week, call the ZBA staff at 631-351-3107.

STEP 4 Notification Mailing to surrounding properties

- _____ See the enclosed NOTIFICATION BY MAIL REQUIREMENT for guidance 30 to 35 days prior to your hearing date –
- _____ Mail the LEGAL NOTICE OF HEARING with “Certificate of Mailing” service from the Post Office to all owners and all occupants on the list of names submitted with your application. The Post Office will give you a receipt for each letter mailed. If you use the Post Office on Gerard Street in Huntington village they stamp your list of names as their certification of the mailing instead of issuing individual receipts. We will accept either from certification from the Post Office.
- _____ Sign and notarize the AFFIDAVIT OF MAILING supplied in the application packet and **include copy of NOTICE.**
- _____ Return your proof of mailing and the completed AFFIDAVIT OF MAILING to the ZBA office.

STEP 5 Prepare your presentation to Board

- _____ Read the enclosed MAKING YOUR PRESENTATION and prepare your presentation as you see fit.

STEP 6 Post sign

- _____ Buy Notification SIGN (S) if not done so already in **STEP 2** (Corner lots require two signs)
- _____ Post the SIGN at least 5 days before hearing See POSTING A SIGN REQUIREMENT
- _____ Return the notarized AFFIDAVIT OF POSTING to the ZBA office prior to the hearing

STEP 7 Hearing.

- _____ Please arrive on time as hearings may be held in any order. See MAKING YOUR PRESENTATION
- _____ Come to the Hearing and make your presentation!

PLEASE NOTE – WHEN MAKING YOUR PRESENTATION ONLY 8.5 X 11 SIZED DOCUMENTS WILL BE ACCEPTED AS EXHIBITS. LARGER DOCUMENTS ARE UNSCANABLE AND CANNOT BE MAKE A PART OF THE RECORD.

APPLICATION FORM

Commercial

TAX MAP NUMBER _____

APPLICANT – Applicant must be a party in interest

NAME: _____

COMPANY NAME: _____

ADDRESS _____

PHONE _____

OWNER (S) - All owners on the current deed.

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

Are there any **Violations or Notices of Violation** outstanding on this property? YES / NO (Circle)

If yes, what sections of Code are cited? (Attach copies) _____

Application is herein made for section(s) of the Code of the Town of Huntington.

Property Description from the Letter of Denial from the Town of Huntington Building Department:

Is the property within one mile of an airport or 500 feet of: (a) the boundary of any existing or proposed county, state or federal park or other recreation area, (b) the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, (c) existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, (d) the existing or proposed boundary of any other county, state or federally-owned land or (e) the boundary line of any village or town? Yes _____ No _____

Located in Zone District designated as: _____

Previous Appeals. Please check one.

() A previous appeal has been made dated _____ ZBA#(s) _____

() A previous appeal has not been made with respect to this denial of the Building Inspector or with respect to this property.

Reason for Appeal to change present status:

Names and addresses of all owners of real property within a radius of 500 feet (200 feet for property zoned R-15, R-10, R-7 and R-5).

I hereby affirm that to the best of my knowledge the list of property owners presented with this application is accurate and that all statements herein are true.

Signature(s) of Owner(s). Print name(s) below

Signature of Applicant. Print name below

The undersigned certifies that the owner(s) listed in section 2 of this application is/are a complete representation of the current owner(s) of the real property referred to in this application.

Signature of Owner(s). Print name(s) below

Signature of Applicant. Print name below

FOR OFFICE USE ONLY

I, Clerk of the Zoning Board of Appeals, do hereby affirm that legal notices of the hearing has been published in the official Town Paper(s) on _____.

Date: _____

Appeals

Fee: _____

Receipt #: _____

Clerk of the Zoning Board of

APPLICANT CERTIFICATION

Signed by ALL Applicants

STATE OF NEW YORK)

COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Town of Huntington Zoning Board of Appeals, identified by tax map number:

_____.

2. I reside at _____.

3. The nature of my interest in the aforesaid application is as follows:

4. It is my understanding that the Huntington Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Huntington Zoning Board of Appeals and other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise.

5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either Corporation or Company, etc., list all officers):

If on the New York or American stock exchanges applicant must state: "No officer or employee of the Town of Huntington owns 5% or more of the listed stock."

Sworn to before me this

_____ day of _____, 20____

Notary Public

Signature(s)

Please print name(s)

OWNER CERTIFICATION

Signed by ALL Deeded Owners

STATE OF NEW YORK)

COUNTY OF SUFFOLK) SS.:

_____, being by me duly sworn, deposes and says:

1. I am interested in an application for a variance or special exception now pending before the Town of Huntington Zoning Board of Appeals, identified by tax map number:

_____.

2. I reside at _____.

3. The nature of my interest in the aforesaid application is as follows:

4. It is my understanding that the Huntington Town Board has determined that public policy requires a full, frank and complete disclosure of all persons having an interest, direct or indirect, in all applications to the Huntington Zoning Board of Appeals and other agencies of Town Government, to insure that no question of conflict of interest or favoritism may arise.

5. To the best of my knowledge, information and belief, there are no other persons, firms or corporations interested in this application, except as hereafter set forth (If either Corporation or Company, etc., list all officers):

If on the New York or American stock exchanges applicant must state: "No officer or employee of the Town of Huntington owns 5% or more of the listed stock."

Sworn to before me this

_____ day of _____, 20____

Notary Public

Signature(s)

Please print name(s)

DISCLOSURE STATEMENT

Signed by ALL Applicants and Deeded Owners

In accordance with the requirements of §809 of the General Municipal Law of the State of New York, directing that all applications requesting relief from the Zoning Board of Appeals of the town of Huntington must include a statement by the applicant disclosing, to the extent known to said applicant, the name and residence of any officer or employee of the Town of Huntington or County of Suffolk, or any state officer, having an interest in the applicant and the nature and extent of that interest, the applicant provides as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>NATURE AND EXTENT OF INTEREST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if the space allocated above is insufficient to list all persons interested in the applicant, please provide the required information on additional interested persons on a separate sheet(s) of paper and attach hereto)

For the purposes of completing this statement, the word "applicant" shall mean the person, corporation, partnership or association making such application.

Furthermore, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- (a) is the applicant, or
- (b) is an officer, director, partner or employee of the applicant, or
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

A PERSON WHO KNOWINGLY AND INTENTIONALLY WITHHOLDS THE NAMES AND ADDRESSES OF ANY PERSONS INTERESTED IN THE APPLICANT AS DESCRIBED IN THIS STATEMENT VIOLATES §809 OF THE GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK AND SHALL BE GUILTY OF A MISDEMEANOR.

The undersigned affirms, to the best of his or her knowledge, that the person(s) disclosed in this statement is/are the only person(s) having an interest in the applicant.

Date:

_____ Signature of Owner	_____ Signature of Applicant
_____ Signature of Owner	_____ Signature of Applicant
_____ Signature of Owner	_____ Signature of Applicant

If the Applicant is a Corporation, Partnership or Association, state the relationship of the signer to the Applicant.

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

CONCEPTUALIZED SITE PLAN REQUIREMENT

A CONCEPTUALIZED SITE PLAN is required for:

Non-residential applications.

Residential applications with the intent of applying to the Planning Board for subdivision approval. Large maps must be individually folded with the information box in the lower right-hand corner.

CONCEPTUALIZED SITE PLAN IS NOT REQUIRED

for area variances to dwellings in zones legally permitting dwellings or legal non-conforming dwellings. The below list is only the bare necessities for a technical review on behalf of the Zoning Board of Appeals and by no means constitutes a full site plan review. Please note that when an application is submitted to the Planning Board for full site plan review additional items will be required at that time.

A CONCEPTUALIZED SITE PLAN contains the following features:

Lot area, building lot coverage, Names of abutting streets, general boundary lines, bearings, distances, area of parcel, a tie distance to an established street intersection, a north point and notation as to a standard scale (1"=10', 1"=20', 1"=30', 1"=40' or 1"=50').

Zoning of the subject and abutting properties must be accurately depicted. All zone district boundary lines, must be shown.

Key map at a scale of no less than 1"=1000', may be included to indicate approximate location of property that is subject of the application.

Existing and proposed curbs, sidewalks, buildings, areas to be landscaped, utilities, fencing, free-standing signs, dumpsters, proposed parking areas, aisles and driveways, buffers and their **exact dimensions must be shown.**

Parking calculations based on uses (§198-47). Parking spaces to be standard 9 x 20. Handicapped spaces to be 8' x 20' with an 8' x 20' transfer area.

Existing and proposed building Gross Floor Area to include an area breakdown of the building's existing and proposed uses on all building levels to coincide with #5 above.

Loading zones, where applicable, as required pursuant to §198-54.

Special use permits, pursuant to §198-110(C)(3), will also require submission of a yield map.

MAKING YOUR PRESENTATION

The Zoning Board of Appeals of the Town of Huntington consists of seven members who are all residents of the Town of Huntington. Although state and local laws give the Board specific responsibilities, most applications deal with matters where strict application of the terms of the Zoning Ordinance and literal enforcement would result in lack of reasonable benefit or unnecessary hardship. In making its' decision, the Board is limited by the powers the Ordinance grants it as well as by prior legal decisions on similar cases.

The question frequently arises as to whether an applicant should retain an attorney to present his or her case. The Applicant is permitted to present their own case by themselves or choose a representative. Each Application will be as carefully considered as if presented by a lawyer. In most relatively simple matters the Applicant presents their own case. Attorneys frequently present more complicated cases. Since two cases are seldom exactly alike, the decision of whether to retain a lawyer (as well as which one) is left exclusively in the hands of the applicant.

Applicants have, as much time as they feel is necessary to properly present their cases to the Board, but are encouraged to be reasonably concise in their presentations. The Board is interested in why the variance is needed, a brief description of the neighboring properties and any other information that will help it reach a sound decision. In short, the Board is interested in obtaining as much factual material as possible concerning the requested variance, both from proponents as well as opponents of the application. In this manner the Board can reach an equitable decision that will fairly balance the rights of the applicant and the community at large. However, opinions are not factual and therefore the Board requests that limited time be spent on opinions.

Variations are a legal proceeding prescribed by New York State Law, which demands that the Zoning Board of Appeals make its determination based on findings presented up to, and including the public hearing.

There are separate considerations when making determinations depending on the type of variances requested.

An **AREA VARIANCE** is a variance of a *dimensional or physical requirement* such as a front yard variance to erect a porch or a side yard variance to legalize a garage constructed without a permit too close to the property line. **MOST RESIDENTIAL APPLICATIONS ARE AREA VARIANCES.** See the following **AREA VARIANCE TEST** for guidance on the types of findings the ZBA will be looking for in your presentation.

A **USE VARIANCE** is a request *to use property for a purpose*, which is otherwise not allowed or is prohibited by the applicable zoning regulations. Due to the nature of a USE VARIANCE the proofs to be made are difficult and usually best presented by an attorney or other land use representative familiar with use variances and New York State land use law. A USE VARIANCE is not the same thing as a SPECIAL USE PERMIT. See the following **USE VARIANCE TEST** for guidance on the types of findings the ZBA will be looking for in your presentation.

A **SPECIAL USE** or **CONDITIONAL USE**, more commonly known, as **SPECIAL USE PERMITS** are uses that are not permitted unless the Applicant proves conformance with conditions spelled out in Town Code at a public hearing. The tests for these uses are found under the specific Town Code authorizing the ZBA to act. **SPECIAL USE PERMITS** are not the same thing as USE VARIANCES.

Once you are confident you know the type of variance you have requested, you can prepare your presentation accordingly.

AREA VARIANCE TEST

New York State TOWN LAW §267-1(b) states:

“Area variance’ shall mean the authorization by the zoning board of appeals for the use of land in a manner which is not allowed by the dimensional or physical requirements of the applicable zoning regulations.”

New York State TOWN LAW §267-b(3)b states:

“In making its determination, the zoning board of appeals shall take into consideration the benefit to the applicant if the variance is granted, as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. In making such determination the board shall also consider:

- (1) whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance;
- (2) whether the benefit sought by the applicant can be achieved by some method, feasible for the applicant to pursue, other than an area variance;
- (3) whether the requested area variance is substantial;
- (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district: and
- (5) whether the alleged difficulty was self-created, which consideration shall be relevant to the decision of the board of appeals, but shall not necessarily preclude the granting of the area variance.”

It would be beneficial to your case to secure a letter in support from neighbors of adjoining properties.

If the variance request is substantial or unusual, please be prepared to present examples of similar situations in your neighborhood in the form of photos and/or prior ZBA decisions.

USE VARIANCE TEST

New York State TOWN LAW §267-1(a) states:

“Use variance” shall mean the authorization by the zoning board of appeals for the use of land for a purpose which is otherwise not allowed or is prohibited by the applicable zoning regulations.’

New York State TOWN LAW §267-b(2)b states:

No such use variance shall be granted by a board of appeals without showing by the applicant that applicable zoning regulations and restrictions have caused unnecessary hardship. In order to prove such unnecessary hardship the applicant shall demonstrate to the board of appeals that for each and every permitted use under the zoning regulations for the particular district where the property is located,

- (1) the applicant cannot realize a reasonable return, provided that lack of return is substantial as demonstrated by competent financial evidence;
- (2) that the alleged hardship relating to the property in question is unique, and does not apply to a substantial portion of the district or neighborhood;
- (3) that the requested use variance, if granted, will not alter the essential character of the neighborhood; and
- (4) that the alleged hardship has not been self-created.

NOTE: A Special Use Permit is NOT the same as a USE VARIANCE.

Special Use applications must comply with the conditions of §198-66 of the Town of Huntington’s Zoning Ordinance.

NOTIFICATION BY MAIL REQUIREMENT

This mailing is not performed until after submission of your APPLICATION and receipt of the NOTICE OF HEARING from the ZBA office.

Town of Huntington TOWN CODE §198-112(E) states:

“The applicant shall mail notices, post marked no less that thirty (30) days nor more that thirty five (35) days before the hearing, to the owners as well as the occupants of all adjoining properties within five hundred (500) feet of the exterior limits of the applicant’s total property holding, as shown on the current tax roll; with the exception of applications in the R-15, R-10 and R-5 zoning districts where notification to adjoining property owners and occupants shall be to those within two hundred (200) feet of the exterior limits of the applicants total property holding, as shown on the current tax roll.”

“In addition the applicant shall provide a “Certificate of Mailing” for each recipient, which legibly indicates the name and address of the person, including the occupant, to which the notice was mailed, and is duly certified by the post office.”

“The applicant shall also file an affidavit of mailing together with the duly certified “Certificates of Mailing” to the Zoning Board of Appeals office, in no less than five (5) working days before the hearing. Said affidavit shall include the name of the person that actually mailed the notices and the names and addresses of the property owners and the addresses of the occupants that were notified.”

“Failure to mail the notices and/or provide the affidavit and/or the Certificates of Mailing to the Zoning Board of Appeals office may result in postponement of the public hearing. . . .”

POSTING A SIGN REQUIREMENT

Town of Huntington TOWN CODE §198-112(F) states:

As well as the notification provision in Subsection E above, the applicant or his/her authorized agent shall also post a sign on each frontage of the subject property giving notice that an application is pending before the Zoning Board of Appeals and the nature of that application as well as the date, time and place at which the public hearing will take place.

(1) The sign(s) shall be 20 inches by 30 inches and shall be supplied to the applicant by the Town Planning Department for a fee. Said sign shall be located at the center of the frontage of the property, not more than 10 feet back from the property line. It shall be nailed to a tree, pole or post not less that two feet nor more that six feet above grade and it must be clearly visible from the street. On or before the date and time of the public hearing the applicant or his/her agent shall certify, in writing, in a notarized affidavit to the Board, that he/she has erected the sign as described herein. At the discretion of the Board, failure to erect the sign or submit the affidavit may mean cancellation of the hearing.

(2) Such sign or signs shall be displayed for a period of not less than five days immediately preceding the public hearing and shall be removed by the applicant or his/her agent within three days after the hearing has taken place.

AFFIDAVIT OF MAILING

THIS IS TO CERTIFY THAT I HAVE MAILED NOTICES OF PUBLIC HEARING FOR Z.B.A. APPLICATION # _____ SUBMITTED TO THE ZONING BOARD OF APPEALS, WHICH HEARING IS TO BE HELD ON _____ AT _____ AM/PM, TO ALL OWNERS AND ADDRESSES WITHIN 500 FEET OF THE PERIMETER OF THE SUBJECT PROPERTY WITH "CERTIFICATES OF MAILING" (*WITHIN 200 FEET OF THE PERIMETER OF THE SUBJECT PROPERTY IF THE SUBJECT PROPERTY IS WHOLLY ZONED R-15, R-10 or R-5*), AS INDICATED BY THE CURRENT TAX ROLL ON:

_____.

(date mailed)

ATTACHED IS A LIST OF THESE OWNERS AND ADDRESSES AND CERTIFICATES OF MAILINGS FOR EACH RECIPIENT.

(Signature)

(Print name)

Sworn to before me this

_____ day of _____

Notary Public

Reminder, include copy of notice.

AFFIDAVIT OF POSTING

THIS IS TO CERTIFY THAT I HAVE POSTED OR CAUSED TO BE POSTED A CLEARLY VISIBLE SIGN ON EACH FRONTAGE OF THE SUBJECT PROPERTY LOCATED AT _____ GIVING NOTICE THAT AN APPLICATION IS PENDING BEFORE THE ZONING BOARD OF APPEALS ACCORDING TO §198-112 (F) OF THE CODE OF THE TOWN OF HUNTINGTON.

ZBA APPLICATION # _____

HEARING DATE : _____

DATE SIGN POSTED: _____

(Signature)

(Print name)

Sworn to before me this

_____ day of _____

Notary Public

SURVEY REQUIREMENTS

The Board now requires a current survey (no later than 6 months old at the time of application) that shows all structures on the subject property existing as of the date of the public hearing. The survey must show the dimensions of all structures as well as the setback of all structures from the lot lines. Please note that where applicable, this includes proposed structures and additions to existing structures not yet built as well as structures existing or modified without prior municipal approval. An older survey may be used only if the setbacks and the accuracy of the survey in all existing structures has been certified by a licensed design professional, including an architect, surveyor or professional engineer.

No application will be calendared unless these requirements have been complied with.

APPENDIX A: Applications, Forms & Permits

Tree Removal Permit

TOWN OF HUNTINGTON

DEPARTMENT OF PLANNING AND ENVIRONMENT

TREE PERMIT APPLICATION INSTRUCTIONS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

THE FOLLOWING ITEMS ARE REQUIRED FOR REVIEW:

- A completed Tree Permit Application Form
- A fee of \$25 for every 5 trees or portion thereof. We accept cash, credit, or a personal or certified check made payable to the Town of Huntington.
- A Survey including the following:
 - Property boundary lines
 - Location of structures on the property
 - Location of proposed development or improvement to the property
 - North Arrow and scale
- Mark the survey with an X in the approximate location of each tree to be removed
- If on a hillside, include an area sketch on topographical survey showing 2-foot contours

IF YOU ARE UNABLE TO LOCATE A SURVEY:

A color aerial of the property which clearly depicts property lines with an X marking the approximate location of each tree is acceptable. The aerial can be printed from the Town's website or printed in the Planning Department for an additional fee of \$1.00.

OR

IF THE TREE IS DETERMINED TO BE DEAD, DYING OR HAZARDOUS BY AN INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) CERTIFIED ARBORIST, NO FEE WILL BE REQUIRED WITH THE SUBMISSION OF:

- A letter from the ISA certified arborist stating that the tree(s) to be removed is/are dead, dying or hazardous; and
- Photographs taken by the ISA certified arborist clearly showing that the tree(s) is/are dead, dying or hazardous

Notes:

- Please wrap each tree with flagging tape so that the inspector will be able to easily locate all trees proposed for removal.
- Additional information may be required after inspection of property.
- Approved Tree Permit is valid for 1 year from date of issue. All work must be completed within such time.
- The fee shall be three times (3x) the amount if removal, destruction or alteration of any trees/woodland has commenced or completed before a permit is issued.
- Submitted documents become a permanent part of Planning Department records and cannot be returned.

APPLICATION FOR TREE REMOVAL PERMIT
TOWN OF HUNTINGTON, SUFFOLK COUNTY, NY

ALL APPLICATIONS ARE SUBJECT TO THE CURRENT PROVISIONS OF HUNTINGTON TOWN CODE.

PERMIT # _____ DATE: _____
FEE \$: _____ (\$25 for every 5 trees)
RECEIPT#: _____
SUFFOLK COUNTY TAX MAP: 0400 - SEC. _____ BLK: _____ LOT: _____ ZONE: _____

NAME OF PROPERTY OWNER: (print) _____

SIGNATURE OF OWNER: _____

ADDRESS OF PROPERTY OWNER _____

PHONE: _____ FAX: _____

ADDRESS OF PROPERTY (IF DIFFERENT FROM OWNER): _____

Improvement work to be done by: _____ owner _____ contractor. If Arborist, ISA # _____ SC improvement license # _____

Tree(s) to be removed by: _____

(Please print name, address and phone number of company)

Contractor's Signature (if contractor is the applicant): _____ Print _____

Number of trees to be removed _____ Total number of trees on property _____

Is Tree A Landmark Tree? YES NO Will the removal of the tree affect retaining walls? YES NO (if yes, a separate permit req'd)

Condition of and Reason for Removal of trees: _____

Is property within 100' from a designated wetland? YES NO (if yes, NYSDEC letter required)

NOTE:

1. Compliance with the current provisions of the Zoning Ordinance, and Town Code Chapter 186, is a condition to the issuance of a permit.
2. This permit in no way legalizes any structures on the property, which may have been erected without the required permits.
3. This permit is limited to the removal of the trees designated by the Town.
4. Please be advised that by issuing this permit the Town makes no representation that the proposed company is properly insured to remove the requested Trees. It is the applicant's responsibility to ensure that the company that is removing these trees is properly insured to remove trees of any and all sizes.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK

AFFIDAVIT OF PROPERTY OWNER
STATE OF NEW YORK
COUNTY OF SUFFOLK

That: _____ is duly authorized by the aforesaid _____
(name of applicant- please print) (owner or lessee- please print)

to make application for a permit to perform said work in the forgoing application and accompanying plans and all the statements herein contained are true to deponent's own knowledge.

Sworn before me this _____ day _____ Owner _____
Signature

Of _____, 20 _____ Applicant _____
Signature

Notary Public Address _____

Phone _____

for office use only:

Approved / Denied: _____ 20 _____

Issued by: _____

Comments _____

APPENDIX A: Applications, Forms & Permits

Highway Work Permit

TOWN OF HUNTINGTON HIGHWAY OFFICE **PERMIT APPLICATION PROCEDURES**

Highway Permit for Work in Town right-of-way (BLACK INK ONLY)

1. Please fill out the enclosed application and return to the Highway Office with a \$100.00 check (no cash) to the Town of Huntington Highway Office.
2. Applications should include a plan or sketch with measurements describing the work to be performed.

If the work includes structures that are not in compliance with current town standards or use of materials that are not in conformance with current town standards, a **Declaration of Covenants and Restrictions (Hold Harmless Agreement)** will be required **in addition to the above**.

If the permitted work will impact the roadway a **bond** may also be required **in addition to the above**.

If you have any questions regarding these procedures, please contact:

Highway Office
30 Rofay Drive
Huntington, NY 11743
Phone (631) 351-3075
Fax (631) 499-3512

Highway Permit with Declaration of Covenants and Restrictions (Hold Harmless Agreement) – (BLACK INK ONLY)

1. A completed Declaration of Covenants and Restrictions (Hold Harmless Agreement) (form enclosed). Please include the Section, Block and Lot number of the property where indicated at the bottom form. (This information can usually be found on "Schedule A" of the deed of the property). The same property owner(s) that appear on the latest deed to the property must sign the Declaration. The signatures must appear exactly as on the deed (form enclosed).
2. A copy of the latest Deed to the property containing a "Schedule A", a legal description of the property, usually one page that describes the bounds of the property, and must legible and suitable for the Suffolk County Clerk.
3. A completed acknowledgment form to be completed and stamped by a notary public.
4. A check payable to the Suffolk County Clerk in the minimum amount of \$120.00 fee. Please be advised additional fees may apply as determined by the Suffolk County Clerk. Any questions regarding filing fees should be directed to the Suffolk County Clerk at (631) 852-2043.

Highway Permit with Bond

A certified check is required in the bond amount which is calculated based on the scope of work as determined by the Highway Office. This check will only be deposited if the Highway Office determines the holder failed to properly restore work area, and we must take corrective action. Please be advised, the liability of the applicant may extend beyond the amount of the bond.

APPLICATION TO PERFORM WORK IN
HUNTINGTON RIGHT-OF-WAY

Print Name(s): _____ Date: _____

Address(es): _____

Phone Number(s): _____

Location of Work: _____

____ New concrete or asphalt curb cut for driveway

____ New curb cut for driveway *

____ Concrete or asphalt curb replacement/installation

____ Curb Replacement/Installation *

____ Other (Specify) _____

Work performed impacts paved area in anyway? No/Yes **

Work performed impacts concrete area in anyway? No/Yes **

In order to obtain a permit you will to provide:

1. A copy of the plan or sketch of the work to be performed.
2. This application completed and signed.
3. A check payable to the **Town of Huntington Highway** for \$100.00.

Applicant's Signature

Applicant's Signature

* This includes any of the following: structures that are not in compliance with the Town's current standards, and driveways, curbs and/or sidewalks made of material other than asphalt or concrete. All structures or materials which are not in compliance with the Town's current standards require a Declaration of Covenants and Restrictions (Hold Harmless Agreement) to be signed by all property owners. The Declaration will be filed against the property.

** Work impacting existing pavement or concrete requires a bond to insure proper restoration.

Declaration of Covenants and Restrictions
Hold Harmless Agreement

This Declaration entered into this _____ day of _____, 20_____
by _____ and _____, residing at _____
who are the Owner(s) of the property located at _____,
_____,(the "Property"),

WHEREAS, the Owner(s) have requested permission from the Town Highway Department to continue the existence of or the construction of a structure, fixture or device described herein as _____ and is located, in whole or in part, at or along the "Property", which is not in compliance with the Town's current standards; and

WHEREAS, the Highway Department has agreed to grant such permission by the issuance of a permit for the aforementioned structure, fixture or device, as long as and in consideration of the execution and filing of a Declaration of Covenants and Restrictions, on which the Town of Huntington and the Highway Department will rely,

NOW, THEREFORE, said Owner(s) acknowledge and agree as follows:

1. The Owner(s) acknowledge and agree to maintain and assume total control of and responsibility for said structure, fixture, or device, and agree to release and hold the Town of Huntington and the Town Highway Department harmless from and against any loss and/or damage to the structure, fixture or device, or to any portion of the "Property" that is caused directly or indirectly by Town equipment, or Town personnel or agents, in the serving of the roadways or for any other reason, and shall hold harmless, indemnify and defend the Town of Huntington and the Highway Department against any and all claims, judgments, costs, expenses, or other losses for personal injury and/or property damage, including legal fees, which may be incurred by the owners, their heirs, successors, and/or assigns, or third parties, that in any way relate to the existence of said structure, fixture or device; and
2. The Owner agrees to purchase and maintain homeowners liability insurance extending insurance coverage naming the Town of Huntington and the Town Huntington Highway Department as additional insureds, by endorsement, of the area containing and including the aforementioned structure, fixture of device at the "Property", and failure to procure insurance in a material breach of this Agreement for which the Owner will be held liable and responsible for any monetary awards, judgments, settlements and cost of attorney fees in defense of any claim or action; and
3. The Owner(s) agree that these covenants run with the land, as herein after forth, binding the Owner(s), their heirs, successors, and/or assigns, and may not be terminated or revoked without the written consent of the Town. This Declaration of Covenants and

Restrictions shall be filed with the Suffolk County Clerk's Office in Riverhead at a cost to be incurred by the Owner; and

4. The Town reserves the right in its sole discretion to revoke such permission and permit as is deemed necessary by the Town to improve upon or otherwise utilize the Town's Right-of-way or if said structure, fixture, or device is deemed to become a hazard, a danger, impedes the health, welfare and/or safety of the public, or is deemed a public nuisance; and
5. The Owner(s) represent and warrant that they have not offered or given any gratuity to any official, employee, or agent of the Town of Huntington, the Town Highway Department, or of any political party, with the purpose or intent of securing favorable treatment; and
6. The Owner(s) acknowledge and agree that they have been afforded the opportunity to review such documents and consult with such experts as they deemed necessary prior to executing the within Declaration of Covenants and Restrictions, and they have executed this Declaration with full knowledge that the Town of Huntington and Huntington Highway Department are relying on the representations made herein as a condition of the continued location and maintenance of the said structure, fixture or device; and
7. If any section, subsection, paragraph, clause, phrase or provision of this Declaration of Covenants and Restrictions shall, by a Court of competent jurisdiction be adjudged illegal, unlawful, invalid, or held to be unconstitutional, the same shall not affect the validity of this Declaration as a whole, or any other part or provision hereof other than the part so adjudged to be illegal, unlawful, invalid or unconstitutional.

IN WITNESS WHEREOF, the Owner(s) have caused this Declaration to be executed as of the day and year first above written.

The 'Property' so affected:

STREET ADDRESS: _____

DISTRICT: 0400 SECTION _____ BLOCK _____ LOT _____

(Owner) Print Name and Signature

(Owner) Print Name and Signature

APPENDIX B – FEES

APPENDIX B – FEES

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

**SCHEDULE A
SUBDIVISION OF LAND – FEES
[Added 5-19-2004 by L.L. No. 16-2004]**

A. PRE-APPLICATION SKETCH AND CONFERENCE FEE: \$250.

B. PRELIMINARY SUBDIVISION REVIEW FEE:

(1) RESIDENTIAL SUBDIVISIONS: [Amended 6-11-2008 by L.L. No. 17-2008; 3-9-2010 by L.L. No. 4-2010]

For any preliminary subdivision submitted for review and approval by the Planning Board, there shall be a base fee of six hundred (\$600) dollars in addition to the following fees:

<u>RESIDENCE DISTRICT</u>	<u>MINORSUBDIVISION*</u>	<u>MAJORSUBDIVISION*</u>
R-80	\$275/acre	\$300/acre
R-40	\$275/acre	\$300/acre
R-20	\$275/lot	\$300/lot
R-15	\$275/lot	\$300/lot
R-10	\$275/lot	\$300/lot
R-7	\$275/lot	\$300/lot
R-5	\$275/lot	\$300/lot
R-RM	\$275/unit	\$300/unit
R-3M	\$275/unit	\$300/unit
R-HS	\$275/unit	\$300/unit
R-OSC	\$275/unit	\$300/unit

* Per acre/lot or any part thereof. The fees under this provision shall also apply to flag lots or lots with minor revisions.

(2) COMMERCIAL AND INDUSTRIAL SUBDIVISIONS:

<u>ZONE</u>	<u>FEE*</u>
Any Commercial District Plan when part of a subdivision map or any commercial subdivision	\$1,000/acre plus \$275/lot
Any Industrial District Plan when part of a subdivision map or any industrial subdivision	\$1,000/acre plus \$275/lot
Any other district when part of a subdivision map	\$1,000/acre plus \$275/lot

* Fees per acre/lot shall be charged for each whole acre/lot or any portion thereof. The fee shall apply for minor and major subdivisions.

C. REVOCATION OF PRELIMINARY APPROVAL - APPLICATION FEE FOR WAIVER (ALL ZONING DISTRICTS):

Where a final application is not made to the Planning Board within the prescribed six (6) month time limit and the applicant request the reinstatement of the preliminary approval, a fee of six hundred (\$600) dollars will be charged where only cursory review by the Planning Board is necessary. If upon review the reinstatement application is denied, then the applicant may submit a new application for preliminary

approval upon payment of the fee listed for "Preliminary Subdivision Review." If the Board grants the request for reinstatement, the final application shall be accepted by the Board upon payment of all requisite fees, and a public hearing may be held.

D. CONDITIONAL FINAL REVIEW FEE (ALL ZONING DISTRICTS): [Amended 12-10-2013 by L.L. No. 33-2013]

- | | |
|--|--|
| (1) Up to and including five (5) Lots or Units: | \$550. |
| (2) Six (6) Lots or Units to and including ten (10) Lots or Units: | \$825. |
| (3) More than ten (10) Lots or Units: | \$500 Base Fee plus \$100/Lot or Unit. |

E. DURATION OF CONDITIONAL FINAL APPROVAL - APPLICATION FEE (ALL ZONING DISTRICTS):

Where any one or more of the conditions and restrictions to be met prior to signing the final plat have not been completed, and/or a final plat is not filed within the prescribed three-hundred-sixty-day filing period (180 days plus additional 90 day extensions at the Board's discretion), an application fee of seven hundred fifty (\$750) dollars for re-approval of the plat will be charged for the Planning Board where only a cursory review is necessary. If re-approval is granted, the applicant must submit an application for final approval with the requisite fee and a public hearing may be held. If re-approval is denied without prejudice, then the applicant may submit a new application for preliminary approval and pay the requisite fee listed for "Preliminary Subdivision Review".

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

**SCHEDULE B
SITE PLAN REVIEW AND APPROVAL – FEES
[Added 5-19-2004 by L.L. No. 16-2004]**

A. PRE-APPLICATION SKETCH AND CONFERENCE FEE: \$250.

B. SITE PLAN AND AMENDED SITE PLAN REVIEW FEE: **[Amended 12-10-2013 by L.L. No. 33-2013¹]**

The site plan or amended site plan application fee shall be the greater of the following two amounts, except for telecommunications facilities which shall pay a flat fee of two hundred fifty (\$250) dollars per location.

(1) Five hundred (\$500) dollars per acre, with each property rounded up to the next full acre, unless the area of disturbance is less than one (1) acre, in which case a flat fee of five hundred (\$500) dollars shall apply, or

(2) Five hundred (\$500) dollars plus twenty-five (\$0.25) cents per square foot for all building gross floor area added to the property.

C. SUPPLEMENTAL REVIEW FEE:

In any instance where an applicant has submitted plans that had undergone more than three (3) map revisions from its initial submittal of the subject application, a supplemental review fee equal to one-third ($\frac{1}{3}$) of the initial site plan fee shall be charged.

D. RE-CERTIFICATION FEE:

In any instance where an applicant has not filed a fully completed Planning Board approved site plan for a building permit with the Department of Engineering Services within the prescribed two (2) year period of filing of a permit, a fee of six hundred (\$600) dollars will be charged to re-evaluate the plan in order to determine whether it is in conformance with the previously approved plan, whether there has been a change in the zoning laws, zoning map or Subdivision and Site Plan Regulations affecting the approved plan, and/or whether the SEQRA review must be re-opened and re-evaluated other than to restate findings upon which the original approval was granted. If in the judgment of the Director of Planning and Environment and/or the Planning Board, changes in the site plan are not identified as minor, the SEQRA review must be reopened and/or there has been a change in the zoning laws, zoning map or Subdivision and Site Plan Regulations affecting the property, then the fees for "Amended Site Plan Review" shall apply.

¹Editor's Note: This local law also repealed former Subsection C, which immediately followed, and redesigned former Subsection D as Subsection C.

APPENDIX B – FEES

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

**SCHEDULE C
MISCELLANEOUS FEES AND CHARGES**

[Added 5-19-2004 by L.L. No. 16-2004]

A. RADIUS SEARCH:

Names and Addresses	\$25 Residential
Names and Addresses	\$50 Commercial/Industrial
Tax Map Numbers Only	\$20
Mailing Labels	\$25
Radius Map	\$10
Custom Search/Report	Fee as determined by the Director of Planning

B. MISCELLANEOUS SERVICES:

Zoning Maps	\$35/set or \$5/page
Zoning Verification Letter	\$250
Paper Map (photocopy)	\$2/square foot
Aperture Card Map (copy)	\$10
Arcview GIS Map print	\$20 "letter size"
	\$30 "A size"
	\$40 "B size"
	\$50 "C size"
	\$100 "D size"
	\$130 "F size"
	\$175 "E size"

Fees for the following shall be determined by the Town Board: **[Added 11-4-2010 by L.L. No. 26-2010¹]**

GIS Monthly Fee
GIS Annual Fee
GIS Mobile Applications Monthly Fee
GIS Mobile Applications Annual Fee

Aerial Maps per 4 aerial units	\$40 "A size"
	\$50 "B size"
	\$70 "C size"
	\$100 "D size"
	\$130 "E size"

C. SIGNS: \$15 (per sign).

D. SEQRA: **[Amended 12-10-2013 by L.L. No. 33-2013]**

(1) Short Form EAF	\$250.
(2) Long Form EAF	\$500.
(3) Expanded EAF / Draft EIS	\$2,500.
(4) Final EIS	\$1,000.

E. LOT LINE CHANGE (ADJUSTMENT): \$250.

F. CERTIFICATE OF CORRECTION: \$250.

G. BOND RENEWAL FEE: \$100.

¹Editor's Note: This local law provided that it shall take effect 1-1-2011.

H. INSPECTION FEE: **[Amended 10-13-2004 by L.L. No. 33-2004]**

- (1) The applicant shall be charged an inspection fee to cover the cost of such inspections as may be reasonably necessary to insure that required on-site and off-site improvements are completed to the satisfaction of the Town, the work is properly performed and the improvements meet state and local specifications and regulations. The inspection fee shall be nine (9%) percent of the total construction cost of on-site and off-site improvements, whether or not the improvements are to be publicly owned. The cost of construction shall be established by the most recent Town of Huntington "Requirements Contract." Inspection fees shall be paid in full before the Director of Planning and Environment will stamp the approved site plan or sign the final subdivision map.
- (2) At the time of renewal, the amount of the bond shall be recalculated in accordance with the most recent Town of Huntington "Requirements Contract" for all outstanding on-site and off-site improvements. In addition to the renewal fee, an inspection fee calculated at nine (9%) percent of the increase in the bond amount shall be due and payable to the Town.

**TOWN OF HUNTINGTON
DEPARTMENT OF PLANNING AND ENVIRONMENT**

**SCHEDULE D
RECREATION FEE IN LIEU OF PARKLAND**

[Added 5-19-2004 by L.L. No. 16-2004]

A. Major subdivisions. The recreation fee for major subdivisions in the R-5, R-7, R-10, R-15, R-20, R-40 and R-80 zoning districts shall be established as follows:

- (1) Recreation fee. If the Planning Board determines that a proper case exists for requiring recreational facilities, but suitable facilities of adequate size to meet the requirement cannot be properly located on the property, a sum of money in lieu thereof equal to 10% of the fair market value of the entire parcel under review shall be provided to the Town by the applicant. In no event shall the recreation fee be less than \$10,000 per lot.
- (2) Calculation of fair market value. The Planning Board shall obtain an appraisal of the entire parcel under review at the applicant's cost and expense. The parcel shall be appraised as of conditional final approval of the subdivision or site plan. The applicant shall be given an opportunity to review the appraisal and if in agreement, shall provide the Planning Board with a signed notarized statement accepting the appraisal as fair and reasonable. If the applicant rejects the appraisal, the Planning Board shall obtain a second appraisal at the applicant's expense, which, if accepted in writing by the applicant, shall be averaged with the first appraisal. In the event the applicant rejects the second appraisal, they shall obtain a third appraisal by a certified real estate appraiser licensed in the State of New York at their own cost, which shall be averaged with the two (2) prior appraisals to establish the fair market value of the subdivision or site.
- (3) In establishing fair market value, the value of existing buildings, accessory structures and other improvements to the land shall not be included in the calculation.

B. Minor subdivisions. The recreation fee for minor subdivisions in the R-5, R-7, R-10, R-15, R-20, R-40 and R-80 zoning districts shall be established as follows: **[Amended 10-13-2004 by L.L. No. 33-2004]**

ZONE	FEE*
R-80 Residence District (2 Acre Zoning)	Up to 4 lots - \$5,000 per lot
R-40 Residence District (1 Acre Zoning)	Up to 4 lots - \$5,000 per lot
R-20 Residence District (1/2 Acre Zoning)	Up to 4 lots - \$4,000 per lot
R-15 Residence District (15,000 Sq. Ft./lot)	Up to 4 lots - \$2,500 per lot
R-10 Residence District (1/4 Acre Zoning)	Up to 4 lots - \$2,500 per lot
R-7 Residence District (7,500 Sq. Ft./lot)	Up to 4 lots - \$2,000 per lot
R-5 Residence District (5,000 Sq. Ft./lot)	Up to 4 lots - \$2,000 per lot

C. In all other zoning districts, the recreation fee for subdivisions and site plans shall be as follows: **[Amended 6-11-2008 by L.L. No. 17-2008; 3-9-2010 by L.L. No. 4-2010]**

ZONE	FEE*
R-3M Residence District; R-PUD	\$500/Unit

R-HS Residence District	\$500/Unit
R-RM Residence District	\$500/Unit
R-OSC Residence District	\$500/Unit
C-1 Office Residence District	\$1,500/Unit*
C-3 Special Business District	\$1,500/Unit*
C-4 Neighborhood Business District	\$1,500/Unit*
C-6 General Business District	\$1,500/Unit*
C-6 Huntington Station Overlay District	\$1,500/Unit*
C-8 General Business "A" District	\$1,500/Unit*

*Fees per acre shall be charged for each whole acre as well as for any fraction thereof. A fee of \$1,500 per dwelling unit shall be charged in lieu of parkland set-aside in any commercial zoning district when a residential site plan is approved, presently said districts are C-1, C-3, C-4, C-6, C-6 Huntington Station Overlay District and C-8, however, should residential units be permitted in any other commercial or industrial zoning districts in the future, then the \$1,500 fee shall also apply.

For any of the zoning districts listed above where the proposed project is a "condominium" that will be duly filed as such with the New York State Attorney General, and where there will be no subdivision of land as would be the case with some "Homeowner's Association" and/or "cooperatives," the "Park and Playground Fee" shall be based on the per-unit or per-lot fee for the zoning district in which the development is to be located.

D. Exemptions.

- (1) Affordable Housing. Where the Planning Board has determined that the project presents a proper case for requiring a park, playground or other recreational facilities and such amenities are not provided on-site in an affordable housing project, the recreation fee shall be waived, except that the fee shall not be waived if the property has been granted a change of zone by the Huntington Town Board and affordable housing is a component of such zone change pursuant to § 198-13(l) of the Town Code, or successor law. For the purpose of this section, affordable housing shall be defined as set forth in § 198-13(l)(1)(a).
- (2) The recreation fees established herein shall affect all subdivision applications which have not received preliminary approval and residential site plans which have not received final or conditional final approval as of the effective date of this amendment.

APPENDIX C – SAMPLE PLANS

ALL LOTS IN THIS DEVELOPMENT COMPLY FULLY WITH THE ZONING REQUIREMENTS OF ZONE R-40 RESIDENCE DISTRICT WITH RESPECT TO AREA AND WIDTH EXCEPT AS PROVIDED BY ZBA GRANTS GRANTED ON (DATE) AS SHOWN IN THE TABLE BELOW.

LOT NO.	LOT AREA (S.F.)	LOT WIDTH AT REG. SETBACK	ESTABLISHED FRONT YARD SETBACK	FRONT YARD SETBACK	CORNER LOT SIDE YARD SETBACK	SIDE YARD SETBACK	REAR YARD SETBACK
1							
2							
3							
4							
5							

ALL LOTS IN THIS DEVELOPMENT COMPLY FULLY WITH THE ZONING REQUIREMENTS OF THE R-40 DISTRICT IN RESPECT TO AREA AND WIDTH EXCEPT AS MODIFIED. WE HEREBY CERTIFY THAT THIS PLAN WAS MADE FROM AN ACTUAL SURVEY COMPLETED BY US ON (DATE) AND CONCRETE MONUMENTS ARE PROPOSED TO BE SET AS SHOWN.

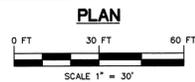
LOT NO.	LOT AREA (S.F.)	FRONT YARD SETBACK	CORNER LOT SIDE YARD SETBACK	ESTABLISHED SIDE YARD SETBACK	LOT WIDTH AT REG. SETBACK	ESTABLISHED FRONT YARD SETBACK	REAR YARD SETBACK
1							
2							
3							
4							
5							

LAYOUT

SEE SUBDIVISION GUIDELINES FOR LAYOUT

DESIGN PROFESSIONALS ARE DIRECTED TO THE FOLLOWING SECTIONS OF THE TOWN OF HUNTINGTON SUBDIVISION & SITE PLAN ORDINANCE FOR DETAILED GUIDELINES PERTAINING TO THE PREPARATION OF SUBDIVISION PLANS:

- 4.2 GENERAL SUBDIVISION MAP REQUIREMENTS
- 4.3 CLUSTER DEVELOPMENT
- 4.4 PRE-APPLICATION PROCEDURE
- 4.5 PRELIMINARY MAP REQUIREMENTS
- 4.6 FINAL SUBDIVISION APPLICATION PROCEDURE



LEGEND



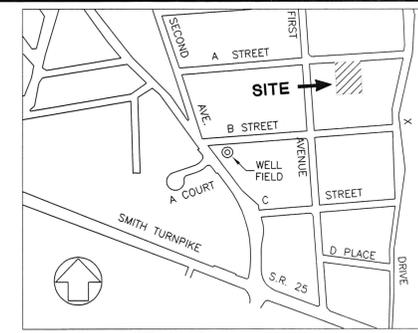
STORM DRAINAGE CALCULATIONS

NOTES TO DESIGN ENGINEER

- DRAINAGE CALCULATIONS MUST BE PROVIDED DEMONSTRATING CONFORMANCE TO THE VOLUMETRIC STORAGE REQUIREMENTS OF SECTION 6.5.2 STANDARD FOR DRAINAGE, OF THE TOWN OF HUNTINGTON SUBDIVISION AND SITE PLAN ORDINANCE.
- CALCULATIONS FOR POSITIVE DRAINAGE COLLECTION SYSTEMS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 6.5.2.1 COLLECTION SYSTEM, OF THE TOWN OF HUNTINGTON SUBDIVISION AND SITE PLAN ORDINANCE.
- REFER TO CHAPTER 170 OF THE CODE OF THE TOWN OF HUNTINGTON FOR INFORMATION PERTAINING TO STORMWATER POLLUTION PREVENTION PLANS (SWPPP'S).

SAMPLE DRAINAGE STRUCTURE SCHEDULE (DRYWELLS)

		RIM/TC ELEVATION	TOP OF RING ELEVATION	BOT. OF RING ELEVATION	EFF. DEPTH	INVERT ELEVATION
D1	TYPE "A" LEACHING CATCH BASIN	TC 158.54	155.37	147.37	8.00	W 153.51 (15')
D2	DW/SLAB AND SOLID COVER	RM 158.85	156.18	148.18	12.00	E.W 153.31 (15')
D3	DW/SLAB AND SOLID COVER	RM 158.75	156.08	148.08	12.00	W 153.05 (15')
D4	DW/DOME AND GRATE COVER	RM 157.27	151.80	147.80	4.00	----
D5	DW/DOME AND GRATE COVER	RM 157.00	151.33	148.33	5.00	----
D6	DW/DOME AND GRATE COVER	RM 158.00	152.33	148.33	4.00	----



KEY MAP
SCALE: 1" = 600'

SITE DATA

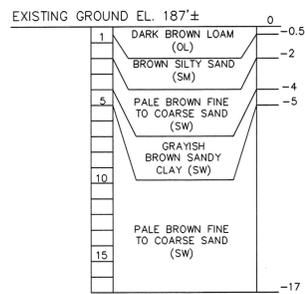
S.C.T.M. No.:
OWNER:
EXISTING ZONE:
NUMBER OF LOTS:
TOTAL AREA OF MAP:
FIRE DISTRICT:
POST OFFICE DISTRICT:
SCHOOL DISTRICT:
WATER DISTRICT:
SEWER DISTRICT:
DATUM:
FILED MAP OF:

ZONING COMPLIANCE TABLE

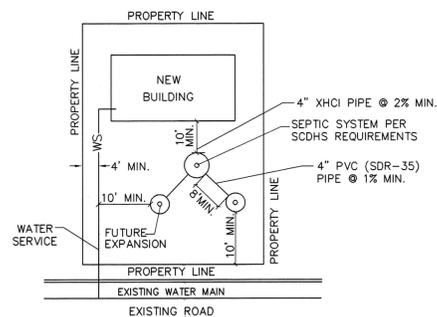
ITEM	CODE	PROVIDED
LOT AREA	5,000 SF	
BUILDING HEIGHT	35/2 1/2 STY. MAX	
FRONT YARD	20'	
REAR YARD	25'	
SIDE YARD	5'/13'	
LOT WIDTH @ SETBACK	50'	
LOT FRONTAGE	40'	

GENERAL NOTES

- ALL IMPROVEMENTS SHALL BE IN CONFORMANCE WITH THE HUNTINGTON TOWN PLANNING BOARD SUBDIVISION REGULATIONS AND SITE IMPROVEMENT SPECIFICATIONS.
- DRYWELLS SHALL BE PROVIDED FOR ALL ROOF RUNOFF.
- ANY UTILITIES REQUIRED TO BE RELOCATED DUE TO THE INSTALLATION OF THE REQUIRED IMPROVEMENTS SHALL BE RELOCATED AT THE EXPENSE OF THE APPLICANT/DEVELOPER.
- PRIOR TO COMMENCEMENT OF ANY WORK WITHIN A TOWN RIGHT-OF-WAY THE APPLICANT/DEVELOPER MUST OBTAIN A HIGHWAY WORK PERMIT FROM THE TOWN HIGHWAY DEPARTMENT.
- DATUM: TOWN OF HUNTINGTON, NGVD.
- A BRIGHTLY COLORED CONSTRUCTION FENCE SHALL BE ERECTED ALONG THE LIMIT OF CLEARING PRIOR TO ANY CONSTRUCTION ACTIVITIES.
- FOLLOWING SUBDIVISION AND IMPLEMENTATION OF APPROVED PLANS, THE REMOVAL, DESTRUCTION OR ALTERATION OF TREES AND WOODLAND SHALL BE SUBJECT TO TOWN CODE CHAPTER 186--TREE PRESERVATION LAW.
- NO PLOT MAY BE SUBDIVIDED OR CHANGED IN ANY MANNER AT ANY FUTURE DATE EXCEPT BY SPECIAL ACTION OF THE HUNTINGTON TOWN PLANNING BOARD.
- ALL TRAFFIC ROAD MARKINGS, ROAD SIGNS, AND LIGHT SIGNALS THAT MAY HAVE BEEN MOVED OR DAMAGED IN THE PROCESS OF CONSTRUCTION SHALL BE RESTORED AT THE APPLICANT'S EXPENSE TO AT LEAST THE SAME QUALITY AND CHARACTERISTICS THAT EXISTED BEFORE CONSTRUCTION BEGAN. THE APPLICANT SHALL BE FURTHER RESPONSIBLE TO INSURE THAT, IN THE ROADWAYS ADJACENT TO THE CONSTRUCTION SITE, THESE MARKINGS, SIGNS, AND SIGNALS ARE MAINTAINED DURING THE ENTIRE PERIOD OF CONSTRUCTION. IF REPLACEMENT OR UPGRADE IS REQUIRED, SAME MUST BE APPROVED BY THE TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES, DIVISION OF TRAFFIC SAFETY AND TRANSPORTATION PLANNING.
- PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS A PRE-CONSTRUCTION MEETING WITH THE DEPARTMENT OF ENGINEERING SERVICES SHALL BE SCHEDULED BY THE APPLICANT/OWNER/BUILDER/DEVELOPER.



SOIL BORING B-1



TYPICAL PLOT PLAN

- NOTES:
- CITE WHO CONDUCTED THE SOIL BORING/TEST HOLE. INCLUDE DATE.
 - CITE GROUNDWATER ELEVATION OR MENTION THAT NO GROUNDWATER ENCOUNTERED. DISTINGUISH BETWEEN PERCHED AND ACTUAL GROUNDWATER ELEVATIONS.
 - DESIGN PROFESSIONAL RESPONSIBLE TO RESEARCH HISTORIC GROUNDWATER LEVELS IN SUBJECT AREA AND ACCOUNT FOR THE HIGHEST ANTICIPATED GROUNDWATER LEVEL IN THEIR DESIGN.

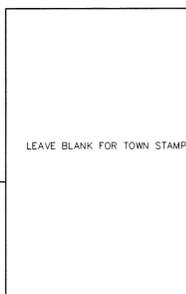
NOTE:
THE WATER SUPPLY AND SEWAGE DISPOSAL FACILITIES FOR ALL LOTS IN THIS DEVELOPMENT SHALL COMPLY WITH THE STANDARDS AND REQUIREMENTS OF THE SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES AT THE TIME OF CONSTRUCTION.

OWNER INFORMATION

OWNER NAME
OWNER ADDRESS
OWNER TELEPHONE NUMBER

APPLICANT INFORMATION

APPLICANT NAME
APPLICANT ADDRESS
APPLICANT TELEPHONE NUMBER



ADD REVISION DATES WHEN NEEDED

DESIGNED BY:	DRAWN BY:	CHECKED BY:	PROJECT NO.:	SCALE:	DATE:
--------------	-----------	-------------	--------------	--------	-------

SURVEYOR/ENGINEER SEAL AND SIGNATURE

PRELIMINARY MAP OF HUNTINGTON ESTATES
RE-SUBDIVISION OF LOT XX AND XX ON THE MAP OF GREENLAWN MANOR SECTION B FILED OCTOBER 17, 1910 AS MAP No. 444
SITUATED AT
ELWOOD

PRELIMINARY MAP OF HUNTINGTON ESTATES

ALTERATION OF THIS DOCUMENT, EXCEPT BY A LICENSED PROFESSIONAL ENGINEER, IN ACCORDANCE WITH SECTION 7009 OF NY STATE EDUCATION LAW, IS ILLEGAL.

TOWN OF HUNTINGTON, SUFFOLK COUNTY
SCTM DISTRICT 0400, SEC XXX, BLK XX, LOT XXX

SHEET
1
OF
X

APPENDIX D – DETAIL DRAWINGS AND MISCELLANEOUS DETAILS

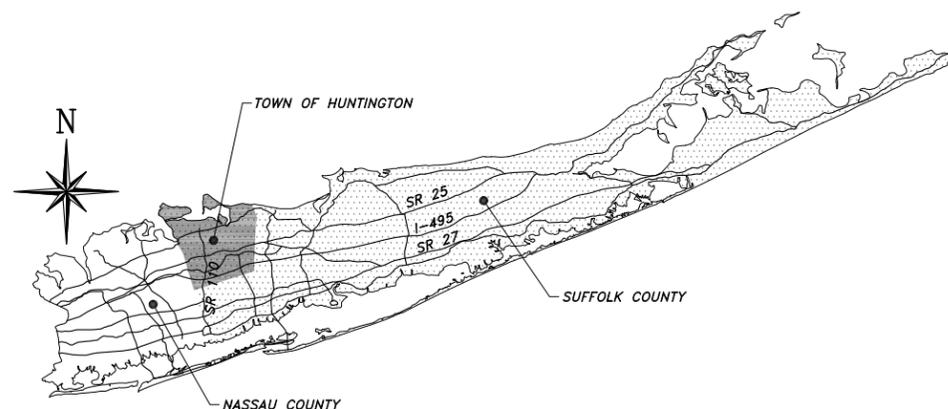
SUBDIVISION AND SITE PLAN REGULATIONS

STANDARD CONSTRUCTION DETAILS

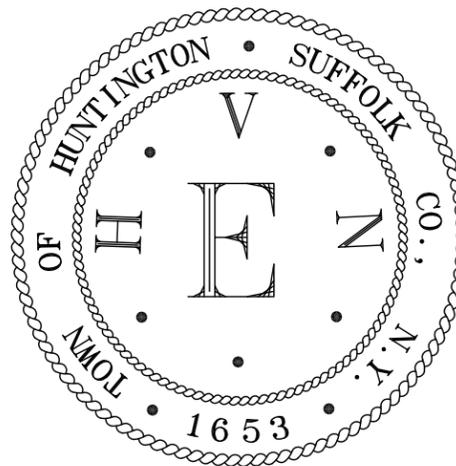
MAY, 2014

INDEX OF DRAWINGS

DRAWING NAME:	SHEET NO.
COVERSHEET	
CURB INSTALLATION & CONSTRUCTION DETAILS	1 OF 19
PAVEMENT EXCAVATION & REPAIR DETAILS	2 OF 19
SIDEWALK DETAILS	3 OF 19
DRAINAGE STRUCTURE DETAILS - 1	4 OF 19
DRAINAGE STRUCTURE DETAILS - 2	5 OF 19
DRAINAGE STRUCTURE DETAILS - 3	6 OF 19
CURB INLET FRAME & GRATE DETAILS	7 OF 19
TYPICAL ROADWAY CONSTRUCTION SECTIONS	8 OF 19
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ACCESSIBILITY DETAILS - 1	10 OF 19
ACCESSIBILITY DETAILS - 2	11 OF 19
ACCESSIBILITY DETAILS - 3	12 OF 19
ACCESSIBILITY DETAILS - 4	13 OF 19
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TYPICAL LANDSCAPING DETAILS	16 OF 19
STREETLIGHTING PULLBOX & RISER DETAILS	17 OF 19
FENCE DETAILS	18 OF 19
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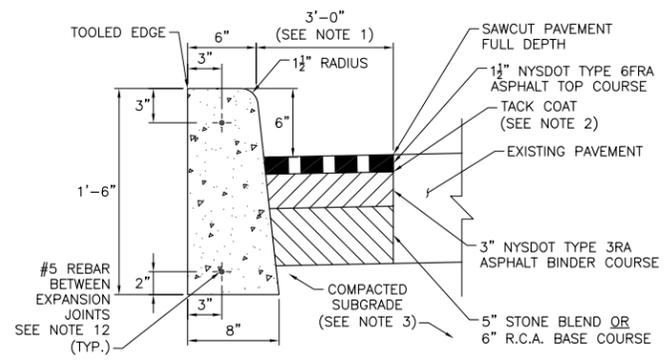
LONG ISLAND LOCATION MAP
N.T.S.



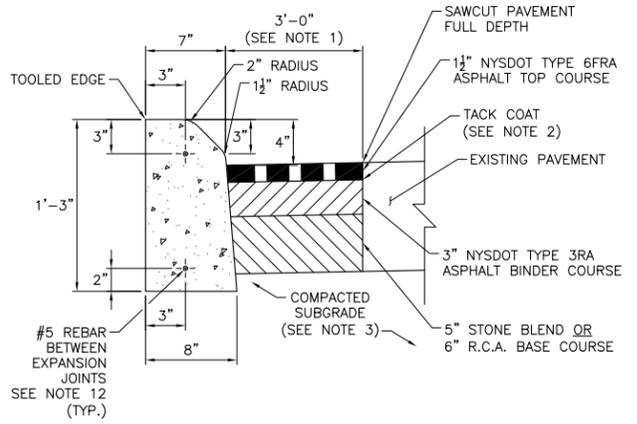
TOWN OF HUNTINGTON
SUFFOLK COUNTY, NEW YORK

THE EDUCATION LAW OF THE STATE OF NEW YORK PROHIBITS ANY PERSON FROM ALTERING ANYTHING ON THESE DRAWINGS AND/OR THE ACCOMPANYING SPECIFICATIONS UNLESS IT IS UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, WHERE SUCH ALTERATIONS ARE MADE, THE PROFESSIONAL ENGINEER MUST SIGN, SEAL, DATE AND DESCRIBE THE FULL EXTENT OF THE ALTERATION ON THE DRAWING AND/OR IN THE SPECIFICATION (NYS ED. LAW SECTION 7209-2).

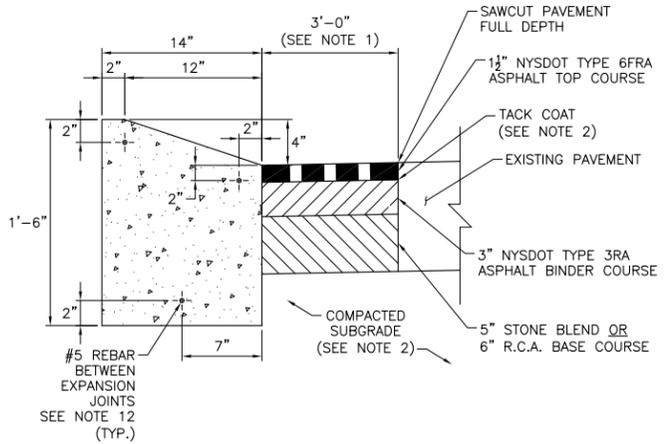
PREPARED BY
DEPARTMENT OF ENGINEERING SERVICES
JOSEPH F CLINE, PE, DIRECTOR



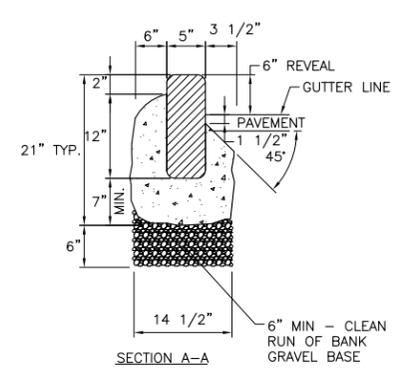
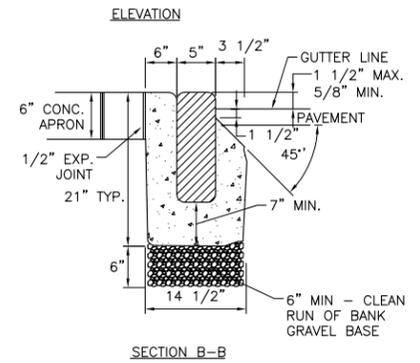
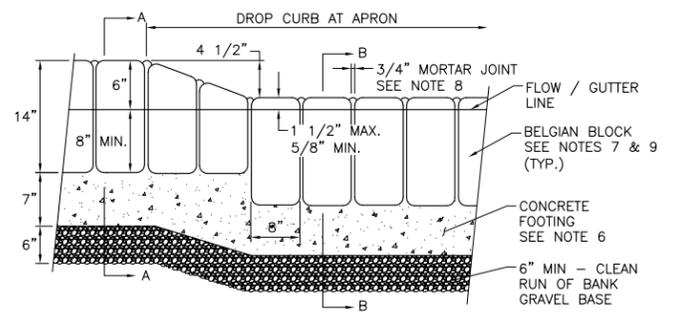
CURB TYPE A & PAVEMENT REPAIR DETAIL
(FULL REVEAL CONCRETE CURB)
NOT TO SCALE



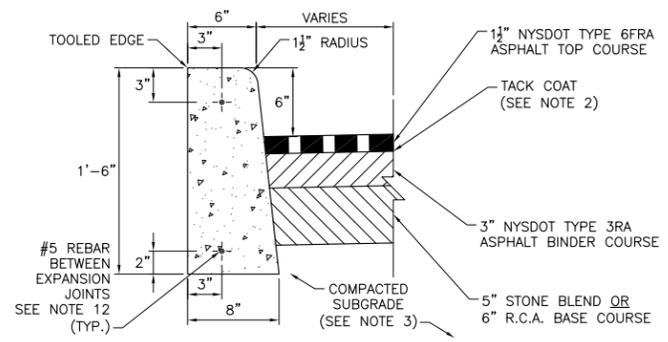
CURB TYPE B & PAVEMENT REPAIR DETAIL
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NOT TO SCALE



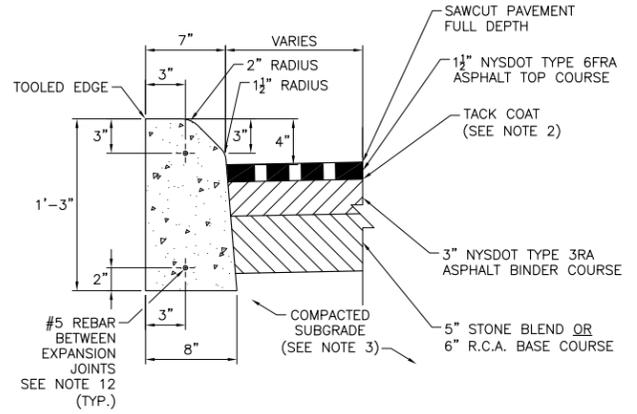
CURB TYPE C & PAVEMENT REPAIR DETAIL
(TRAVERSABLE CONCRETE CURB)
NOT TO SCALE



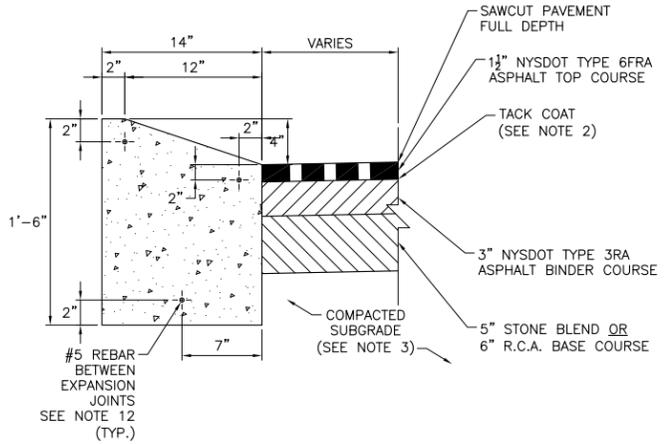
CURB TYPE D INSTALLATION DETAILS
(BELGIAN BLOCK CURB)
NOT TO SCALE



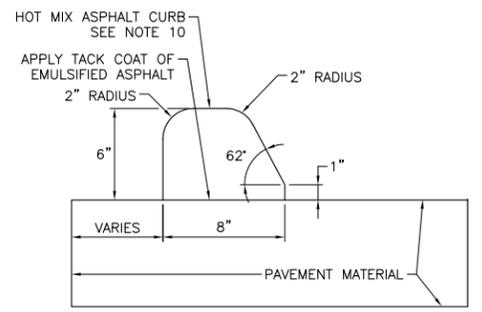
CURB TYPE A INSTALLATION DETAIL
(FULL REVEAL CONCRETE CURB)
NOT TO SCALE



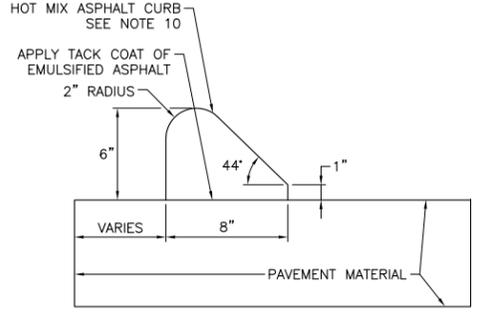
CURB TYPE B INSTALLATION DETAIL
(MOUNTABLE CONCRETE CURB)
NOT TO SCALE



CURB TYPE C INSTALLATION DETAIL
(TRAVERSABLE CONCRETE CURB)
NOT TO SCALE



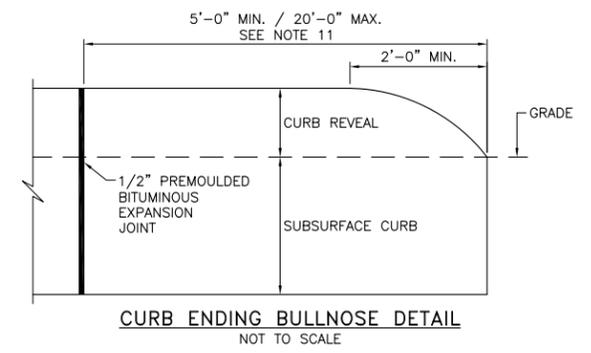
CURB TYPE E INSTALLATION DETAIL
(FULL REVEAL ASPHALT CURB)
NOT TO SCALE



CURB TYPE F INSTALLATION DETAIL
(MOUNTABLE ASPHALT CURB)
NOT TO SCALE

NOTES:

- WHEN CURB IS REPLACED OR INSTALLED WITHIN THE TOWN OF HUNTINGTON RIGHT-OF-WAY (R.O.W.) THE EXISTING PAVEMENT SHALL BE REMOVED AND REPLACED A MINIMUM OF THREE (3) FEET FROM THE PROPOSED CURB.
- TACK COAT (PER ITEM 407.0101 OF N.Y.S.D.O.T. STANDARD SPECIFICATIONS) EMULSIFIED ASPHALT PLACED AT A RATE OF BETWEEN 0.05 & 0.15 GALLONS PER SQUARE YARD. USE IF TOP COURSE ASPHALT IS PLACED IN EXCESS OF SIX (6) MONTHS AFTER BINDER COURSE IS INSTALLED. SURFACE OF BINDER COURSE ASPHALT SHALL BE CLEAN, DRY AND INSPECTED BY THE TOWN OF HUNTINGTON ENGINEERING INSPECTOR PRIOR TO PLACING TOP COURSE ASPHALT OR TACK COAT.
- ALL UNSUITABLE MATERIAL SHALL BE REMOVED AND REPLACED WITH SUITABLE COMPACTED MATERIAL, ALL AS DIRECTED BY THE TOWN OF HUNTINGTON ENGINEER. COMPACTION UTILIZING OPTIMUM MOISTURE CONTENT TO AT LEAST 95% STANDARD PROCTOR DENSITY. SUBMIT TEST RESULTS FROM ASTM D698 (MOISTURE) AND ASTM D2922 (DENSITY PER NUCLEAR METHODS) FOR REVIEW.
- CONCRETE SHALL BE 4000 P.S.I. AT 28 DAYS AND SHALL BE AIR ENTRAINED.
- EXPANSION JOINTS SHALL BE PLACED AT INTERVALS NOT GREATER THAN 12'-0" O.C. AND AT ALL POINTS OF CURVATURE AND TANGENCY.
- CONC. TO BE 1:2:4 MIX, 4"-5" SLUMP, ALL AGGREGATE PASSING 3/4" SIEVE. ALL CONCRETE TO BE 4000 P.S.I. (MIN.) AIR INTRAINED.
- TYPICAL BELGIAN BLOCK TO BE 5"x8"x14" WITH COMPRESSIVE STRENGTH OF 4,000 PSI. MIN.
- MORTAR MIX TO BE 1:2 ALL JOINTS.
- BLOCKS SHALL BE WASHED PRIOR TO INSTALLATION.
- ASPHALT CURB SHALL BE UTILIZED FOR CURB WINGS IN CONJUNCTION WITH OFFSET CATCH BASINS WITH THE APPROVAL OF THE TOWN ENGINEER ONLY. SEE DRAINAGE DETAILS FOR ADDITIONAL INFORMATION.
- CURB SHALL EXTEND A MINIMUM OF 10' BEYOND POINTS OF CURVATURE, POINTS OF TANGENCY, AND DRAINAGE STRUCTURES. OR AOB PRIOR TO CONSTRUCTION OF A CURB ENDING BULLNOSE.
- NYSDOT CLASS D FIBER REINFORCED PORTLAND CEMENT CONCRETE MAY BE SUBSTITUTED FOR THE SPECIFIED REINFORCING BARS. NOTIFICATION OF THIS SUBSTITUTION MUST BE GIVEN TO THE ENGINEERING INSPECTOR PRIOR TO PLACEMENT OF CONCRETE.



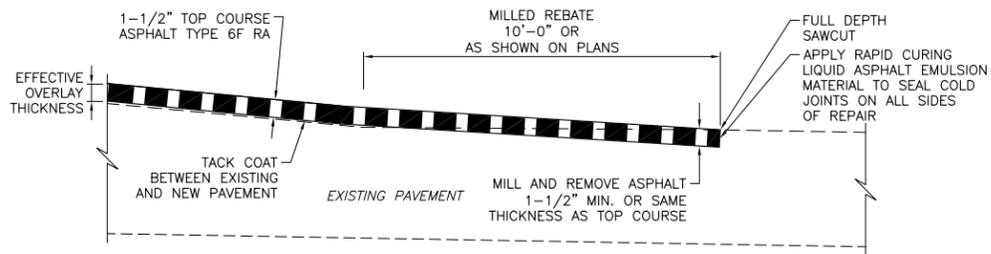
CURB ENDING BULLNOSE DETAIL
NOT TO SCALE

TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

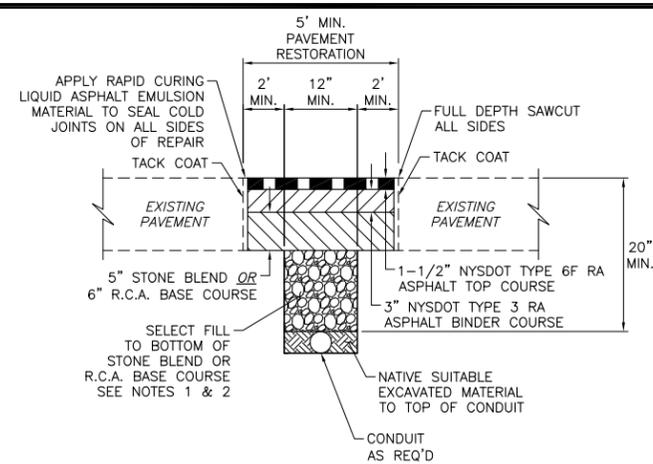
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

CURB INSTALLATION & CONSTRUCTION DETAILS

Apr 23, 2014 - 11:38am R:\Standard Details\SUBDIVISION_&_SITE_PLAN_REGULATIONS_DETAILS\01_CURBS_&_APRONS.dwg



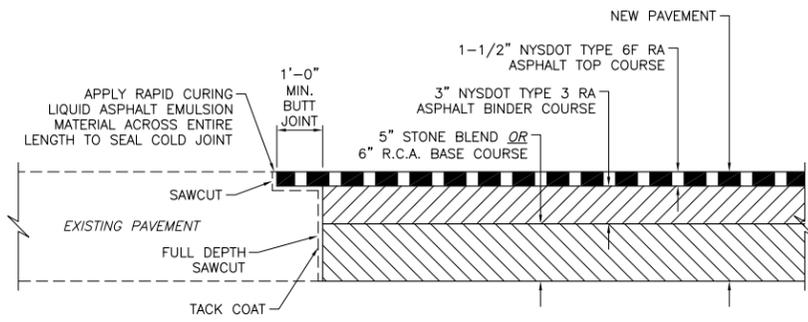
ASPHALT OVERLAY TERMINATION DETAIL
NOT TO SCALE



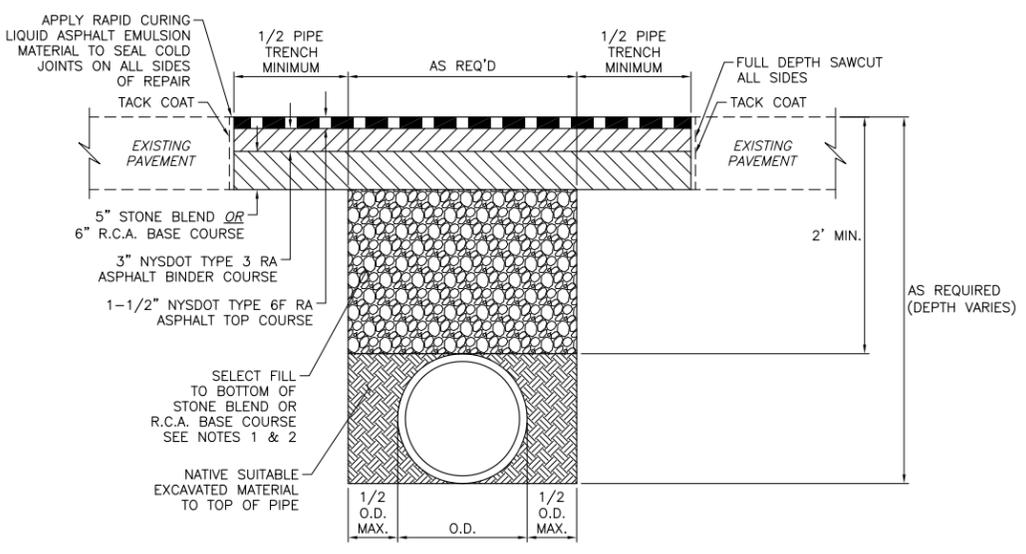
ROADWAY EXCAVATION FOR CONDUIT INSTALLATION DETAIL
NOT TO SCALE

NOTES:

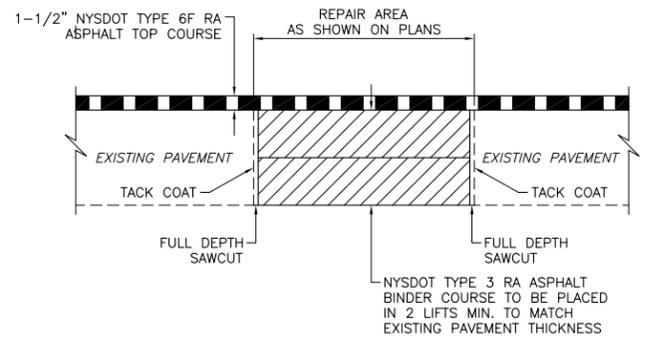
1. SELECT FILL SHALL BE CLEAN FILL CONSISTING OF SAND, GRAVEL, AND/OR STONES AND SHALL BE SUBSTANTIALLY FREE OF DEGRADABLE OR VEGETATIVE MATERIAL. THE FILL SHALL NOT CONTAIN CONSTRUCTION DEMOLITION DEBRIS SUCH AS LUMBER, ASPHALT CONCRETE, PORTLAND CEMENT CONCRETE AND/OR CLAY BRICKS.
2. ALL SELECT FILL, STONE BLEND, AND RECYCLED CONCRETE AGGREGATE SHALL BE COMPACTED UTILIZING OPTIMUM MOISTURE CONTENT TO AT LEAST 95% STANDARD PROCTOR DENSITY. SUBMIT TEST RESULTS FROM ASTM D698 (MOISTURE) AND ASTM D2922 (DENSITY PER NUCLEAR METHODS) FOR REVIEW.
3. TACK COAT (PER ITEM 407.0101 OF N.Y.S.D.O.T. STANDARD SPECIFICATIONS) EMULSIFIED ASPHALT PLACED AT A RATE OF BETWEEN 0.05 & 0.15 GALLONS PER SQUARE YARD.
4. ALL UNSUITABLE MATERIAL SHALL BE REMOVED AND REPLACED WITH SUITABLE COMPACTED MATERIAL, ALL AS DIRECTED BY THE TOWN OF HUNTINGTON ENGINEER.
5. CONCRETE SHALL BE 4000 P.S.I. AT 28 DAYS AND SHALL BE AIR ENTRAINED.



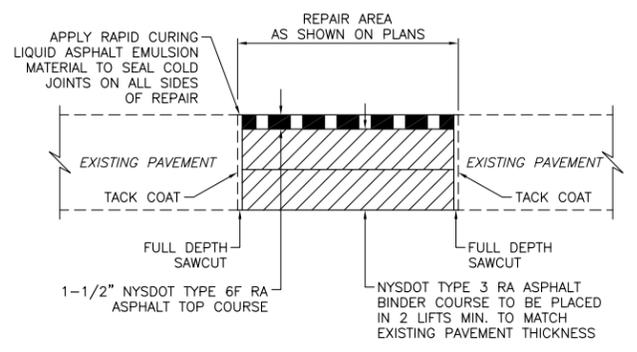
FULL DEPTH ASPHALT PAVEMENT TERMINATION DETAIL
NOT TO SCALE



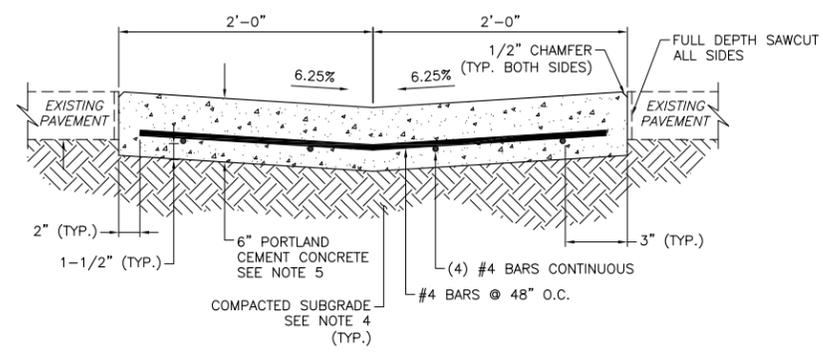
ROADWAY EXCAVATION FOR DRAINAGE PIPE INSTALLATION DETAIL
NOT TO SCALE



FULL DEPTH ASPHALT PAVEMENT REPAIR WITH TOP COURSE ASPHALT OVERLAY DETAIL
NOT TO SCALE



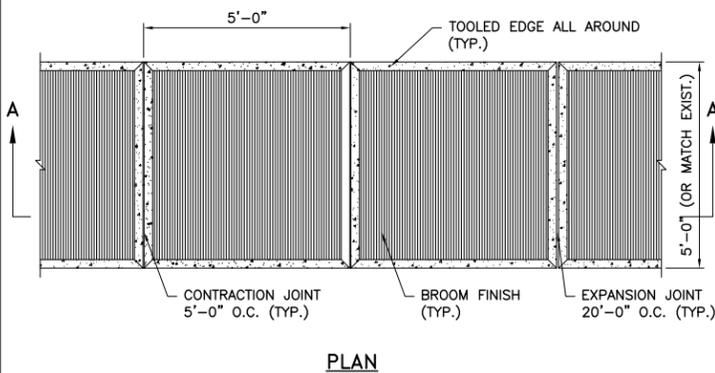
FULL DEPTH ASPHALT PAVEMENT REPAIR DETAIL
NOT TO SCALE



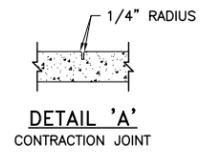
CONCRETE VALLEY GUTTER
NOT TO SCALE

	TOWN OF HUNTINGTON	
	DEPARTMENT OF ENGINEERING SERVICES	
	SUBDIVISION AND SITE PLAN REGULATIONS STANDARD CONSTRUCTION DETAILS	
PAVEMENT EXCAVATION & REPAIR DETAILS		
Scale: AS NOTED	Date: MAY, 2014	Sheet: 2 of 19

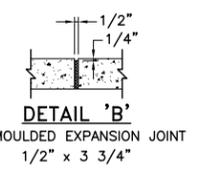
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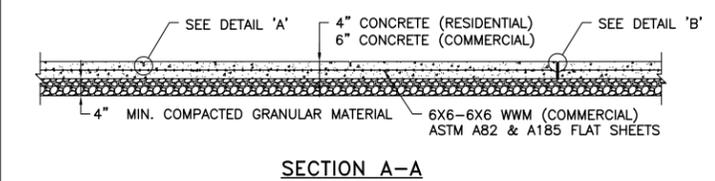
PLAN



DETAIL 'A'
CONTRACTION JOINT

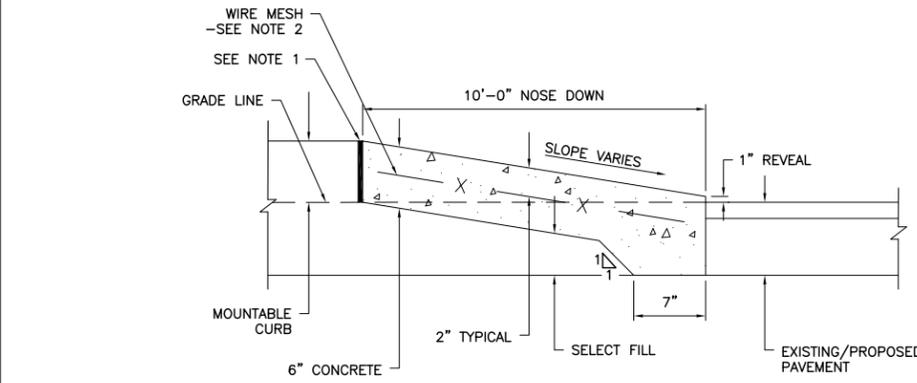


DETAIL 'B'
PREMOULDED EXPANSION JOINT
1/2" x 3 3/4"

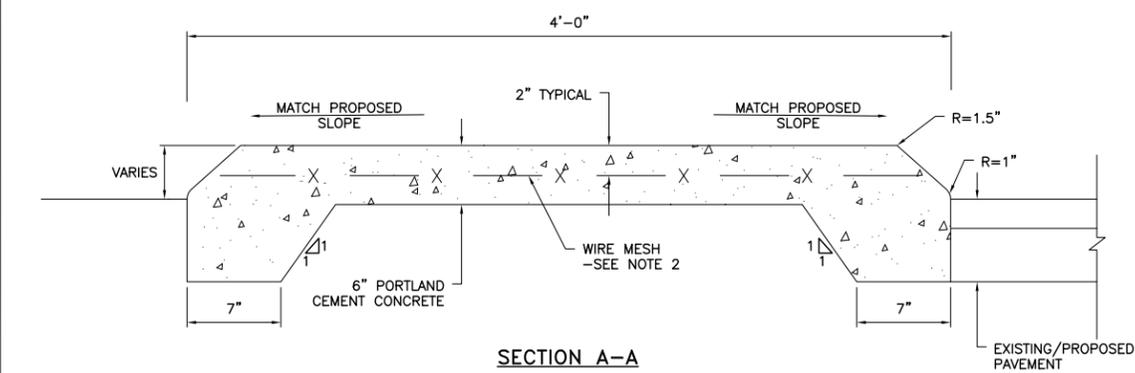


SECTION A-A

CONCRETE SIDEWALK DETAILS
NOT TO SCALE

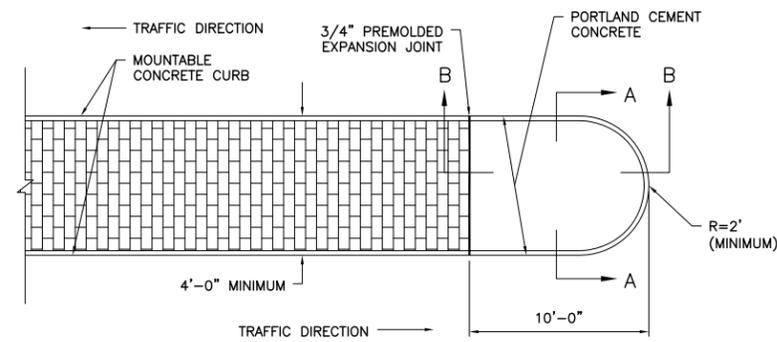


SECTION B-B
N.T.S.

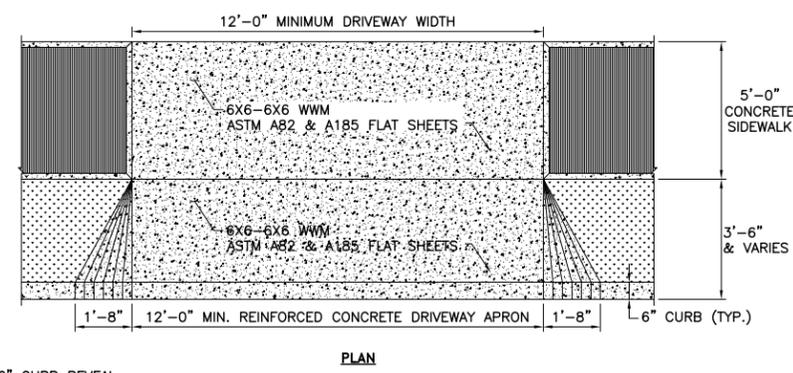


SECTION A-A

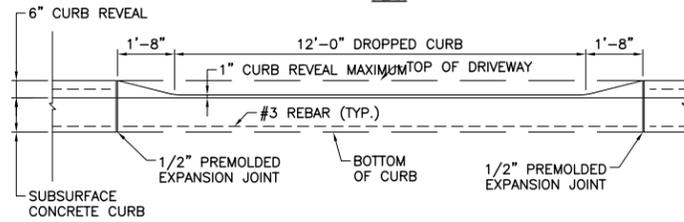
- NOTES:**
- PREMOULDED RESILIENT EXPANSION JOINT
 - WIRE MESH SHALL CONSIST OF #3 GAUGE STEEL FABRIC REINFORCEMENT AT 6"x6" GRID PATTERN.



PLAN
CONCRETE MEDIAN BULLNOSE DETAILS
NOT TO SCALE

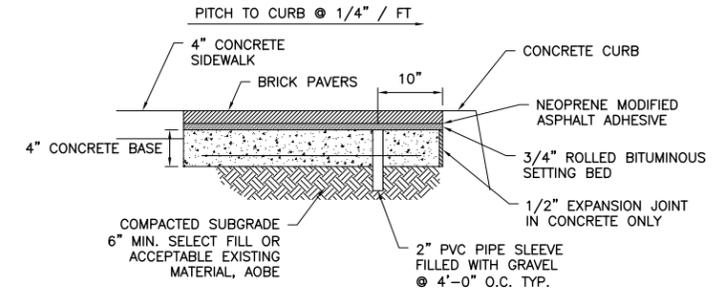


PLAN



ELEVATION

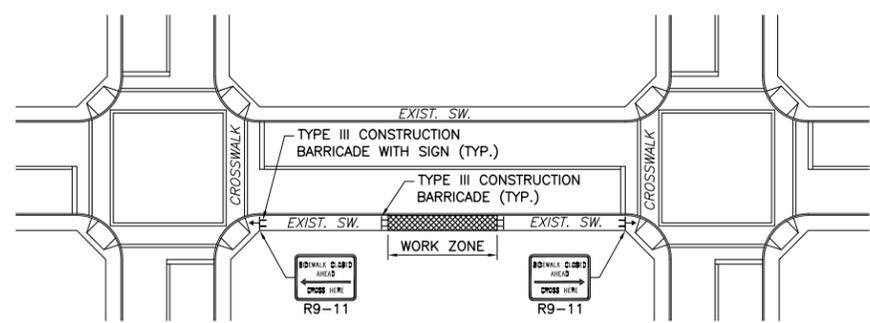
CONCRETE DRIVEWAY APRON INSTALLATION DETAIL
NOT TO SCALE



NOTE:

- CONCRETE SHALL BE 4000 PSI @ 28 DAYS AND SHALL BE AIR ENTRAINED

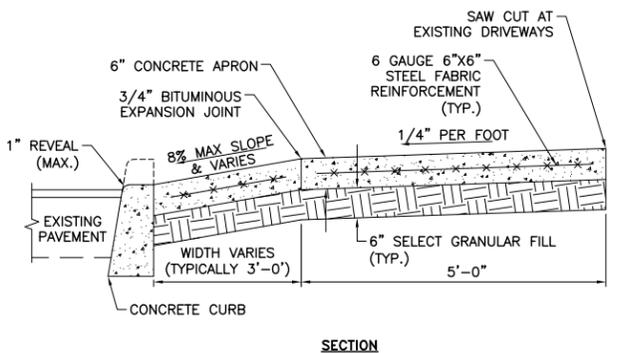
BRICK PAVING DETAIL
NOT TO SCALE



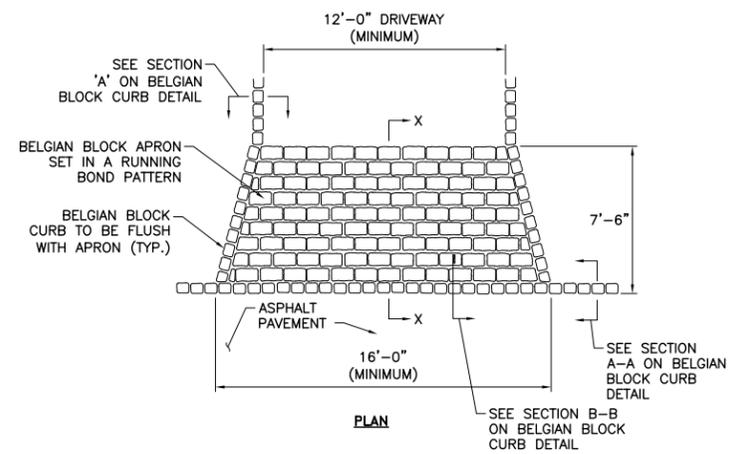
NOTES:

- LOCATION OF TEMPORARY DEVICES CAN BE MODIFIED TO MEET FIELD CONDITIONS AS APPROVED BY THE TOWN OF HUNTINGTON ENGINEERING INSPECTOR.
- THE CONTRACTOR SHALL PROVIDE OVERHEAD PROTECTION FOR PEDESTRIAN TRAFFIC AT ANY CROSSINGS UNDER ACTIVE CONSTRUCTION WORK.
- THE TEMPORARY PEDESTRIAN TRAFFIC CONTROL DEVICES SHOWN ON THIS DETAIL ARE SCHEMATIC. THE EXACT LOCATIONS FOR SAID TEMPORARY PEDESTRIAN TRAFFIC CONTROL DEVICES SHALL CONFORM TO EXISTING FIELD CONDITIONS OR AS DIRECTED BY THE TOWN OF HUNTINGTON ENGINEERING INSPECTOR.
- ALL TRAFFIC CONTROL DEVICES SHALL BE FABRICATED AND INSTALLED IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION (FHWA) MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD) AND THE NEW YORK STATE SUPPLEMENT TO SUCH, LATEST EDITIONS.
- ALTERNATE MAINTENANCE & PROTECTION OF PEDESTRIAN TRAFFIC SCHEMES MUST BE SUBMITTED TO THE TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES FOR REVIEW AND APPROVAL PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

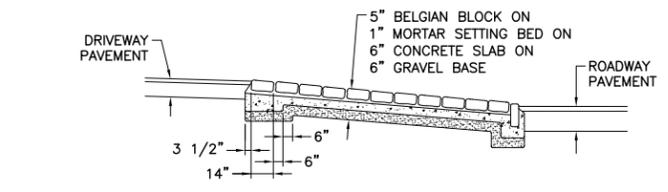
MAINTENANCE & PROTECTION OF PEDESTRIAN TRAFFIC DETAIL
NOT TO SCALE



SECTION



PLAN



SECTION X-X

NOTES:

- TYPICAL BELGIAN BLOCK TO BE 5"x 8"x 14" WITH COMPRESSIVE STRENGTH OF 4,000 PSI. MIN.
- MORTAR MIX TO BE IN ALL JOINTS
- BLOCKS SHALL BE WASHED PRIOR TO INSTALLATION

BELGIAN BLOCK DRIVEWAY APRON
INSTALLATION DETAILS
NOT TO SCALE

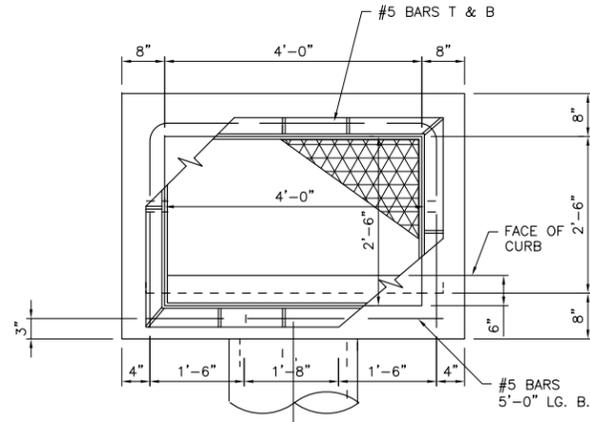


TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

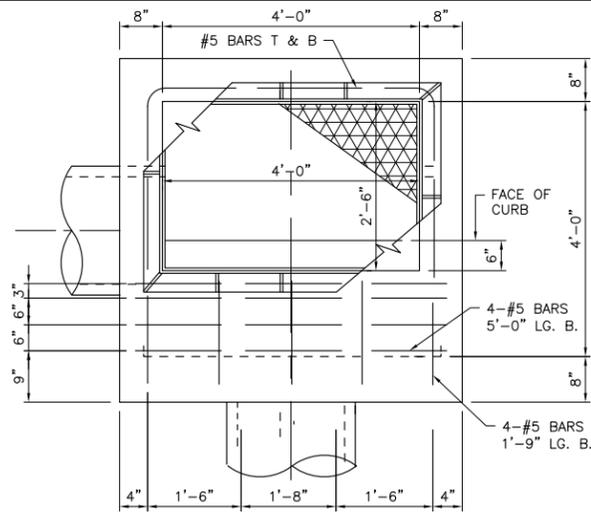
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

SIDEWALK DETAILS

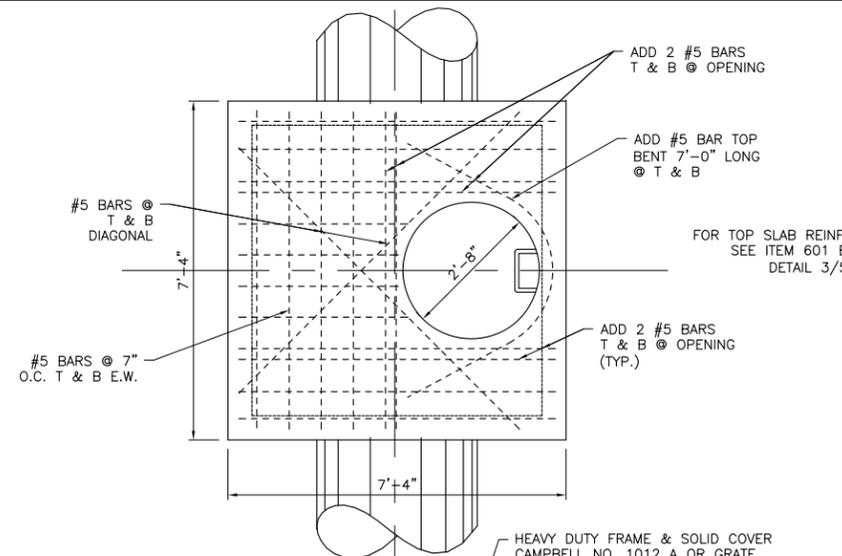
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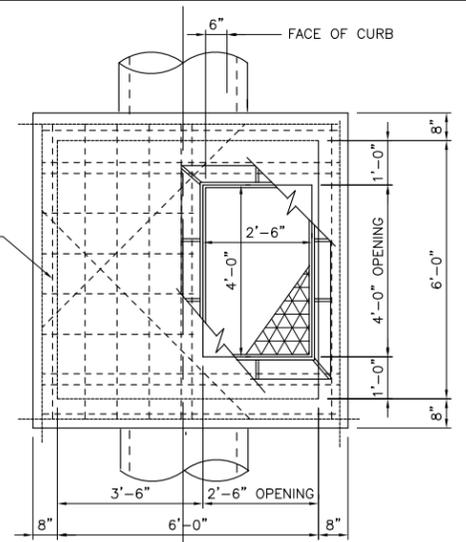
PLAN



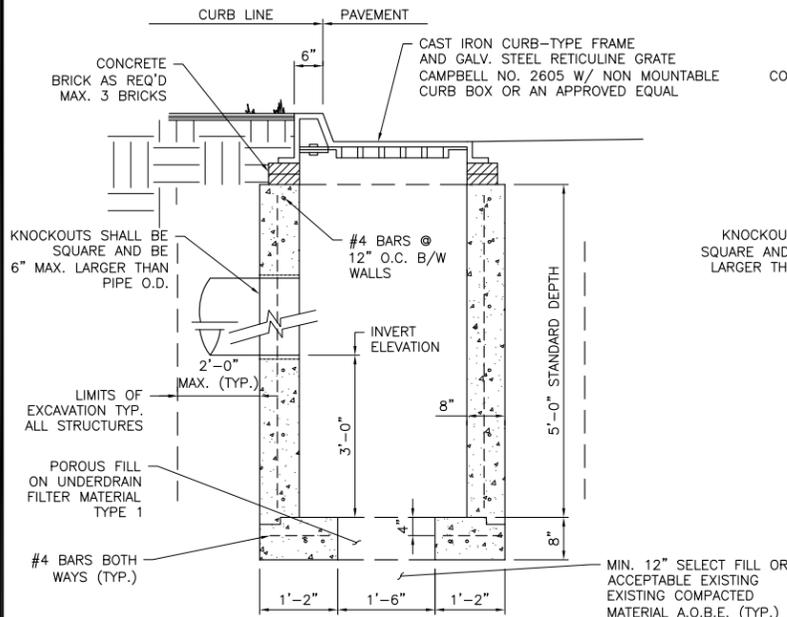
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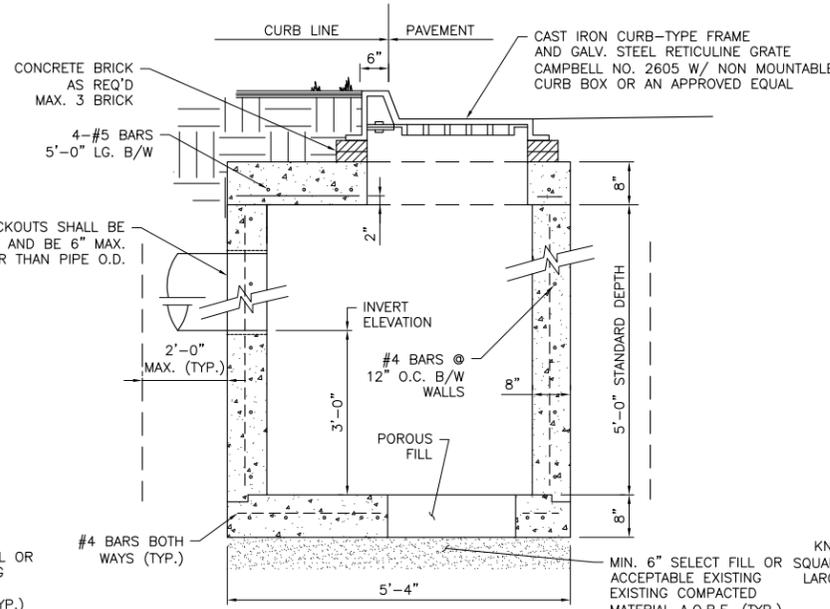
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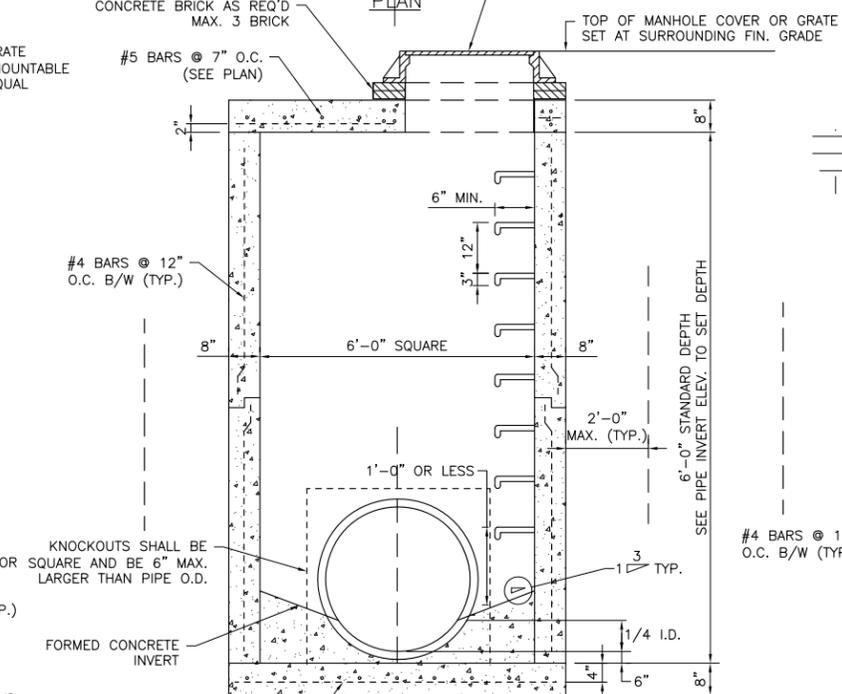
PLAN



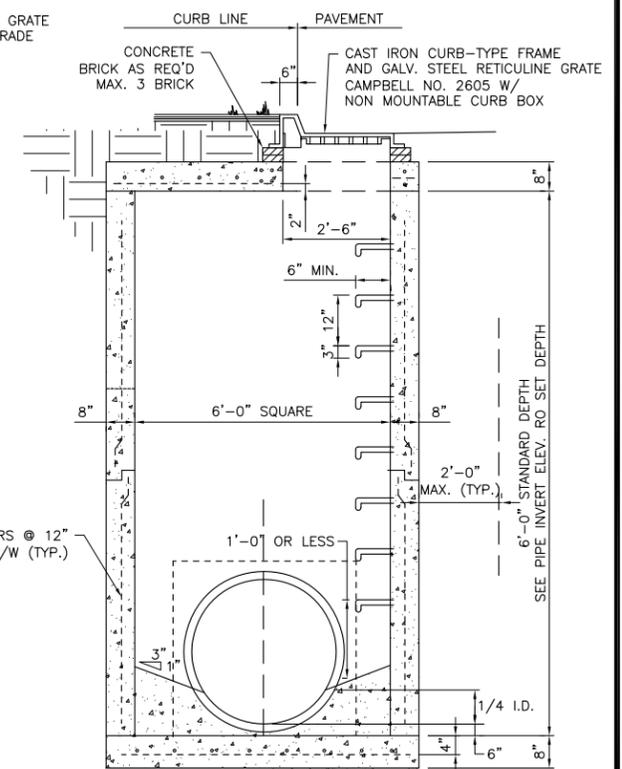
SECTION



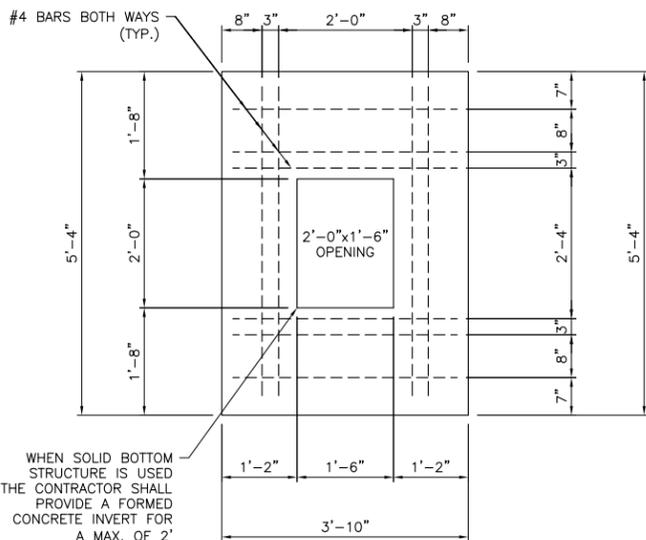
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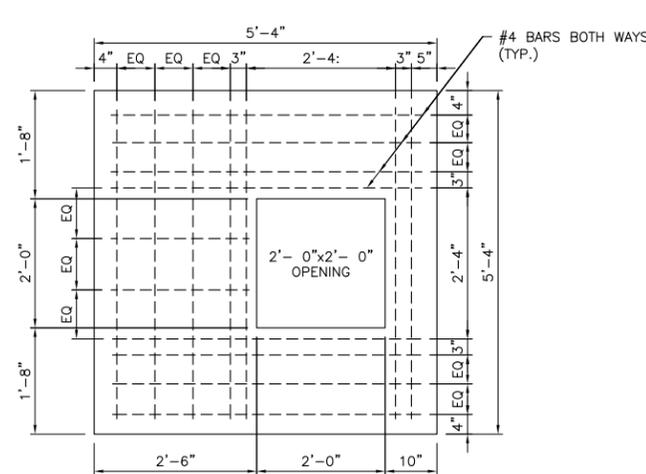
SECTION



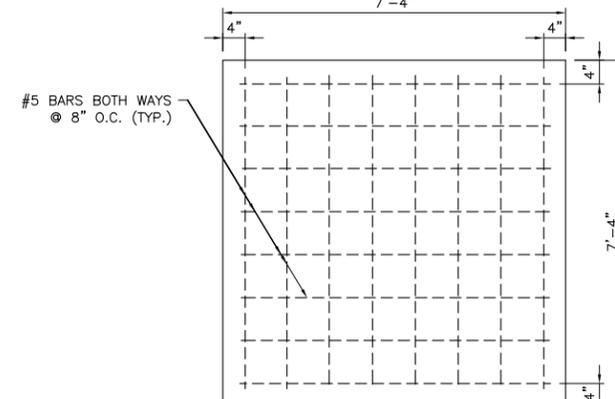
SECTION



BOTTOM SLAB



BOTTOM SLAB



BOTTOM SLAB

MANHOLE DETAIL

NOT TO SCALE

COMBINATION MANHOLE & CATCH BASIN DETAIL

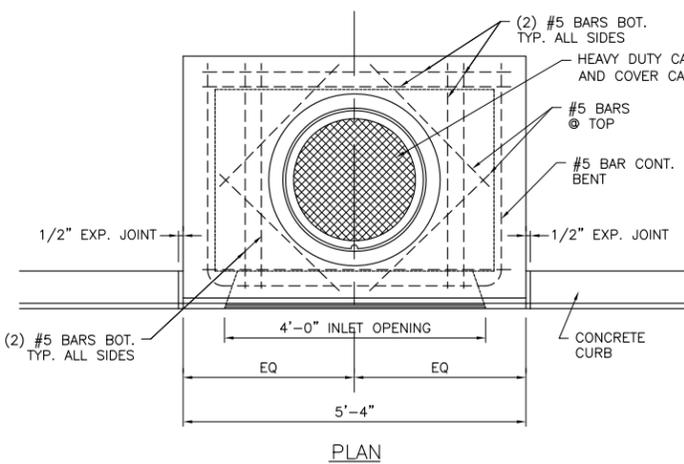
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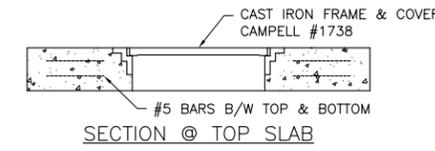
TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

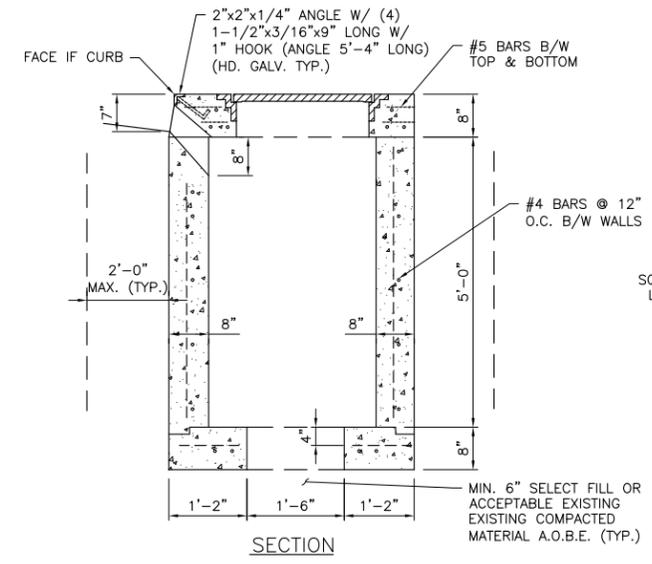
DRAINAGE STRUCTURE
DETAILS - 1



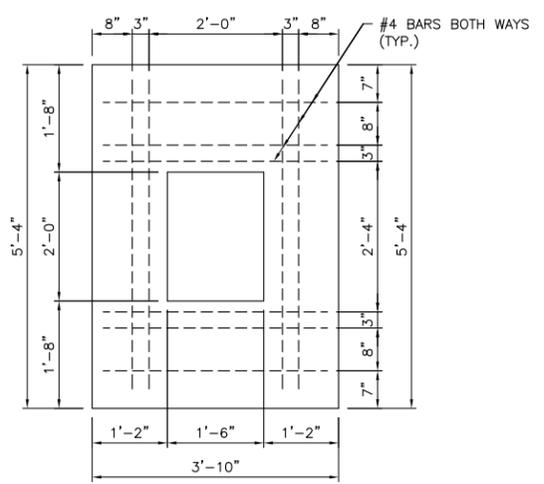
PLAN



SECTION @ TOP SLAB

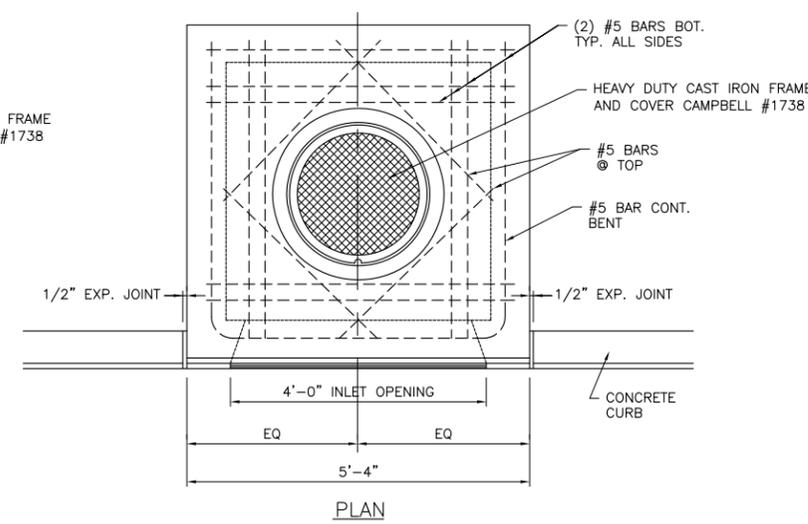


SECTION

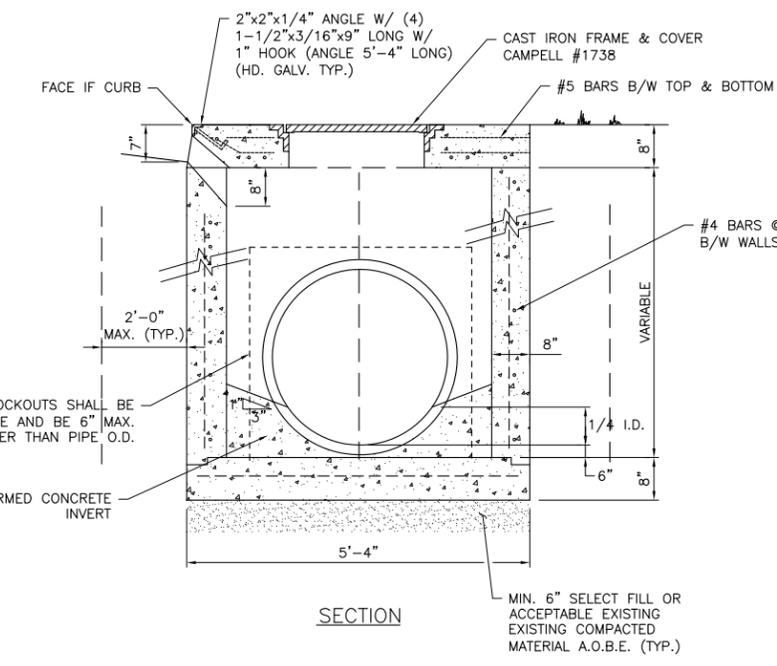


BOTTOM SLAB

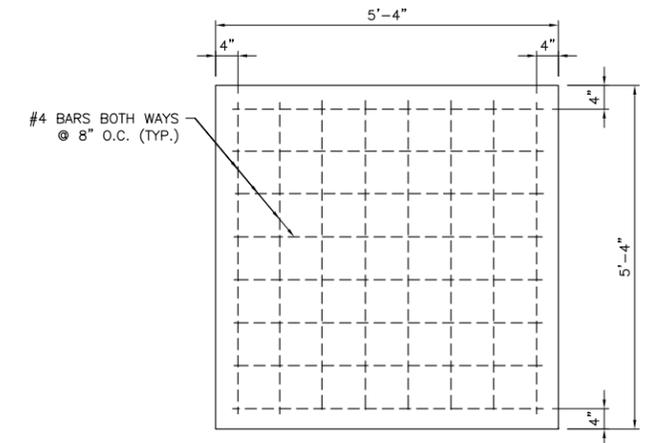
2'-6" x 4'-0" I.D. CATCH BASIN DETAIL (CIRCULAR CASTING) NOT TO SCALE



PLAN

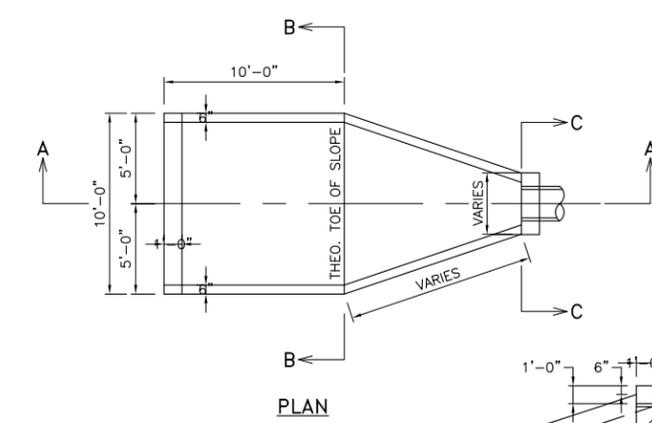


SECTION

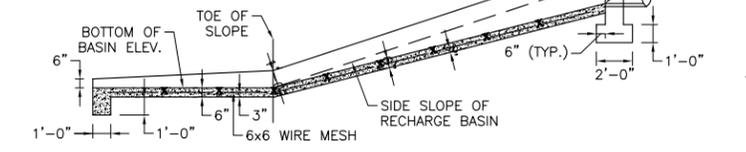


BOTTOM SLAB

4'-0" x 4'-0" I.D. CATCH BASIN DETAIL (CIRCULAR CASTING) NOT TO SCALE

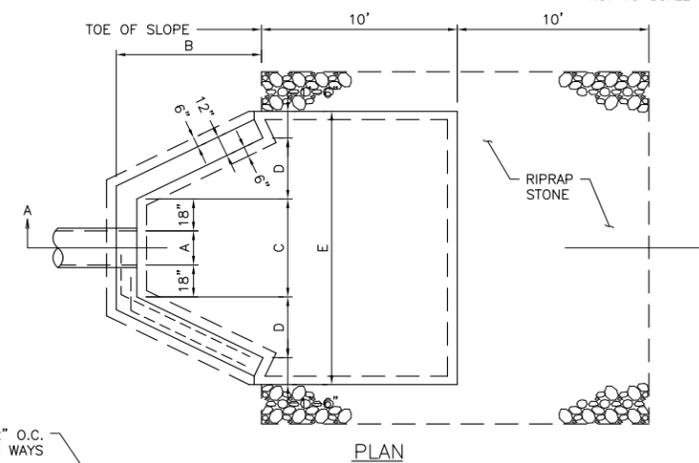


PLAN

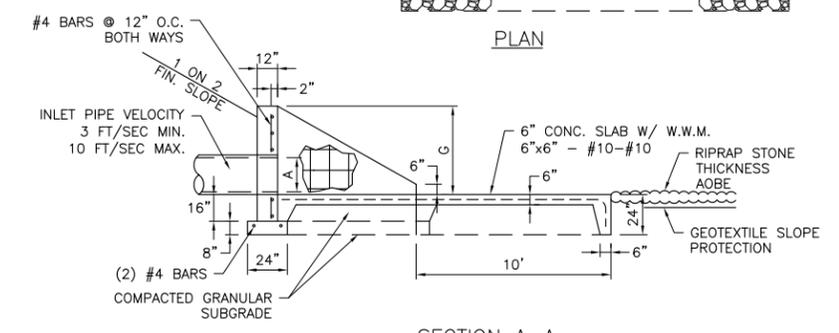


SECTION A-A

CONCRETE SLUICWAY DETAILS NOT TO SCALE

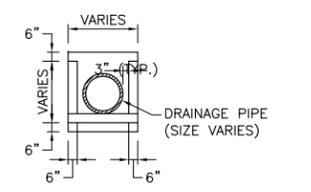


PLAN

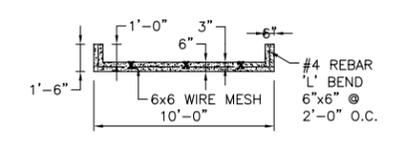


SECTION A-A

CONCRETE HEADWALL DETAILS NOT TO SCALE



SECTION C-C



SECTION B-B

DIMENSIONS						
A	B	C	D	E	F	G
15"	5'-0"	4'-3"	2'-6"	12'-3"	16'-6"	3'-9"
18"	5'-6"	4'-6"	2'-9"	13'-0"	17'-0"	4'-0"
21"	6'-0"	4'-9"	3'-0"	13'-9"	17'-6"	4'-3"
24"	6'-6"	5'-0"	3'-3"	14'-6"	18'-0"	4'-6"
30"	7'-8"	5'-6"	3'-10"	16'-2"	19'-2"	5'-1"
36"	8'-8"	6'-0"	4'-4"	17'-8"	20'-2"	5'-7"
42"	9'-8"	6'-6"	4'-10"	19'-2"	21'-2"	6'-5"
48"	10'-10"	7'-0"	5'-5"	20'-10"	22'-4"	7'-3"

NOTES:

1. ALL CONCRETE TO BE CLASS A & AIR ENTRAINED
2. HEADWALL TO BE CONSTRUCTED MONOLITHICALLY EXCEPT AS APPROVED.
3. CONCRETE SLAB SHALL HAVE A STEEL TROWEL FINISH.
4. REBARS SHALL BE ASTM A615, GRADE 60.
5. WELDED WIRE MESH SHALL BE ASTM A82 & A185 FLAT SHEETS.

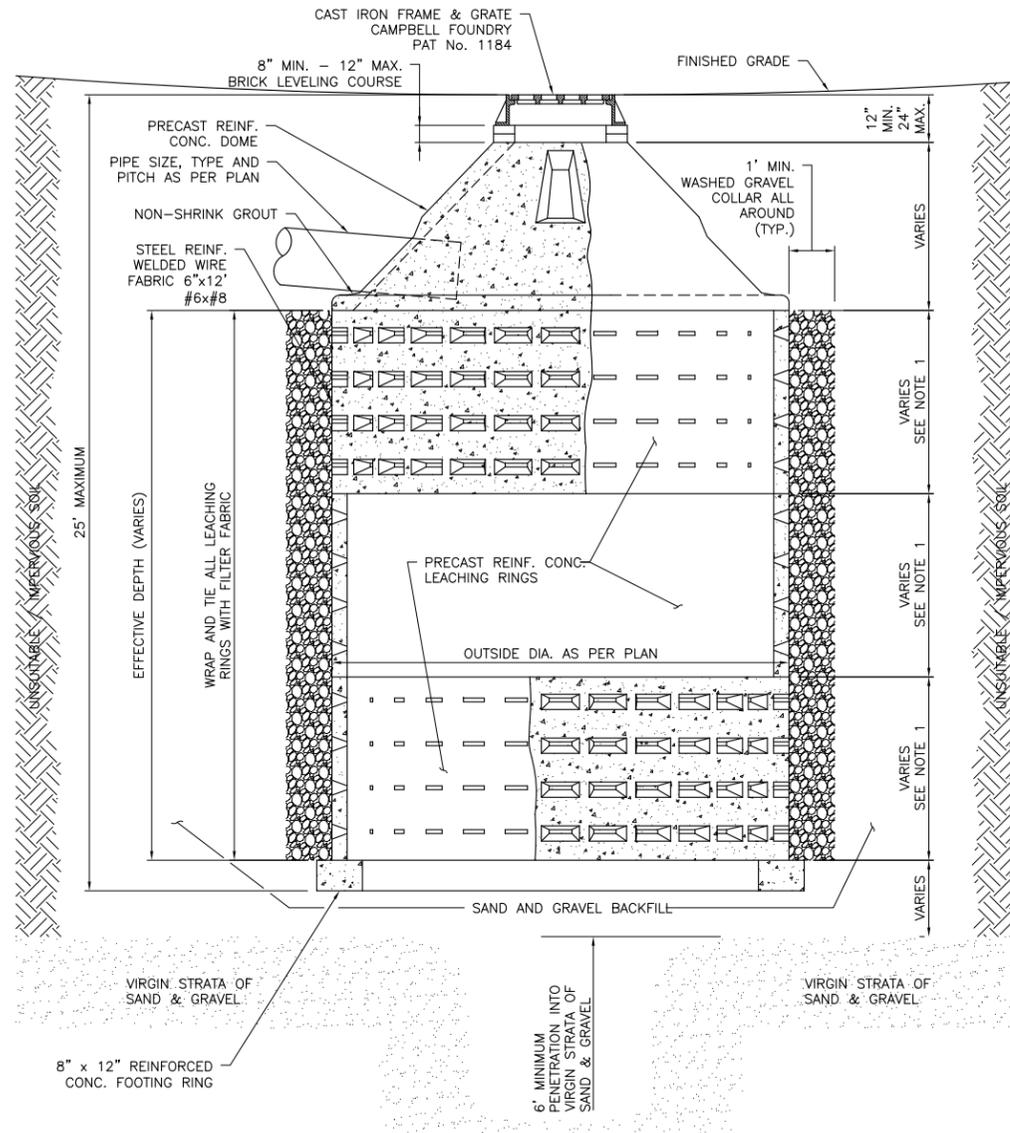


TOWN OF HUNTINGTON
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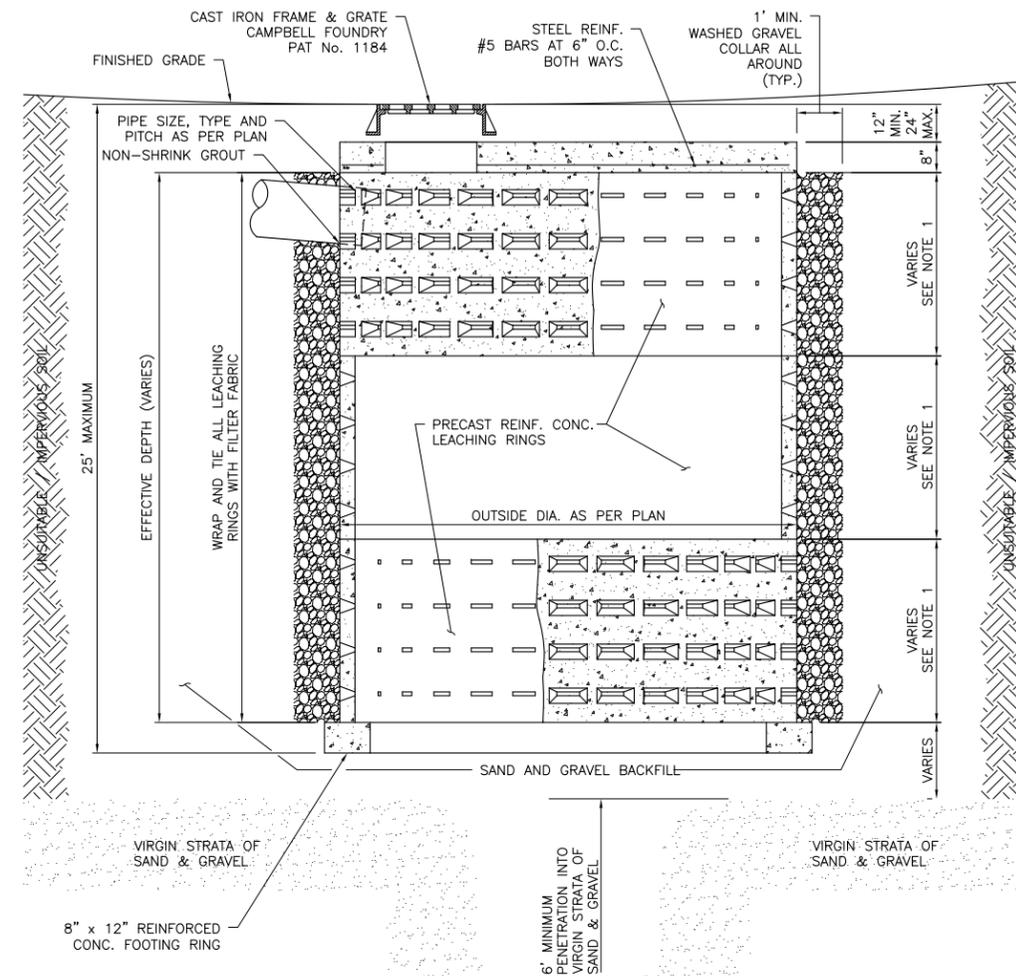
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

DRAINAGE STRUCTURE
DETAILS - 2

Apr 23, 2014 - 11:39am R:\Standard Details\SUBDIVISION & SITE PLAN REGULATIONS_DETAILS\04_07_DRAINAGE_DETAILS.dwg



**PRECAST LEACHING BASIN WITH DOME
INSTALLATION DETAIL**
NOT TO SCALE

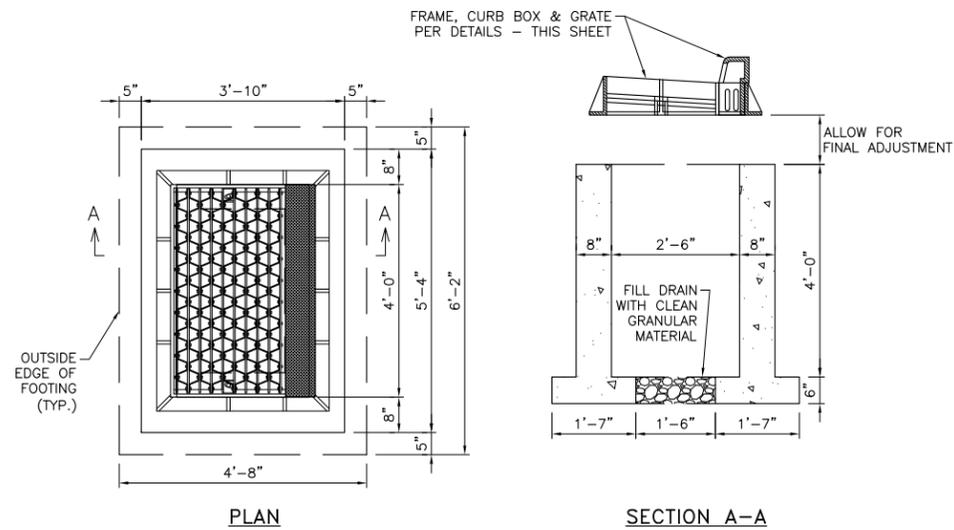


**PRECAST LEACHING BASIN WITH TOP SLAB
INSTALLATION DETAIL**
NOT TO SCALE

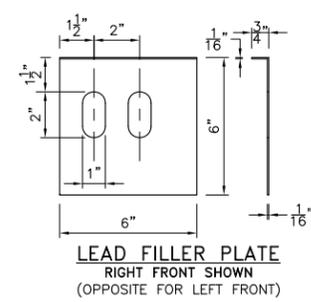
NOTES:

1. PRECAST LEACHING RINGS OF VARYING DETPH SHALL BE STAKED SO THAT RINGS OF GREATER HEIGHT ARE LOCATED UNDER RINGS OF LESS HEIGHT.
2. ALL DRAINAGE PIPE SHALL BE PROVIDED WITH A MINIMUM OF 2'-0" COVER.
3. ANY UNSUITABLE MATERIAL UNDER THE LEACHING BASIN SHALL BE EXCAVATED AND REMOVED UNTIL A VIRGEN STRATA OF SAND AND GRAVEL IS ENCOUNTERED. AN ADDITIONAL 6'-0" IS THEN TO BE EXCAVATED INTO THE VIRGIN SAND AND GRAVEL. THE EXCAVATION IS TO BE BACKFILLED WITH CLEAN SAND AND GRAVEL TO THE ELEVATION OF THE PROPOSED BOTTOM OF THE LEACHING BASIN.

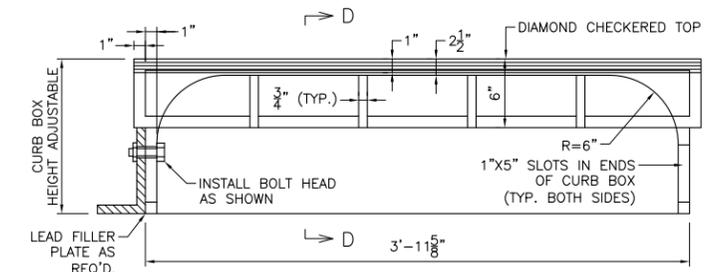
	TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES	
	SUBDIVISION AND SITE PLAN REGULATIONS <i>STANDARD CONSTRUCTION DETAILS</i>	
	DRAINAGE STRUCTURE DETAILS - 3	
Scale: AS NOTED	Date: MAY, 2014	Sheet: 6 of 19



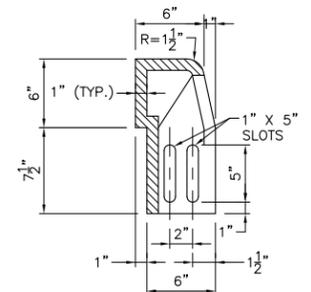
CATCH BASIN
NOT TO SCALE



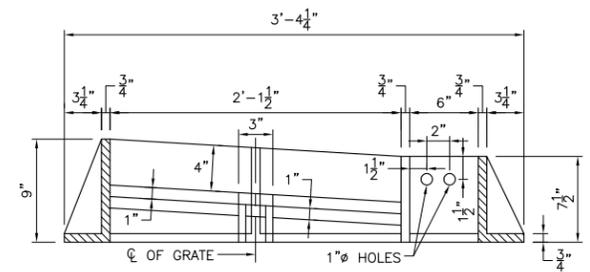
LEAD FILLER PLATE
RIGHT FRONT SHOWN
(OPPOSITE FOR LEFT FRONT)



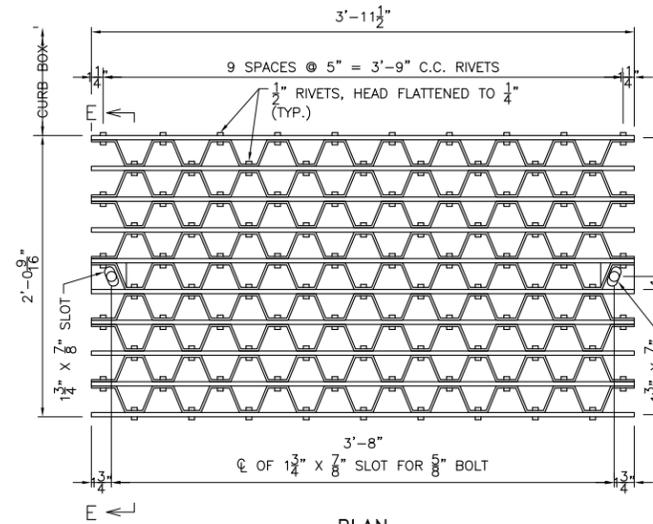
ELEVATION
CURB BOX TYPE NM-1
NOT TO SCALE



SECTION D-D

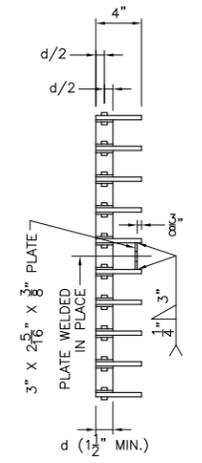


SECTION B-B

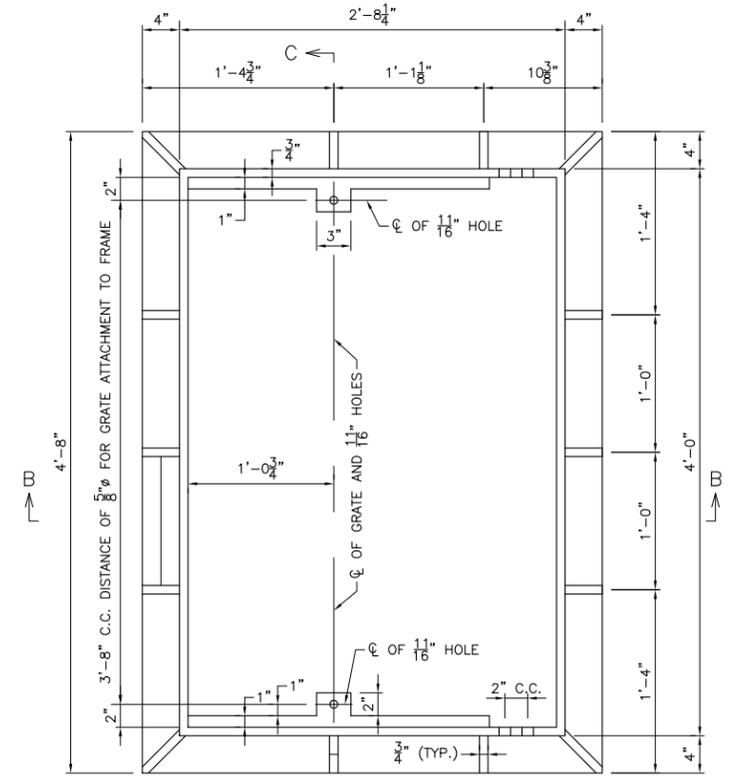


PLAN

STEEL RETICULINE BAR GRATE
NOT TO SCALE

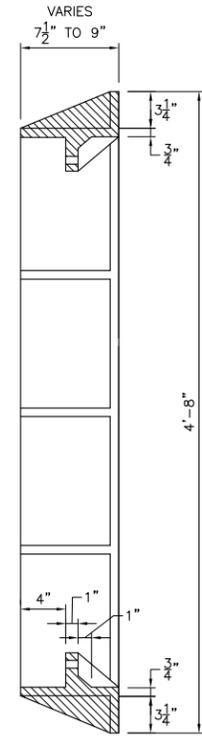


SECTION E-E



PLAN

TYPE NM FRAME
NOT TO SCALE



SECTION C-C

NOTES:

1. TYPE NM FRAME SHALL BE CAMPBELL FOUNDRY PATTERN #2605 0152 OR APPROVED EQUAL FURNISHED WITH A NON-MOUNTABLE CURB BOX TYPE NM-1 AND A GALVANIZED RETICULINE GRATE TYPE G-3.
2. LEAD FILLER PLATES TO BE USED TO TAKE UP PLAY BETWEEN CURB BOX AND FRAME.
3. APPROXIMATE WEIGHT OF FRAME & GRATE: 570 LBS.
4. APPROXIMATE WEIGHT OF CURB BOX: 265 LBS.
5. APPROXIMATE WEIGHT OF LEAD FILLER PLATE: 1.4 LBS.

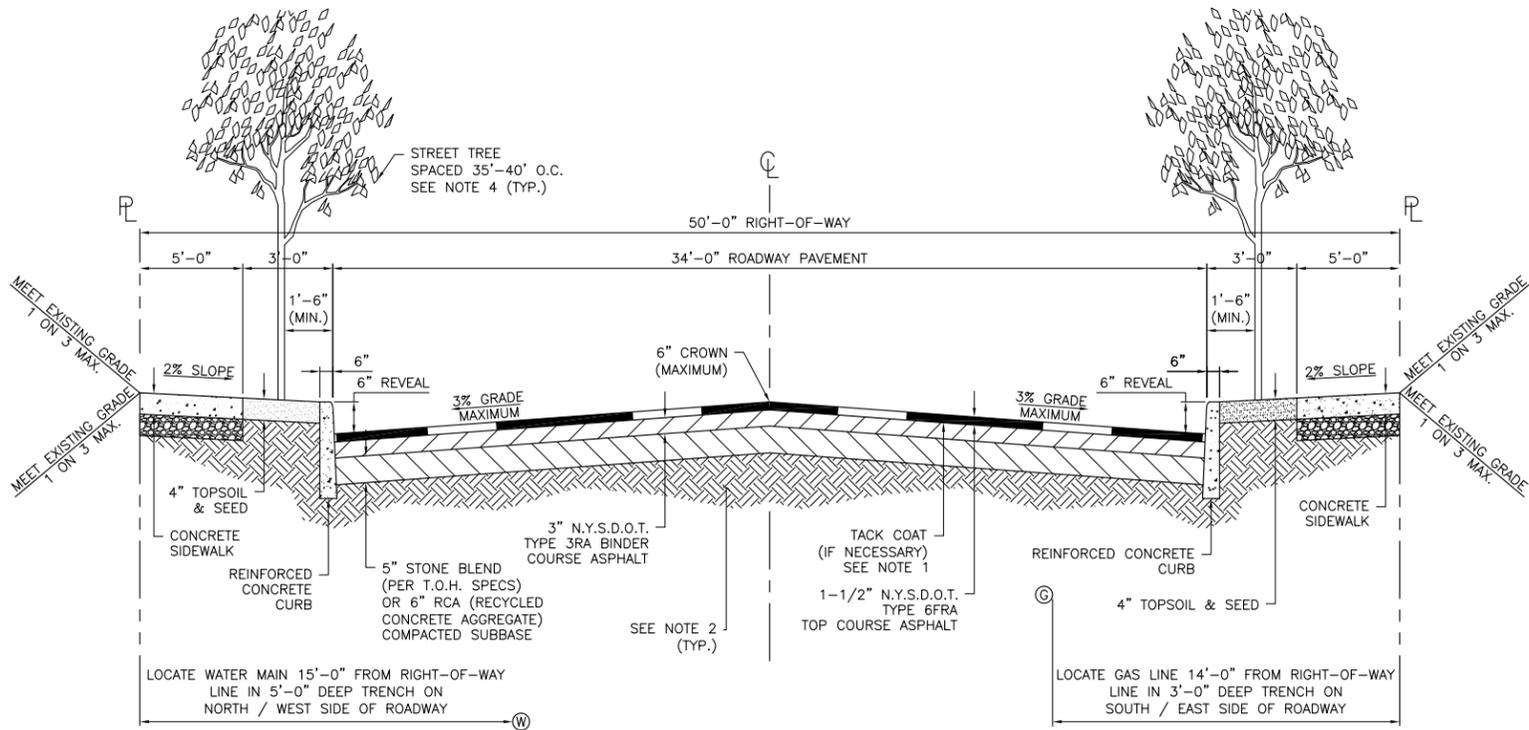


TOWN OF HUNTINGTON
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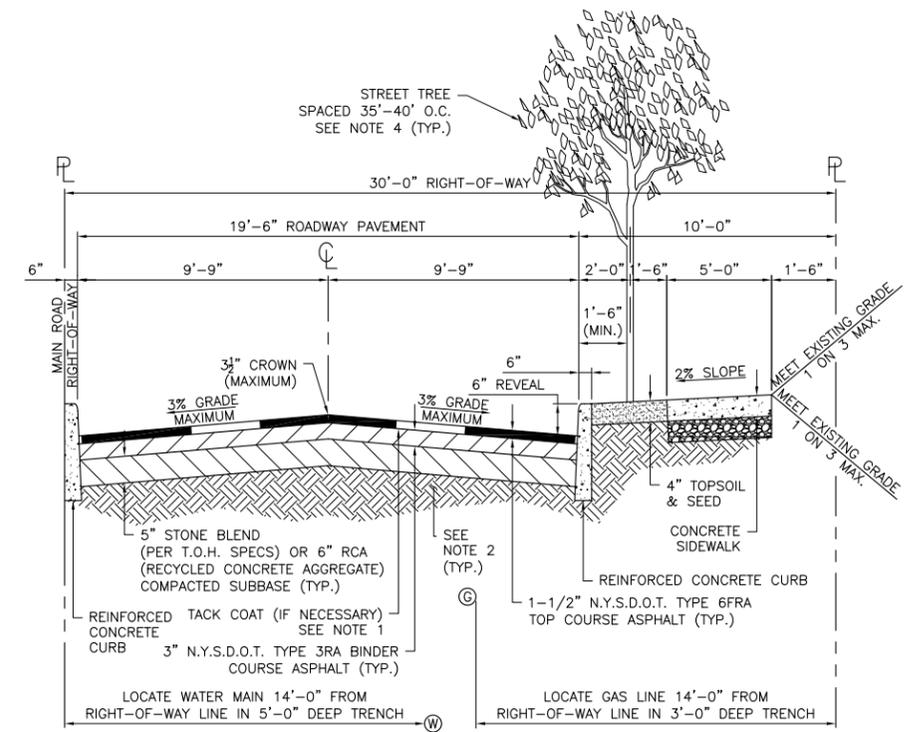
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

CURB INLET FRAME & GRATE
DETAILS

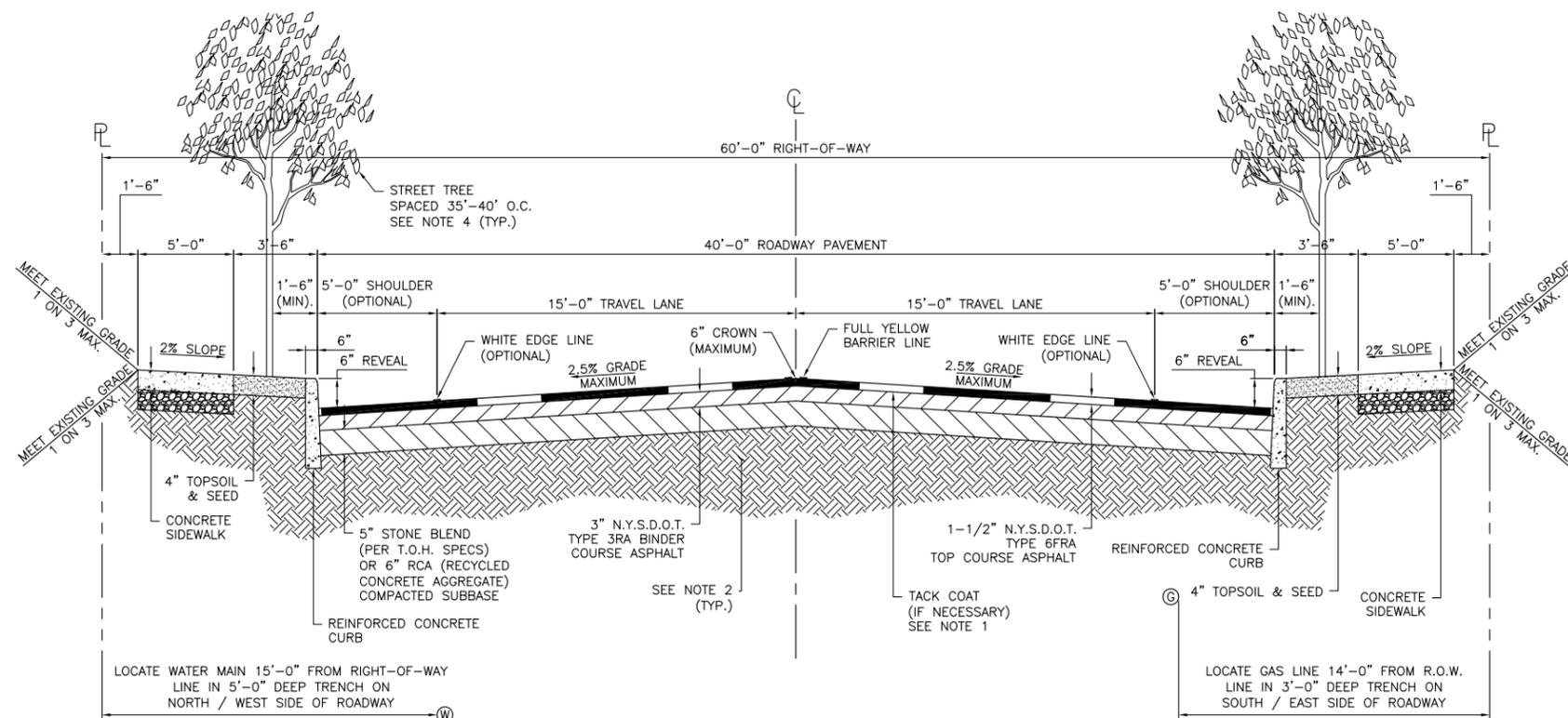
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TYPICAL ROADWAY SECTION - 50' RIGHT-OF-WAY
NOT TO SCALE



TYPICAL MARGINAL ROADWAY SECTION - 30' RIGHT-OF-WAY
NOT TO SCALE



TYPICAL ROADWAY SECTION - 60' RIGHT-OF-WAY
NOT TO SCALE

NOTES:

- 1) TACK COAT SHALL BE EMULSIFIED ASPHALT PLACED AT A RATE OF BETWEEN 0.05 & 0.15 GALLONS PER SQUARE YARD WHEN TOP COURSE ASPHALT IS PLACED MORE THAN SIX MONTHS AFTER BINDER COURSE PLACEMENT. BINDER SURFACE SHALL BE THOROUGHLY CLEANED, DRY, AND INSPECTED BY THE TOWN OF HUNTINGTON ENGINEERING INSPECTOR PRIOR TO PLACING TOP COURSE ASPHALT OR TACK COAT
- 2) COMPACTED EXISTING GROUND (IF SUITABLE). ALL UNSUITABLE MATERIAL SHALL BE REMOVED AND REPLACED WITH SUITABLE COMPACTED MATERIAL, AS DIRECTED BY THE TOWN OF HUNTINGTON ENGINEERING INSPECTOR. COMPACTION UTILIZING OPTIMUM MOISTURE CONTENT TO AT LEAST 95% STANDARD PROCTOR DENSITY. TEST RESULTS FROM ASTM D698 (MOISTURE) AND ASTM D2922 (DENSITY PER NUCLEAR METHODS) SHALL BE SUBMITTED TO THE TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES FOR REVIEW.
- 3) ALL DRAINAGE STRUCTURES SHALL BE INSTALLED ALONG THE BOTTOM OF CURB / FLOWLINE.
- 4) ALL STREET TREES, STREET LIGHTS, AND SIGNAGE SHALL BE PLACED A MINIMUM OF 1'-6" (18") FROM THE FACE OF CURB.

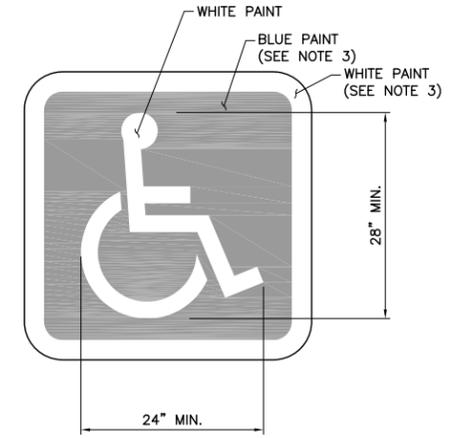
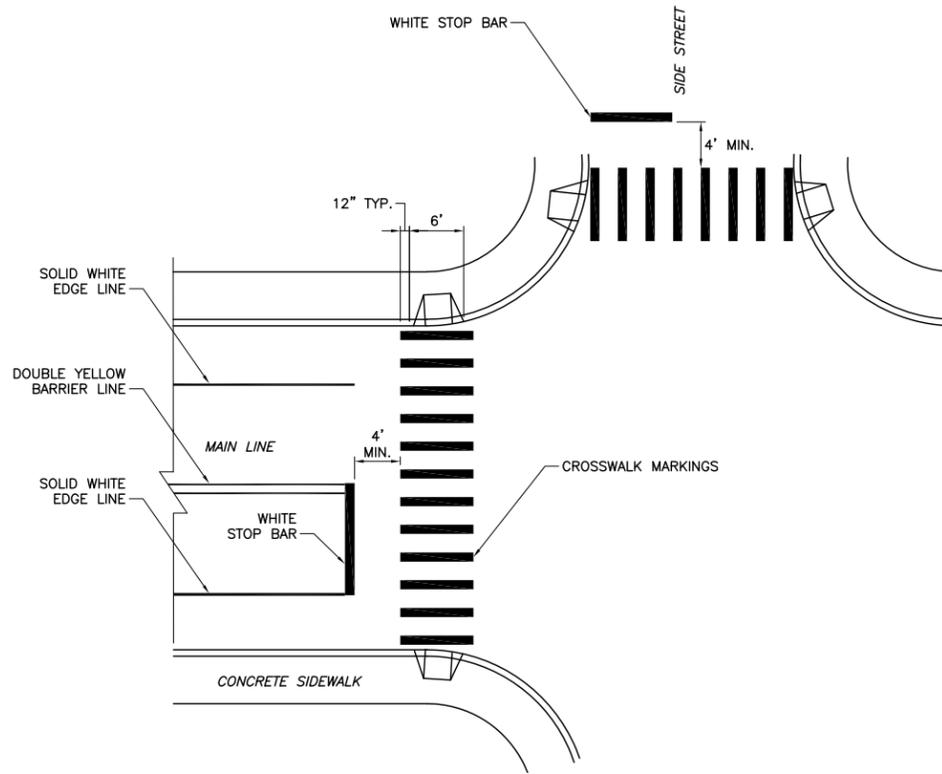
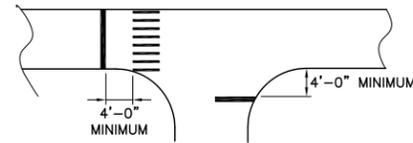
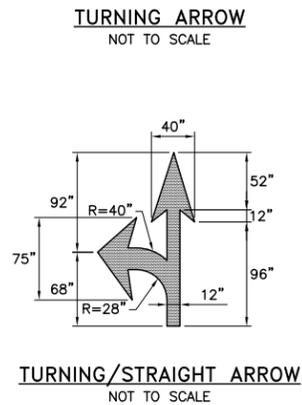
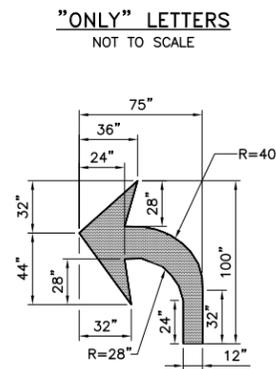
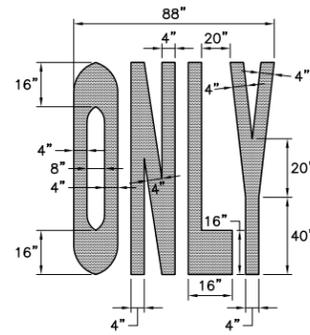
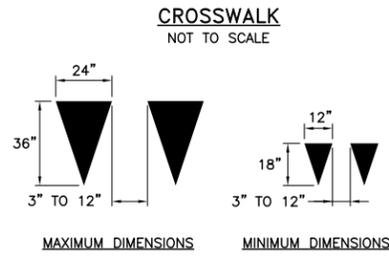
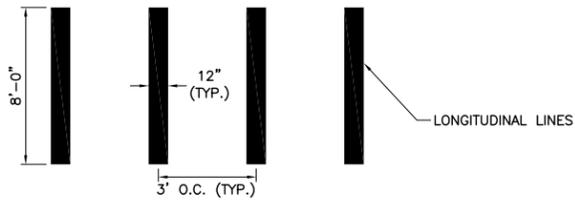
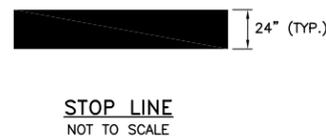
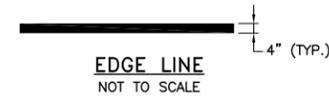
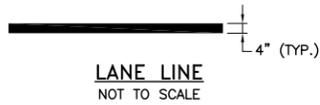
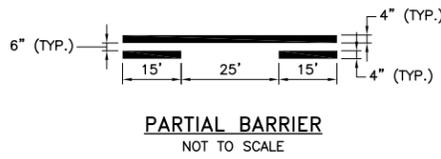
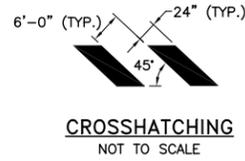
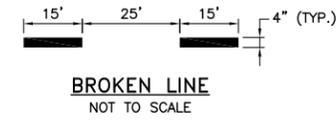
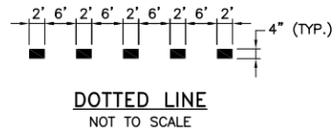


TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

TYPICAL ROADWAY
CONSTRUCTION SECTIONS

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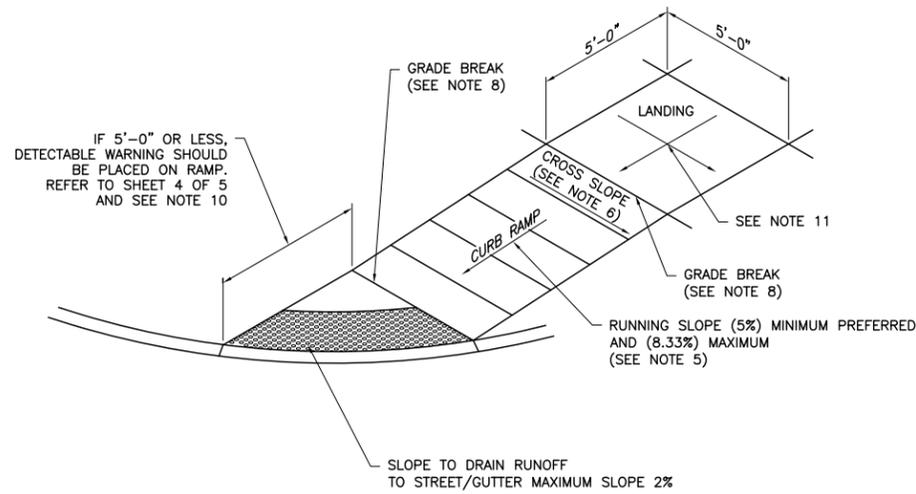
TYPICAL PEDESTRIAN CROSSWALK MARKING DETAIL
NOT TO SCALE

NOTES:

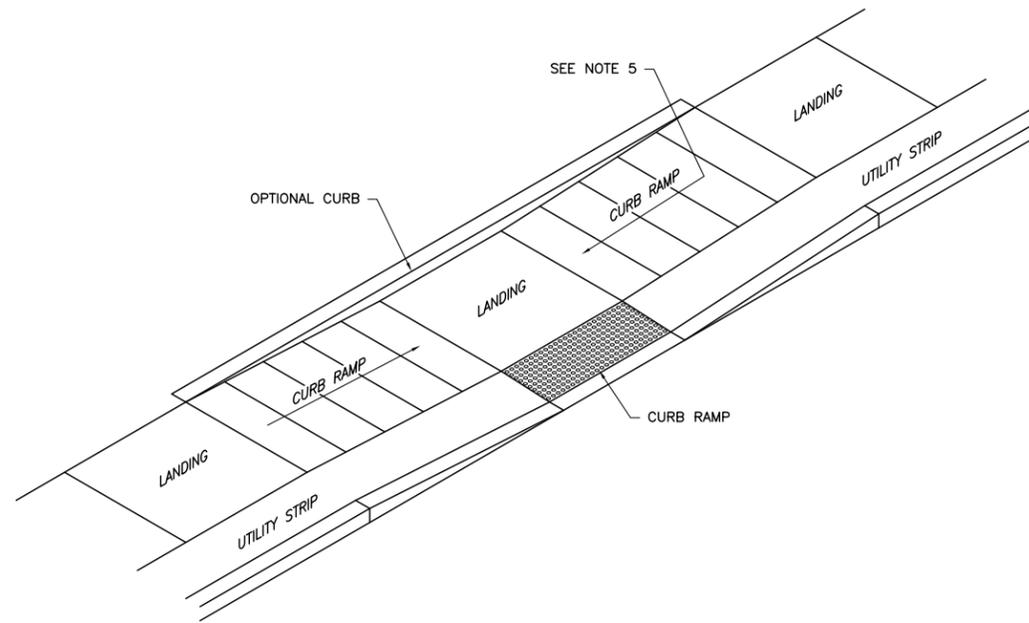
1. ALL PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE FEDERAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES & THE NEW YORK STATE SUPPLEMENT TO THE FEDERAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITIONS.
2. CROSSWALKS ARE SHOWN ON THIS DETAIL SHEET FOR ILLUSTRATIVE PURPOSES ONLY. THESE MARKINGS ARE TO BE INSTALLED ONLY WHERE CALLED FOR ON THE PLANS OR TO REPLACE EXISTING MARKINGS A.O.B.E.
3. BLUE BACKGROUND AND WHITE BORDER ARE OPTIONAL.

	TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES	
	SUBDIVISION AND SITE PLAN REGULATIONS <i>STANDARD CONSTRUCTION DETAILS</i>	
PAVEMENT MARKING DETAILS		
Scale: AS NOTED	Date: MAY, 2014	Sheet: 9 of 19

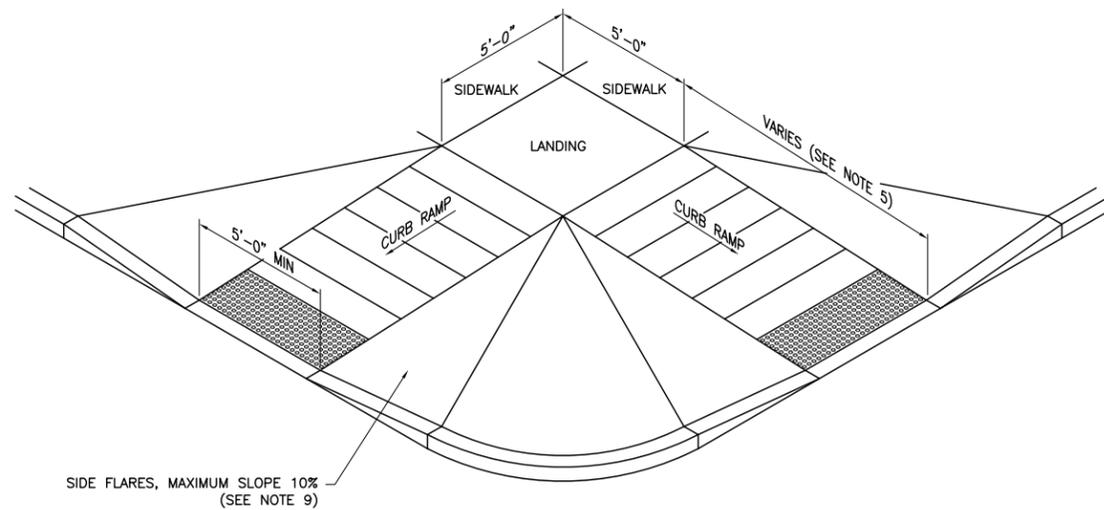
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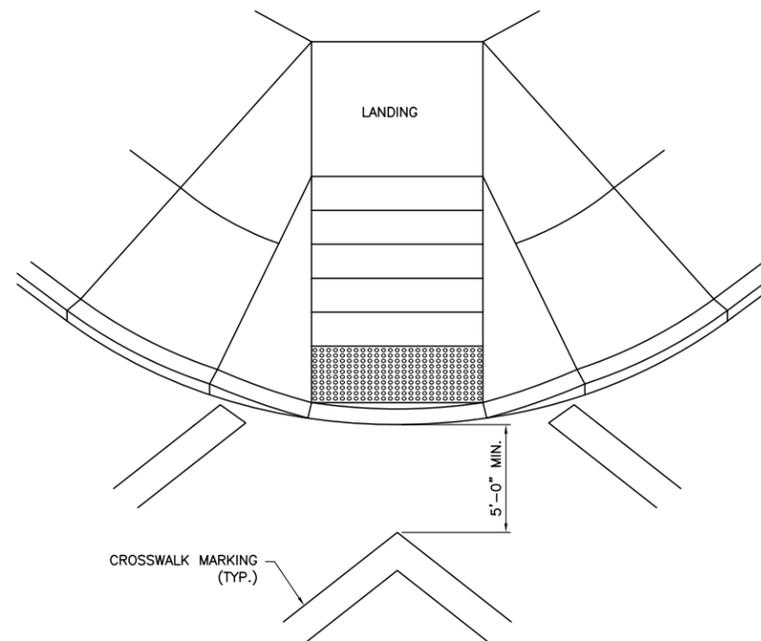
CURB RAMP WITHOUT SIDE FLARES
TYPICAL DIMENSIONING
NOT TO SCALE



MID-BLOCK CROSSING CURB RAMP
TYPICAL DIMENSIONING
NOT TO SCALE



CURB RAMP WITH SIDE FLARES
TYPICAL DIMENSIONING
NOT TO SCALE



DIAGONAL SIDEWALK CURB RAMP
NOT TO SCALE

GENERAL NOTES:

1. THE DIMENSIONS AND SLOPES PRESENTED IN THE DETAILS ARE THE MINIMUM NECESSARY TO COMPLY WITH THE ADA AND TOH STANDARDS. ANY DEVIATION LESS THAN THE MINIMUM WIDTH OR GREATER THAN THE MAXIMUM SLOPE FROM THESE STANDARDS MUST BE DOCUMENTED WITH THE STANDARDS BEING MET TO THE GREATEST EXTENT PRACTICABLE AND CONSISTENT WITH THE MOST CURRENT ADAAG.
2. CURB RAMPS, LANDINGS AND BLENDED TRANSITIONS REQUIRE THE USE OF DETECTABLE WARNINGS. DETECTABLE WARNINGS ON THIS SHEET ARE SHOWN FOR ILLUSTRATION ONLY. REFER TO THE DETECTABLE WARNING DETAILS ON SHEET 4 OF 5 FOR DETAILS ON PLACEMENT, ORIENTATION & DIMENSIONS. REFER TO CHAPTER 18 OF THE NYS HIGHWAY DESIGN MANUAL FOR MORE INFORMATION.

CURB RAMP NOTES:

3. THE MINIMUM WIDTH FOR SIDEWALK CURB RAMPS IS 5'-0".
4. THE RUNNING SLOPE OF A CURB RAMP SHALL BE 1:20 (5%) MINIMUM (PREFERRED) AND 1:12 (8.33%) MAXIMUM.
5. WHERE THE SLOPE OF THE ROADWAY EXCEEDS 8.33% THE CURB RAMP LENGTH IS THE LENGTH NECESSARY TO MEET THE EXISTING SIDEWALK. IT IS NOT NECESSARY THAT THE RAMP LENGTH EXCEED 15'-0".
6. THE CROSS SLOPE OF CURB RAMPS SHOULD BE AS FLAT AS POSSIBLE, NOT TO EXCEED 1:50 (2%). THE CROSS SLOPE AT MIDBLOCK CROSSINGS MAY BE WARPED TO MEET ROADWAY GRADE.

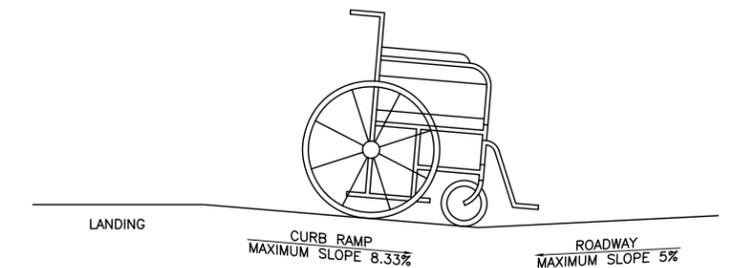
7. THE VERTICAL ALIGNMENT OF A CURB RAMP, EXCLUDING THE FLARES, SHALL BE PLANAR. GRADE BREAKS SHALL BE FLUSH AND PERPENDICULAR TO THE DIRECTION OF THE RAMP RUN.

8. RAMP TRANSITIONS BETWEEN WALKS, LANDINGS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT VERTICAL CHANGES (1/4" MAX).

9. WHERE A PEDESTRIAN CIRCULATION PATH CROSSES THE CURB RAMP, FLARED SIDES WITH A SLOPE OF 10% MAXIMUM, MEASURED PARALLEL TO THE CURB LINE, SHALL BE PROVIDED.

LANDING NOTES:

10. LANDINGS SHALL HAVE A MINIMUM CLEAR DIMENSION OF A 5'-0" BY 5'-0" EXCEPT AT THE BOTTOM OF RAMPS TYPE 1 & 2 ON SHEET 2 OF 5.
11. THE RUNNING AND CROSS SLOPES ON LANDINGS AT INTERSECTIONS IS 1:50 (2%) MAXIMUM. THE RUNNING AND CROSS SLOPES AT MIDBLOCK CROSSINGS MAY BE WARPED TO MEET ROADWAY GRADE.



NOTE: THE COUNTER SLOPE OF THE GUTTER OR STREET AT THE FOOT OF A CURB RAMP, LANDING, OR BLENDED TRANSITION SHALL BE 5% MAXIMUM

COUNTER SLOPE CONDITIONS
NOT TO SCALE

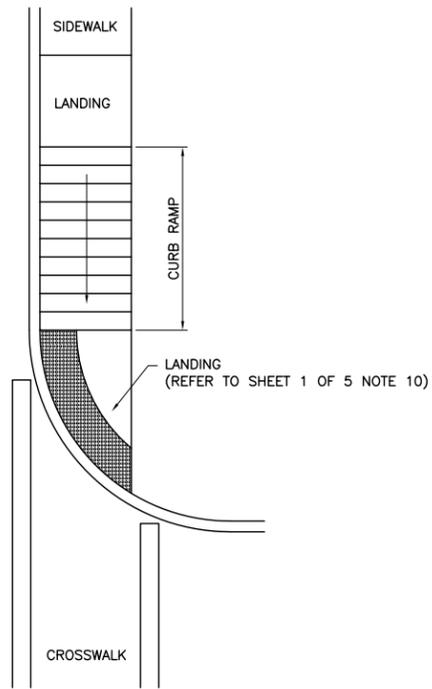


TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

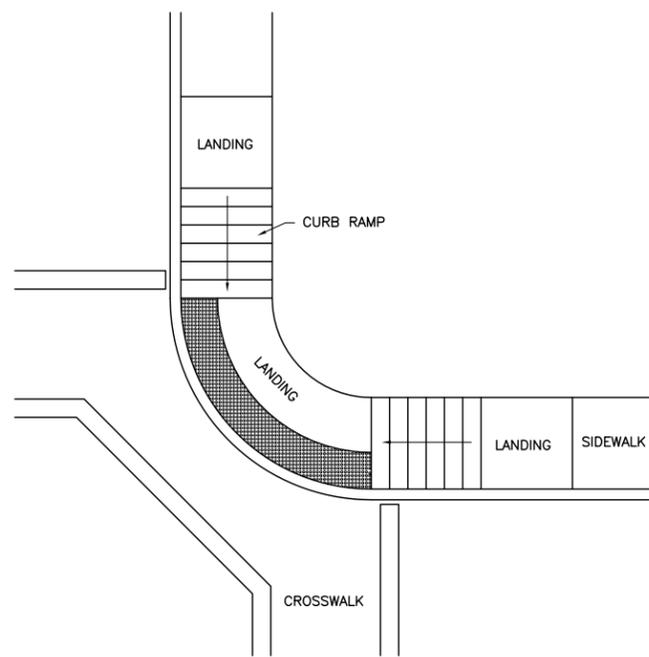
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

ACCESSIBILITY DETAILS - 1

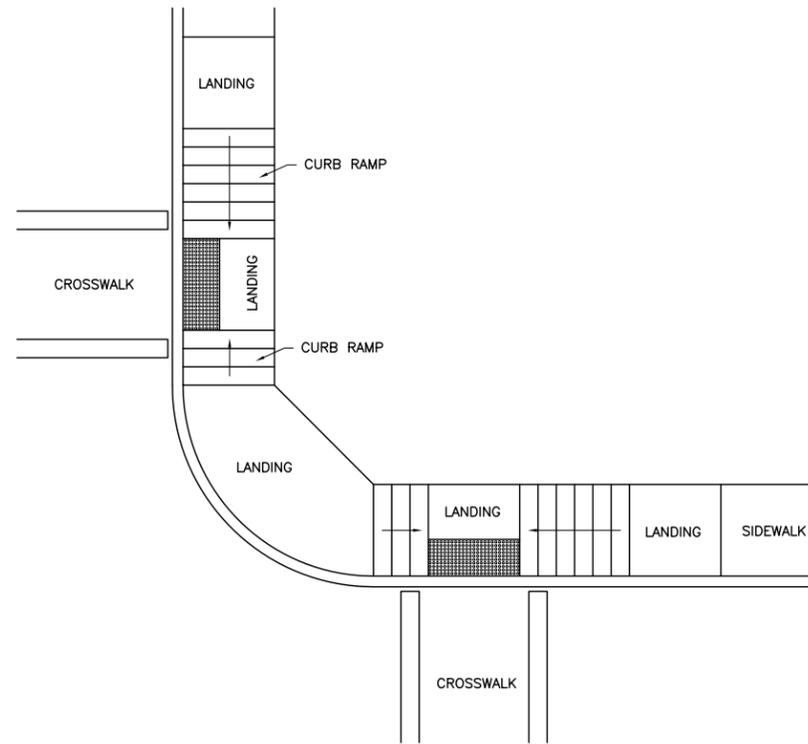
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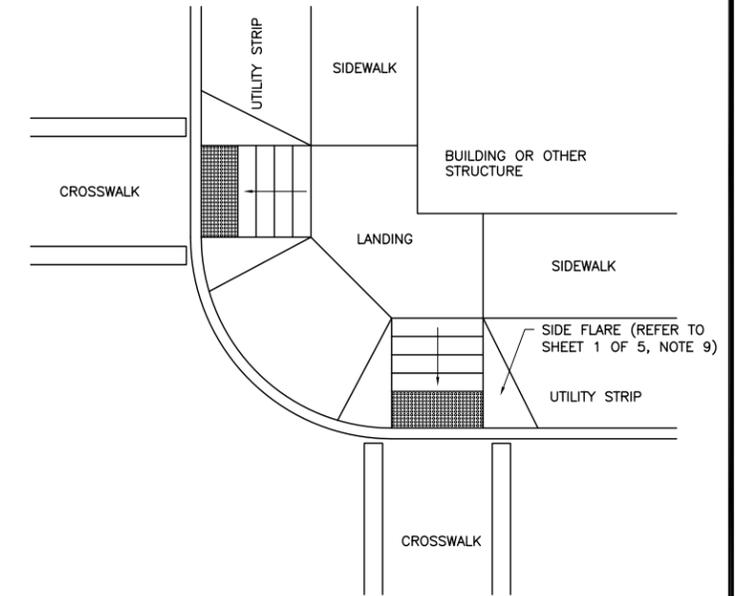
CURB RAMP CONFIGURATION
TYPE 2
NOT TO SCALE



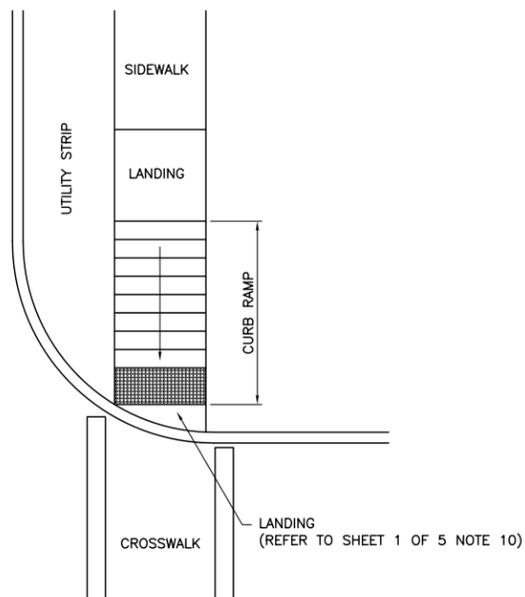
CURB RAMP CONFIGURATION
TYPE 4
NOT TO SCALE



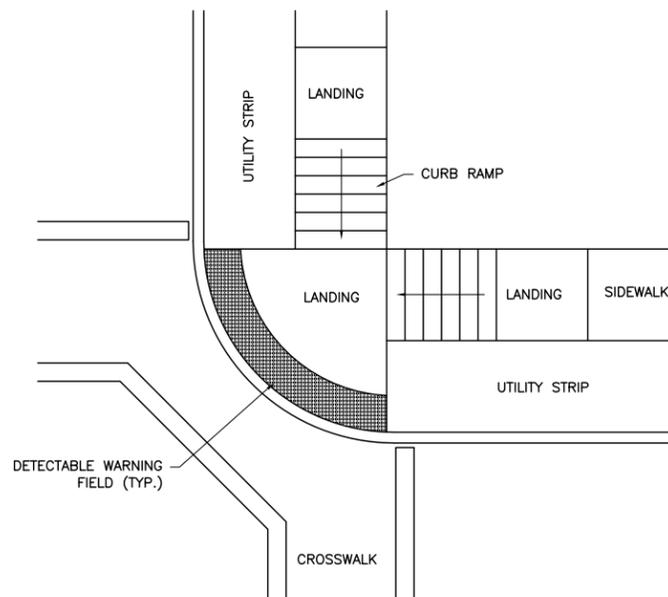
CURB RAMP CONFIGURATION
TYPE 6
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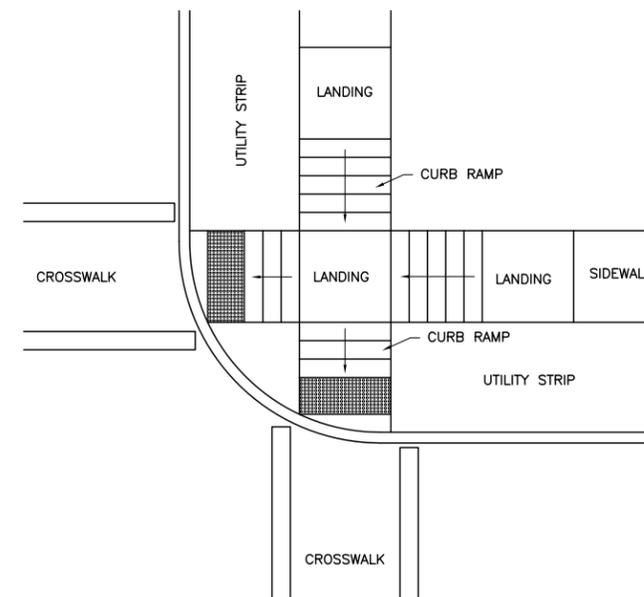
CURB RAMP CONFIGURATION
TYPE 7
NOT TO SCALE



CURB RAMP CONFIGURATION
TYPE 1
NOT TO SCALE



CURB RAMP CONFIGURATION
TYPE 3
NOT TO SCALE



CURB RAMP CONFIGURATION
TYPE 5
NOT TO SCALE

NOTE:
REFER TO SHEET 4 OF 5 FOR DETECTABLE WARNING DIMENSIONS
AND PLACEMENT ORIENTATION.

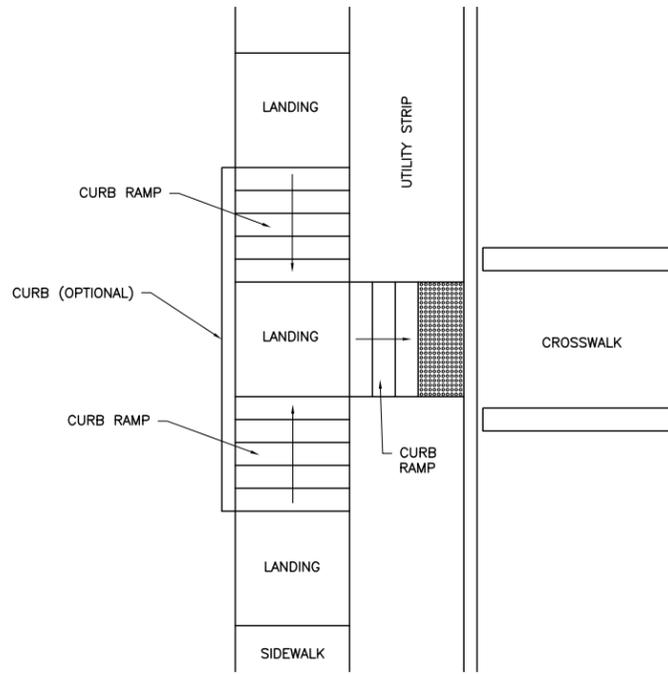


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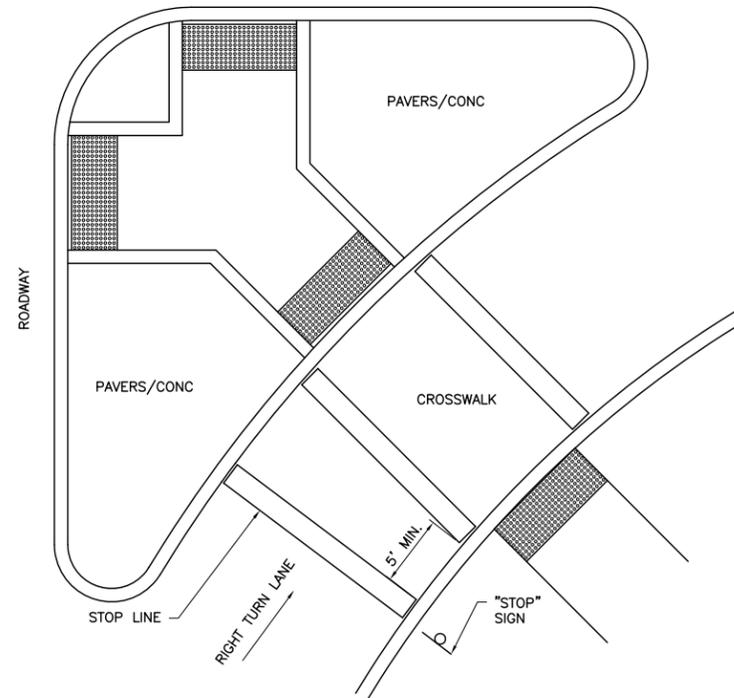
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

ACCESSIBILITY DETAILS - 2

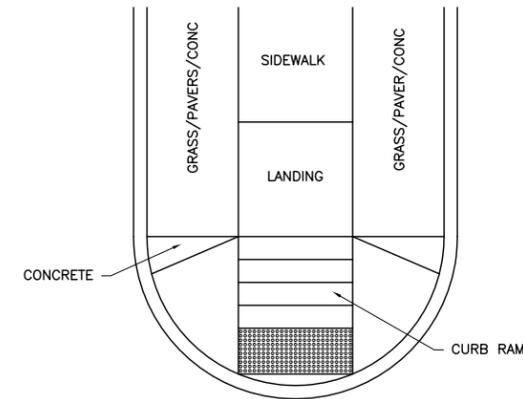
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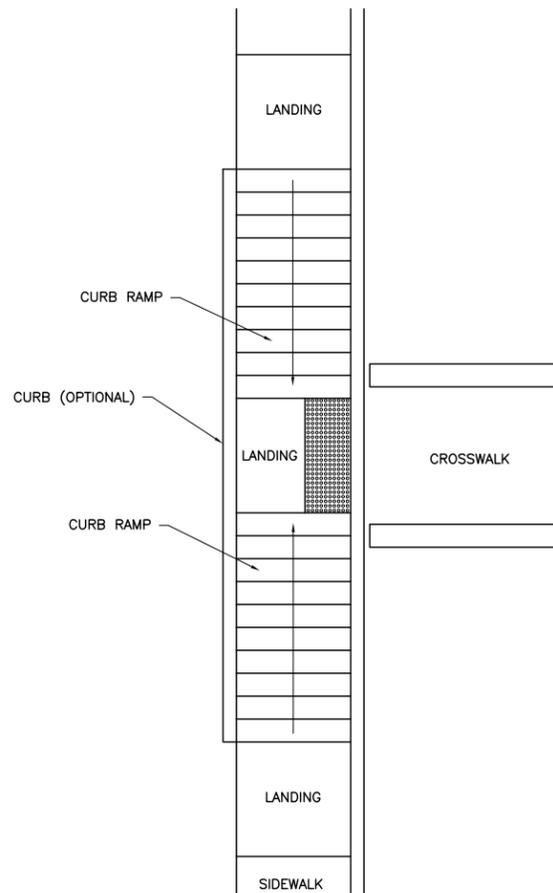
CURB RAMP CONFIGURATION
TYPE 9
 (MID BLOCK CROSSING)
 NOT TO SCALE



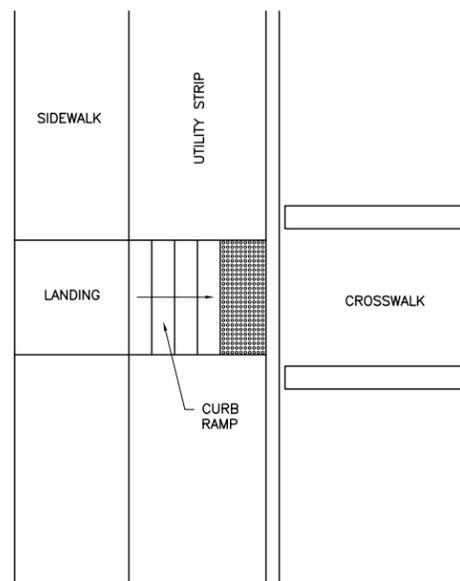
CURB RAMP CONFIGURATION
TYPE 11
 (RIGHT TURN ISLAND CUT THROUGH)
 NOT TO SCALE



CURB RAMP CONFIGURATION
TYPE 12
 (ACCESS ISLAND CURB RAMP)
 NOT TO SCALE



CURB RAMP CONFIGURATION
TYPE 8
 (MID BLOCK CROSSING)
 NOT TO SCALE



CURB RAMP CONFIGURATION
TYPE 10
 NOT TO SCALE

NOTES:

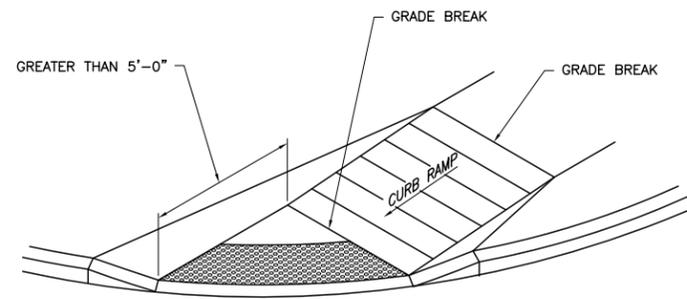
1. FOR DIMENSIONS & GEOMETRIC VALUES REFER TO SHEET 1 OF 5.
2. THE CONFIGURATIONS SHOWN GENERICALLY REPRESENT THE MOST COMMON SITUATIONS ENCOUNTERED. THEY ARE INTENDED TO PRESENT CURB RAMP DESIGN CONCEPTS. SITE CONDITIONS AT INDIVIDUAL LOCATIONS REQUIRE SPECIFIC DESIGNS. CURB RAMP DESIGNS MUST BE CONSISTENT WITH THE PROVISIONS OF SHEETS 1, 2, AND 3 OF 5. REFER TO TOWN ENGINEER FOR ADDITIONAL DESIGN GUIDANCE.
3. COORDINATE TRAFFIC CONTROL DEVICES, UTILITY LOCATIONS, SIGNS, STREET FURNITURE AND DRAINAGE TO ENSURE A CONTINUOUS PEDESTRIAN ACCESS ROUTE AT ALL CURB RAMP LOCATIONS. GUIDANCE FOR CROSSWALK MARKINGS AND TRAFFIC CONTROL DEVICES IS PROVIDED IN THE MUTCD.
4. DETECTABLE WARNINGS SHOWN ON THIS SHEET ARE FOR ILLUSTRATION ONLY. FOR SPECIFIC PLACEMENT ORIENTATIONS AND DIMENSIONS REFER TO SHEET 4 OF 5. SEE NOTE 10.
5. THE CROSS SLOPE OF RAMPS AND/OR LANDINGS AT MID BLOCK CROSSINGS MAY BE WARPED TO MEET STREET OR HIGHWAY GRADE.
6. GRATES SHALL NOT BE LOCATED ON CURB RAMPS, BLENDED TRANSITIONS OR LANDINGS. ACCESS COVERS OF SIMILAR SURFACES SHALL COMPLY WITH APPLICABLE SURFACE REQUIREMENTS.
7. UTILITIES, SIGNS, AND OTHER FIXED OBJECTS MAY NOT BE PLACED ON A CURB, OR IN A MANNER THAT INTERFERES WITH THE USE OF THE CURB RAMP.
8. THE SURFACE OF ALL CURB RAMPS SHALL BE STABLE, FIRM AND SLIP RESISTANT. A COARSE BROOM FINISH RUNNING PERPENDICULAR TO THE SLOPE IS RECOMMENDED ON CONCRETE RAMP SURFACES, EXCLUSIVE OF THE DETECTABLE WARNING FIELDS.
9. THERE SHALL BE A LANDING AT THE TOP OF EACH PERPENDICULAR CURB RAMP AND A LANDING AT THE BOTTOM OF RAMPS TYPE 1 & 2 ON SHEET 2 OF 5.
10. LANDINGS MAY OVERLAP WITH ADJACENT LANDINGS OR A SINGLE LANDING MAY SERVE MULTIPLE CURB RAMPS.
11. LANDINGS MAY OVERLAP WITH THE CLEAR GROUND SPACE REQUIRED AT PEDESTRIAN SIGNAL PUSH BUTTONS.



TOWN OF HUNTINGTON
 DEPARTMENT OF ENGINEERING SERVICES

SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

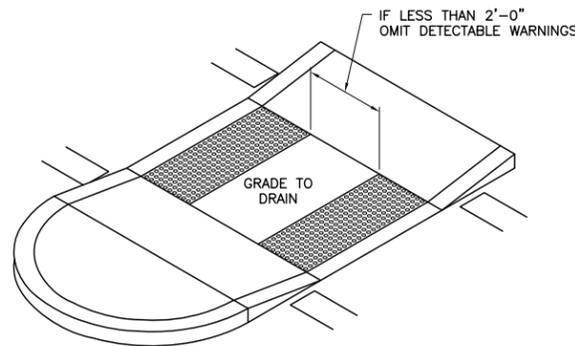
ACCESSIBILITY DETAILS - 3



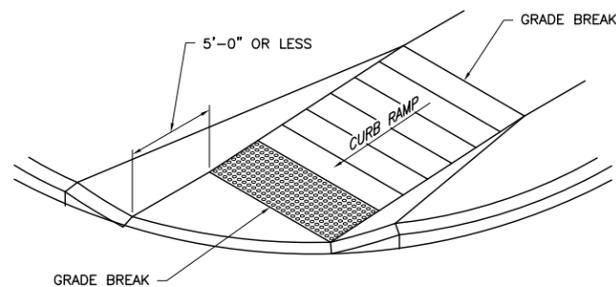
**DETECTABLE WARNING PLACEMENT
DETAIL 1**
NOT TO SCALE

NOTE:

IF THE DISTANCE FROM THE GRADE BREAK IS GREATER THAN OR EQUAL TO 5'-0" DETECTABLE WARNINGS SHOULD BE PLACED ALONG THE RADIUS OF THE CURVE AS SHOWN IN THE ABOVE DETAIL.



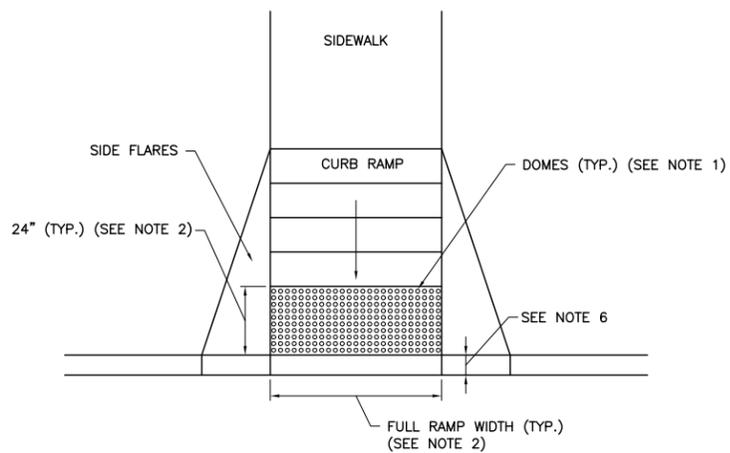
**DETECTABLE WARNINGS AT MEDIAN ISLANDS
(NON ELEVATED CROSSING)**
NOT TO SCALE



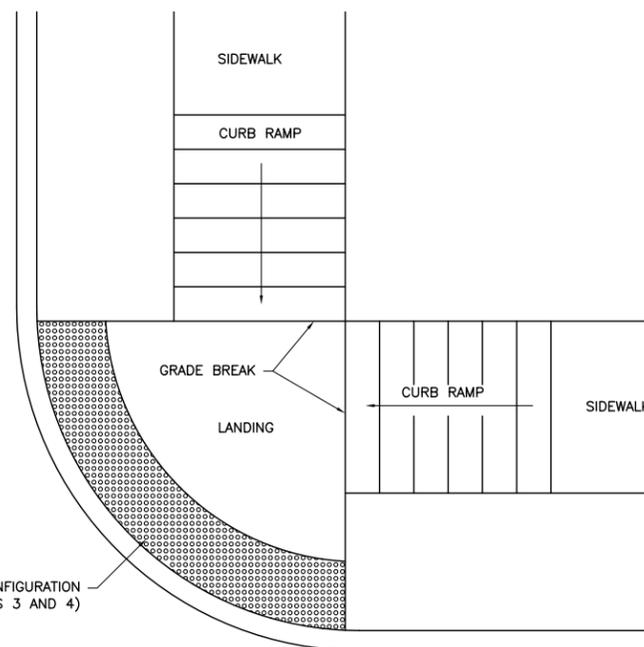
**DETECTABLE WARNING PLACEMENT
DETAIL 2**
NOT TO SCALE

NOTE:

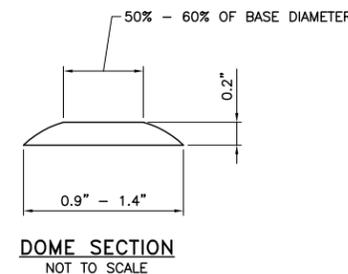
IF THE DISTANCE FROM THE GRADE BREAK IS LESS THAN OR EQUAL TO 5'-0" DETECTABLE WARNINGS SHOULD BE PLACED ON THE CURB RAMP ALONG THE BOTTOM GRADE BREAK WITH ONE CORNER 5" TO 9" FROM THE FRONT OF THE CURB OR EDGE OF THE ROADWAY.



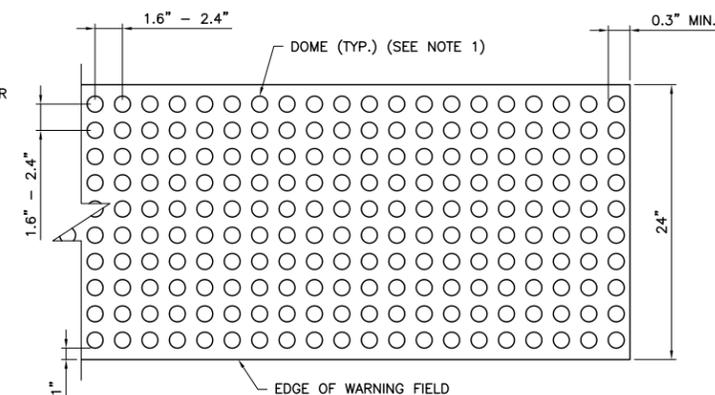
DETECTABLE WARNING AT CURB RAMP
NOT TO SCALE



**CURB RAMP / BLENDED TRANSITION
CONFIGURATION: TYPES 3 AND 4**
NOT TO SCALE



DOMES SECTION
NOT TO SCALE



DOMES SPACING
NOT TO SCALE

NOTES:

1. THE DETAILS PROVIDED ARE NOT DRAWN TO SCALE. THE QUANTITY OF DOMES DEPICTED ON THE DETECTABLE WARNING UNIT (THE DOMES AND THE ENTIRE 24" LEVEL SURFACE) IS FOR ILLUSTRATION ONLY.

DETECTABLE WARNING UNIT DIMENSIONS:

2. THE SIZE OF THE DETECTABLE WARNING FIELD SHALL BE 24" IN THE DIRECTION OF TRAVEL AND SHALL EXTEND THE FULL WIDTH OF THE CURB RAMP OR FLUSH SURFACE, EXCLUSIVE OF SIDE FLARES.

DOMES ALIGNMENT:

3. THE ROWS OF DOMES SHALL BE ALIGNED TO BE PERPENDICULAR OR RADIAL TO THE GRADE BREAK BETWEEN THE RAMP LANDING OR CURB RAMP AND THE STREET.

4. WHERE DOMES ARE ARRAYED RADially THEY MAY DIFFER IN DOME DIAMETER AND CENTER-TO-CENTER SPACING WITHIN THE RANGES SPECIFIED ON THIS SHEET.

COLOR REQUIREMENTS:

5. THE DETECTABLE WARNING FIELD SHALL BE THE COLOR SPECIFIED IN THE CONTRACT DOCUMENTS OR MEET THE REQUIREMENTS OF THE MOST CURRENT ADAAG.

DETECTABLE WARNINGS LOCATIONS:

6. DETECTABLE WARNINGS SHALL BE LOCATED SO THAT THE EDGE OR CORNER OF THE WARNING FIELD NEAREST TO THE ROADWAY IS 5" TO 9" FROM THE FRONT OF THE CURB OR THE ROADWAY EDGE (12" WHERE TRAVERSABLE CURB IS USED).



TOWN OF HUNTINGTON
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SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

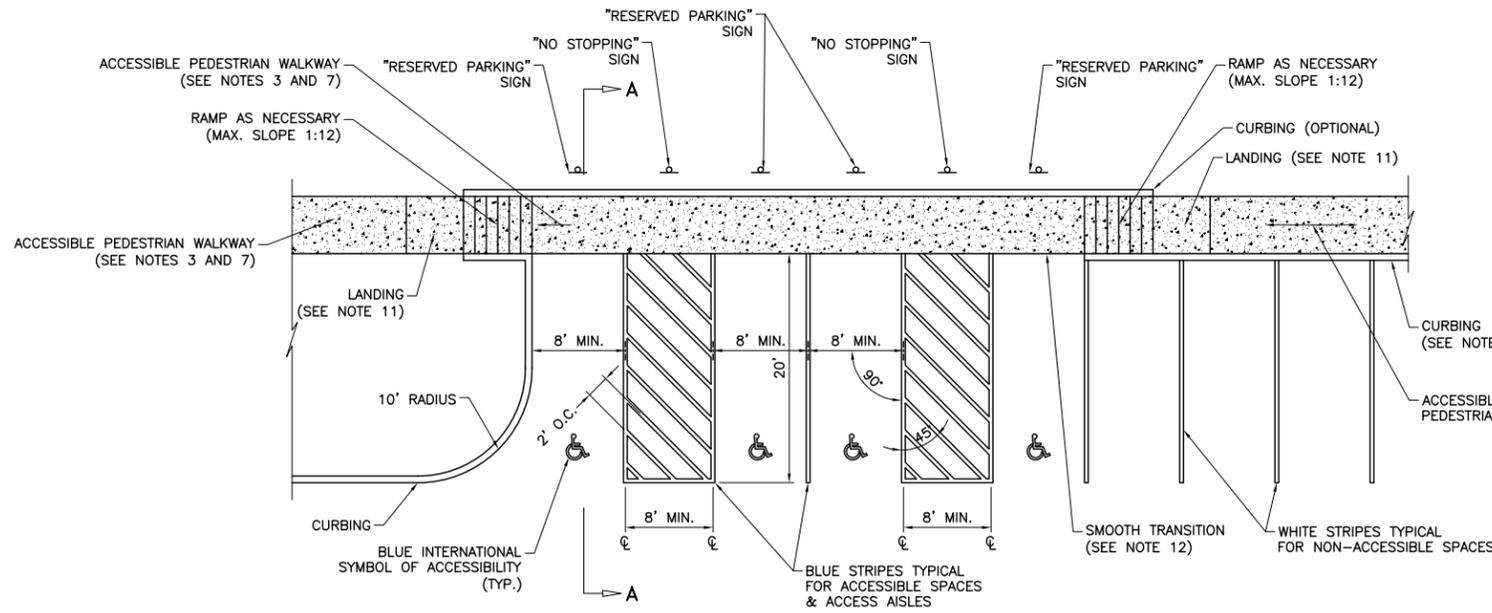
ACCESSIBILITY DETAILS - 4

Scale: AS NOTED

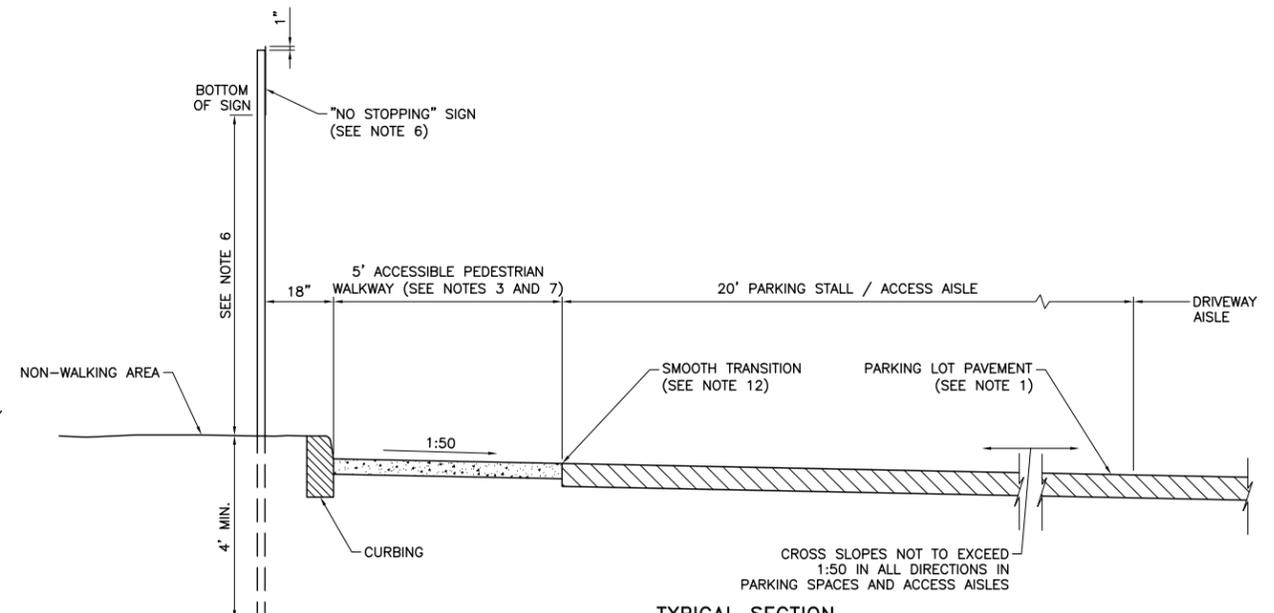
Date: MAY, 2014

Sheet: 13 of 19

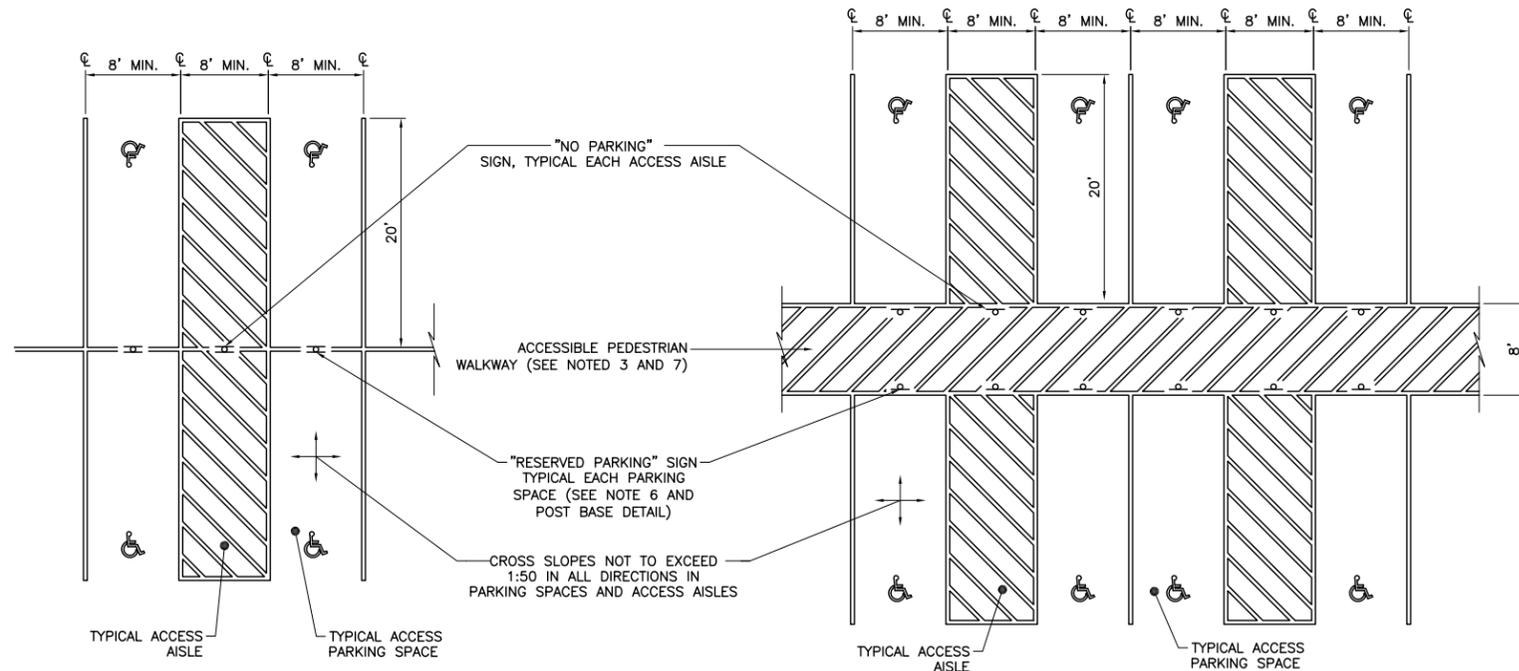
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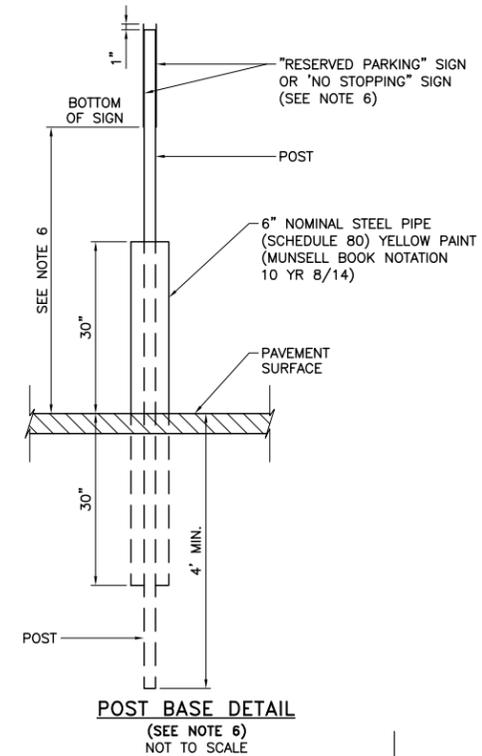
TYPICAL ACCESSIBLE PARKING LAYOUTS
NOT TO SCALE



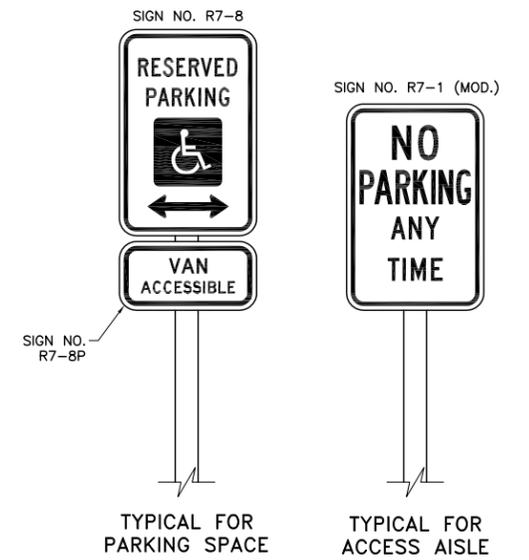
TYPICAL SECTION
(SECTION A-A)
NOT TO SCALE



TYPICAL ACCESSIBLE PARKING LAYOUTS
NOT TO SCALE



POST BASE DETAIL
(SEE NOTE 6)
NOT TO SCALE



NOTES:

- THIS SHEET IS INTENDED TO DEPICT THE DIMENSIONAL REQUIREMENTS OF TYPICAL ACCESSIBLE PARKING SPACES. THE SIDEWALK, CURBING, AND PAVEMENT MATERIALS SHALL BE AS SPECIFIED ELSEWHERE IN THE CONTRACT DOCUMENTS.
- MINIMUM NUMBER OF ACCESSIBLE SPACES:

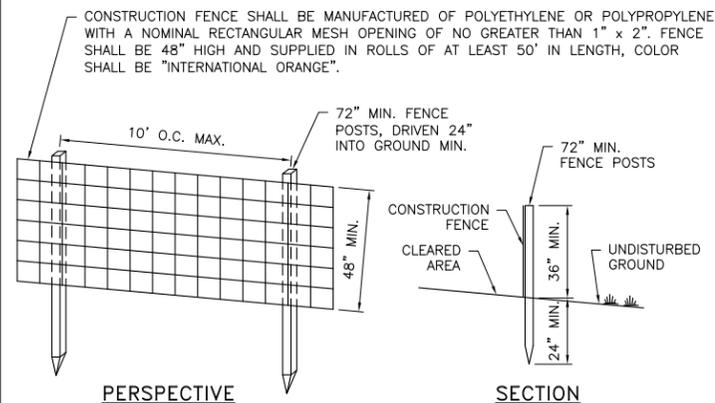
TOTAL SPACES IN LOT	MINIMUM NUMBER OF ACCESSIBLE SPACES
1 TO 25	1
26 TO 50	2
51 TO 75	3
76 TO 100	4
101 TO 150	5
151 TO 200	6
201 TO 300	7
301 TO 400	8
401 TO 500	9
501 TO 1000	2% OF TOTAL

EXCEPTION: PARKING AREAS ON THE PREMISES OF, OR IMMEDIATELY ADJACENT TO, MEDICAL SERVICES FACILITIES PROVIDING TREATMENT FOR MOBILITY IMPAIRED PERSONS AND OTHER SIMILAR LOCATIONS MAY REQUIRE A GREATER NUMBER OF ACCESSIBLE PARKING SPACES THAN INDICATED ABOVE. REFER TO THE APPLICABLE ACCESSIBILITY STANDARD.

- LOCATION - PARKING SPACES FOR USE BY PERSONS WITH DISABILITIES SHALL BE IN THE SPACES CLOSEST TO THE NEAREST ACCESSIBLE BUILDING OR FACILITY ENTRANCE ON AN ACCESSIBLE ROUTE.
- DIMENSIONS - ACCESSIBLE PARKING SPACES SHALL BE AT LEAST 8' (MIN.) WIDE AND SHALL HAVE AN ADJACENT ACCESS AISLE 8' WIDE MEASURED PERPENDICULAR TO THE STALL STRIPE TO ACCOMMODATE VANS WITH LIFTS.
- COMMON ACCESS AISLES FOR 90° PARKING - TWO ACCESSIBLE PARKING SPACES MAY SHARE A COMMON ACCESS AISLE. FOR ACUTE ANGLED PARKING, SUCH AS 60° PARKING, OR WHERE ONE WAY DRIVEWAY AISLES WOULD PREVENT VANS WITH PASSENGER SIDE LIFTS FROM BACKING INTO ACCESSIBLE SPACES, AN ACCESSIBLE ACCESS AISLE MUST BE PROVIDED FOR EACH ACCESSIBLE PARKING SPACE. WIDTH OF ACCESS AISLES AND PARKING SPACES ARE MEASURED PERPENDICULAR TO THE STRIPING.
- SIGNING - EACH ACCESSIBLE PARKING SPACE SHALL BE MARKED BY PERMANENTLY INSTALLED ABOVE GROUND SIGNS WHICH DISPLAY THE INTERNATIONAL SYMBOL OF ACCESS. EACH ACCESS AISLE SHALL BE MARKED BY PERMANENTLY INSTALLED ABOVE GROUND SIGNS INDICATING THAT STOPPING IS NOT PERMITTED IN THE AISLE. SIGNS SHALL NOT BLOCK THE ACCESSIBLE CLEAR WIDTH OF ADJACENT WALKWAYS. SIGNS LOCATED WHERE THEY MAY BE HIT BY VEHICLES BEING PARKED SHALL BE INSTALLED AS SHOWN IN THE POST BASE DETAIL. THE BOTTOMS OF THE SIGNS LOCATED ON POSTS INSTALLED IN PAVED AREAS SHALL BE AT LEAST 7' ABOVE THE WALKWAY SURFACE. THE BOTTOMS OF SIGNS LOCATED IN UNPAVED AREAS SHALL BE 7' ABOVE THE ADJACENT PAVEMENT SURFACE.

- SURFACE SLOPES - SLOPES AT ACCESSIBLE PARKING SPACES, ACCESS AISLES, AND ADJOINING WALKWAYS SHALL NOT EXCEED 1:50 IN ANY DIRECTION.
- OVERHEAD CLEARANCE - VEHICLE ACCESS ROUTES TO AND FROM ACCESSIBLE PARKING SPACES, INCLUDING IN GARAGES AND OPEN PARKING STRUCTURES, SHALL HAVE A MINIMUM VERTICAL CLEARANCE OF 9'-6".
- PAVEMENT MARKING COLORS - REQUIRED ACCESSIBLE PARKING SPACE AND ACCESS AISLE STRIPING AND OTHER OPTIONAL PAVEMENT MARKINGS, SUCH AS THE INTERNATIONAL ACCESS SYMBOL, SHALL BE PAINTED WHITE OR BLUE.
- REFER TO ACCESSIBILITY DETAILS SHEETS 1, 2 AND 3 OF 5 FOR CURB RAMPS THAT MAY BE APPROPRIATE FOR CERTAIN SITE CONDITIONS.
- LEVEL LANDINGS MUST BE PROVIDED AT THE TOP AND BOTTOM OF ALL RAMPS. LANDINGS SHALL BE 4' (MIN.) IN THE DIRECTION OF TRAVEL. SLOPES ON LANDINGS SHALL NOT BE STEEPER THAN 1:50 IN ANY DIRECTION.
- A SMOOTH, FLUSH TRANSITION MUST BE PROVIDED BETWEEN ALL PEDESTRIAN WALKWAYS AND THE ACCESSIBLE PARKING SPACES AND AISLES.
- SEE NYS BLDG CODE SECTION 1106 & ANSI/ICC A117.1-2003 CHAPTER 5 FOR ADDITIONAL INFORMATION.

12/2/14	NPJ	ADD NOTE 13, CL SPACING & ACCESSIBILITY SYMBOL	JFC
DATE	BY	DESCRIPTION	APPROV. BY
REVISIONS			
TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES			
SUBDIVISION AND SITE PLAN REGULATIONS STANDARD CONSTRUCTION DETAILS			
ACCESSIBILITY DETAILS - 5			
Scale: AS NOTED	Date: MAY, 2014	Sheet: 14 of 19	



NOTES

CONSTRUCTION:

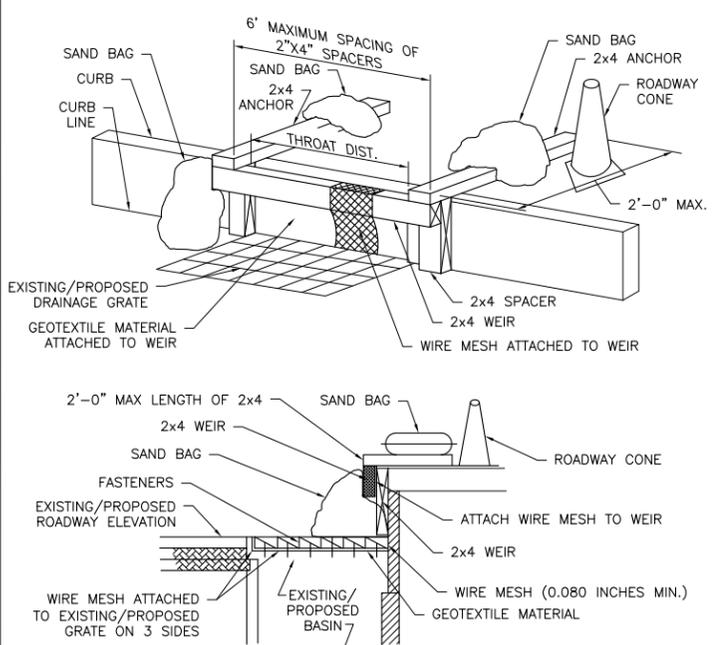
- 1) THE CONTRACTOR SHALL INSTALL THE CONSTRUCTION FENCE IN LOCATIONS AS REQUIRED BY THE DRAWINGS AND SPECIFICATIONS OR MUNICIPAL AUTHORITIES
- 2) THE PRIMARY PURPOSE OF THE CONSTRUCTION FENCE IS TO CLEARLY DELINEATE A CONSTRUCTION AREA AND PROVIDE SOME MEASURE OF PROTECTION FOR THE SURROUNDING NATURAL AREAS. IT IS NOT DESIGNED OR INTENDED TO BE AN IMPENETRABLE BARRIER TO THOSE INTENT ON ENTERING THE CONSTRUCTION SITE

INSTALLATION:

CONSTRUCTION FENCE SHALL BE INSTALLED BY WEAVING FENCE POSTS VERTICALLY THROUGH AT LEAST THREE (3) MESH OPENINGS (TOP, MIDDLE AND BOTTOM OF FENCE) AND DRIVING POSTS WITH A 3LB. HAND DRILLING HAMMER (OR EQUIVALENT) FLUSH WITH THE TOP OF FENCING. POSTS SHALL BE AT AN INTERVAL OF NO GREATER THAN TEN FEET. FENCING SHALL BE SECURED FIRMLY TO EACH POST AT THE TOP, BOTTOM AND MID-POINT WITH WIRE REBAR TIES. WHERE LENGTHS OF FENCING ARE JOINED, A POST SHALL BE WOVEN THROUGH BOTH FENCE SECTIONS AT THE JOINT, WITH TIES FASTENING BOTH FENCE SECTIONS TO THE POST. FENCING SHALL BE STRETCHED AS TAUT AS PRACTICAL BETWEEN FENCE POSTS WITHOUT INORDINATELY DEFLECTING POSTS. TEMPORARY OPENINGS IN CONSTRUCTION FENCE INSTALLATIONS SHALL BE PERMITTED FOR ENTRY OF WORKERS, MATERIALS AND EQUIPMENT. SUCH OPENINGS SHALL BE SECURED AT THE END OF EACH WORK DAY IN THE MANNER AFOREMENTIONED FOR JOINING FENCE SECTIONS.

POSTS: STEEL EITHER T OR U TYPE OR 2" HARDWOOD

TEMPORARY CONSTRUCTION FENCE
NOT TO SCALE



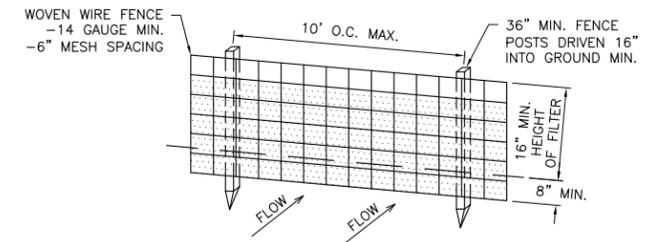
NOTES:

THE WIRE MESH SHALL BE 6"x6" CONTINUOUS 48" MINIMUM WIDTH AND A LENGTH SUFFICIENT TO BE CONSTRUCTED AS SHOWN IN THE DETAIL. IT SHALL BE SECURED AND ATTACHED TO THE 2X4 WOOD WEIR AND DRAINAGE GRATE WITH THE APPROPRIATE FASTENERS (NAILING/STAPLING).

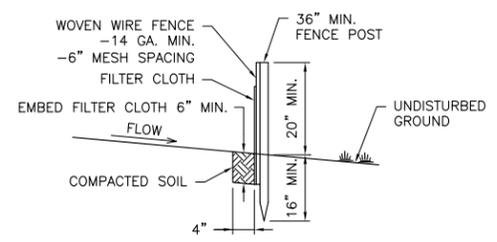
THE GEOTEXTILE MATERIAL SHALL BE PLACED UNDER THE EXISTING/PROPOSED DRAINAGE GRATE AS SHOWN IN THE DETAIL.

THE PROTECTION DEVICE SHALL BE PLACED AGAINST THE INLET AND SECURED BY 2X4 ANCHORS 2 FEET IN LENGTH, EXTENDING ACROSS THE TOP OF THE INLET, AND HELD IN PLACE BY THE SANDBAGS. ADDITIONAL SANDBAGS, AS SHOWN IN THE DETAIL, SHALL BE PLACED UP AGAINST THE CURB LINE ON EITHER EDGE OF THE DROP INLET.

DRAINAGE INLET SEDIMENT PROTECTION
NOT TO SCALE



PERSPECTIVE

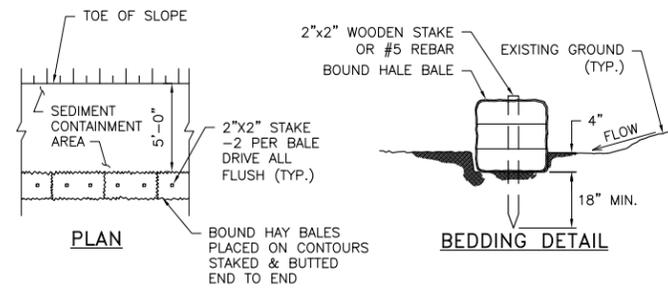


SECTION

NOTES:

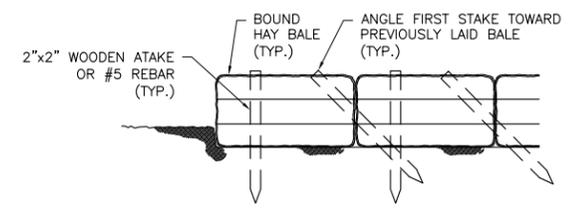
1. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES. POSTS SHALL BE EITHER 'T' OR 'U' TYPE OR HARDWOOD
2. FILTER CLOTH TO BE FASTENED SECURELY TO WOVEN WIRE FENCE WITH TIES SPACED EVERY 24" AT TOP AND MID SECTION. FENCE SHALL BE WOVEN WIRE, 6" MAXIMUM MESH OPENING.
3. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED BY SIX INCHES AND FOLDED. FILTER CLOTH SHALL BE EITHER FILTER X, MIRAFI 100X, STABILINKA T140N, OR EQUIVALENT. PREFABRICATED SILT FENCE SHALL BE EITHER GEOFAB, ENVIROFENCE OR EQUAL.
4. MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN "BULGES" DEVELOP IN THE SILT FENCE.

SILT FENCE
NOT TO SCALE



PLAN

BEDDING DETAIL



ANCHORING DETAIL

DEFINITION
THE CONTROL OF DUST RESULTING FROM LAND-DISTURBING ACTIVITIES.

PURPOSE
TO PREVENT SURFACE AND AIR MOVEMENT OF DUST FROM DISTURBED SOIL SURFACES THAT MAY CAUSE OFF-SITE DAMAGE, HEALTH HAZARDS, AND TRAFFIC SAFETY PROBLEMS.

CONDITIONS WHERE PRACTICE APPLIES
ON CONSTRUCTION ROADS, ACCESS POINTS, AND OTHER DISTURBED AREAS SUBJECT TO SURFACE DUST MOVEMENT AND DUST BLOWING WHERE OFF-SITE DAMAGE MAY OCCUR IF DUST IS NOT CONTROLLED.

DESIGN CRITERIA
CONSTRUCTION OPERATIONS SHOULD BE SCHEDULED TO MINIMIZE THE AMOUNT OF AREA DISTURBED AT ONE TIME. BUFFER AREAS OF VEGETATION SHOULD BE LEFT WHERE PRACTICAL. TEMPORARY OR PERMANENT STABILIZATION MEASURES SHOULD BE INSTALLED. NO SPECIFIC DESIGN CRITERIA IS GIVEN; SEE CONSTRUCTION SPECIFICATIONS BELOW FOR COMMON METHODS OF DUST CONTROL.

CONSTRUCTION SPECIFICATIONS
VEGETATIVE COVER - FOR DISTURBED AREAS NOT SUBJECT TO TRAFFIC; VEGETATION PROVIDES THE MOST PRACTICAL METHOD OF DUST CONTROL. TEMPORARY SEEDING SHALL BE AS FOLLOWS:

- A) RYE GRASS (ANNUAL OR PERENNIAL) AT 30 LBS. PER ACRE (0.7LBS/1000SF)
 - B) CERTIFIED "AROOSTOOK" WINTER RYE (CEREAL RYE) AT 100 LBS. PER ACRE (2.5 LBS/SF)
- USE WINTER RYE IF SEEDING IN OCTOBER/NOVEMBER.

MULCH (INCLUDING GRAVEL MULCH) - MULCH OFFERS A FAST EFFECTIVE MEANS OF CONTROLLING DUST.

SPRAY ADHESIVES - EXAMPLES OF SPRAY ADHESIVES FOR USE ON MINERAL SOILS ARE SHOWN IN THE FOLLOWING TABLE:

MATERIAL	WATER DILUTION	NOZZLE TYPE	APPLY GALLONS/ACRE
ACRYLIC POLYMER	8:1	COURSE SPRAY	500
LATEX EMULSION	12.5:1	FINE SPRAY	235
RESIN IN WATER	4:1	FINE SPRAY	300

WATER QUALITY SHOULD BE CONSIDERED WHEN MATERIALS ARE SELECTED FOR DUST CONTROL.

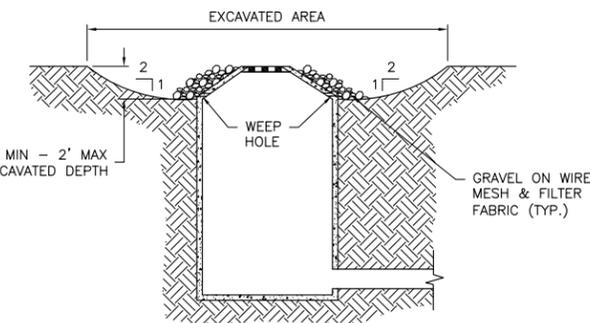
SPRINKLING - THE SITE MAY BE SPRAYED UNTIL THE SURFACE IS WET. THIS IS ESPECIALLY EFFECTIVE ON HAUL ROADS AND ACCESS ROUTES.

STONE USED FOR CONSTRUCTION ROADS IS ALSO EFFECTIVE FOR DUST CONTROL.

BARRIERS - A FENCE OR SIMILAR BARRIER CAN CONTROL AIR CURRENTS AT INTERVALS EQUAL TO FIFTEEN TIMES THE BARRIER HEIGHT. PRESERVE EXISTING WIND BARRIER VEGETATION AS MUCH AS PRACTICAL.

MAINTENANCE
MAINTAIN DUST CONTROL MEASURES THROUGH DRY WEATHER PERIODS UNTIL ALL DISTURBED AREAS ARE STABILIZED.

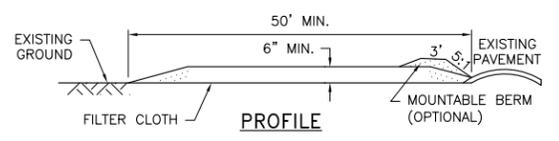
DUST CONTROL NOTES
NOT TO SCALE



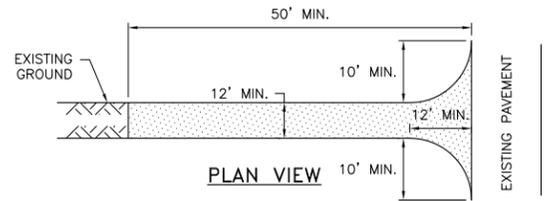
SEDIMENT TRAP
NOT TO SCALE

NOTES:

1. ALL UNSUITABLE MATERIALS SHALL BE REMOVED PRIOR TO EXCAVATION.
2. GRADE TO ESTABLISH A UNIFORM SLOPE AROUND BASIN.
3. ALL WEEP HOLES SHALL BE PROTECTED WITH FILTER FABRIC.
4. UPON STABILIZATION OF CONTRIBUTING DRAINAGE AREA ALL WEEP HOLES SHALL BE SEALED, THE BASIN SHALL BE BACKFILLED WITH COMPACTED STABLE SOIL TO FINAL GRADE, AND THE DISTURBED AREA SHALL BE PROPERLY STABILIZED WITH PERMANENT SEEDING. MAXIMUM DRAINAGE AREA PER BASIN SHALL BE 1 ACRE.



PROFILE



PLAN VIEW

NOTES:

1. STONE SIZE - USE 2" STONE, OR RECLAIMED OR RECYCLED CONCRETE EQUIVALENT.
2. LENGTH - NOT LESS THAN 50 FEET
3. THICKNESS - NOT LESS THAN SIX (6) INCHES.
4. WIDTH - TWELVE (12) FOOT MINIMUM, BUT NOT LESS THAN THE FULL WIDTH AT POINTS WHERE INGRESS OR EGRESS OCCURS.
5. FILTER CLOTH - WILL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING OF STONE.
6. SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE. IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
7. MAINTENANCE - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACTED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY.
8. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.
9. PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.

TEMPORARY CONSTRUCTION ENTRANCE
NOT TO SCALE

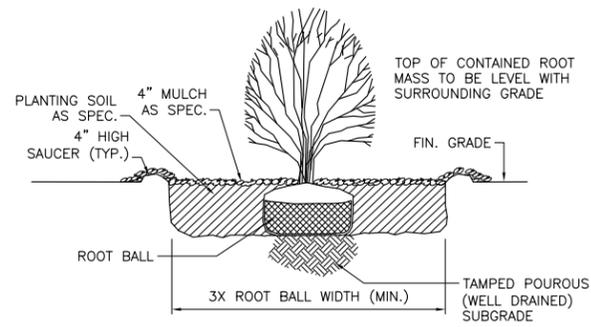


TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

EROSION AND SEDIMENT CONTROL DETAILS

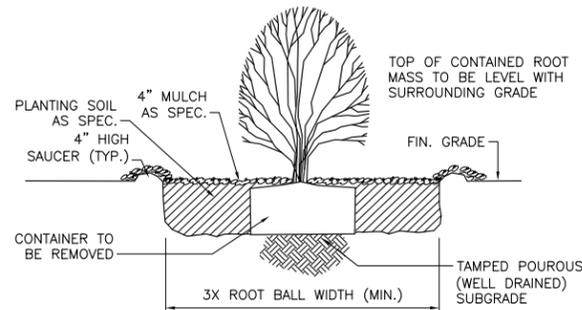
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NOTE:

DIG 2' (MIN.) DEPTH TEST HOLE TO VERIFY SUBGRADE MATERIAL BELOW ROOT BALL. THE EICAND/OR LANDSCAPE ARCHITECT SHALL INSPECT THE HOLE PRIOR TO PLANT INSTALLATION.

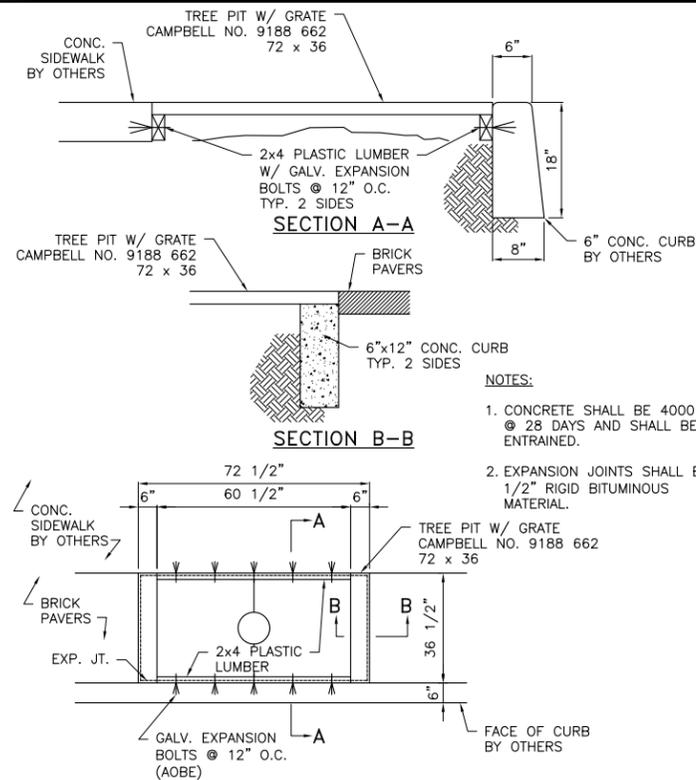
SHRUB PLANTING DETAIL
NOT TO SCALE



NOTE:

DIG 2' (MIN.) DEPTH TEST HOLE TO VERIFY SUBGRADE MATERIAL BELOW ROOT BALL. THE EICAND/OR LANDSCAPE ARCHITECT SHALL INSPECT THE HOLE PRIOR TO PLANT INSTALLATION.

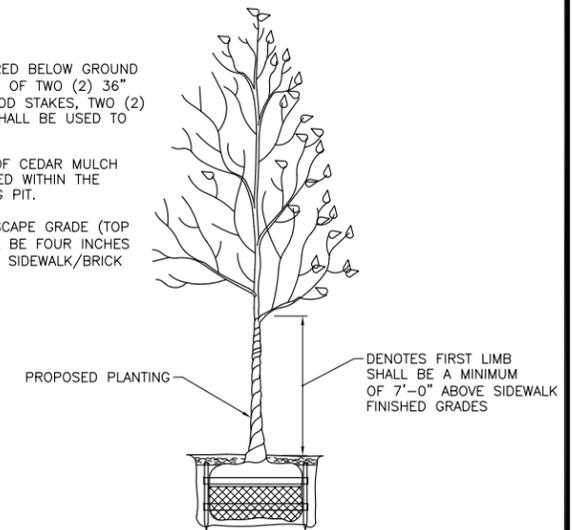
SHRUB IN CONTAINER PLANTING DETAIL
NOT TO SCALE



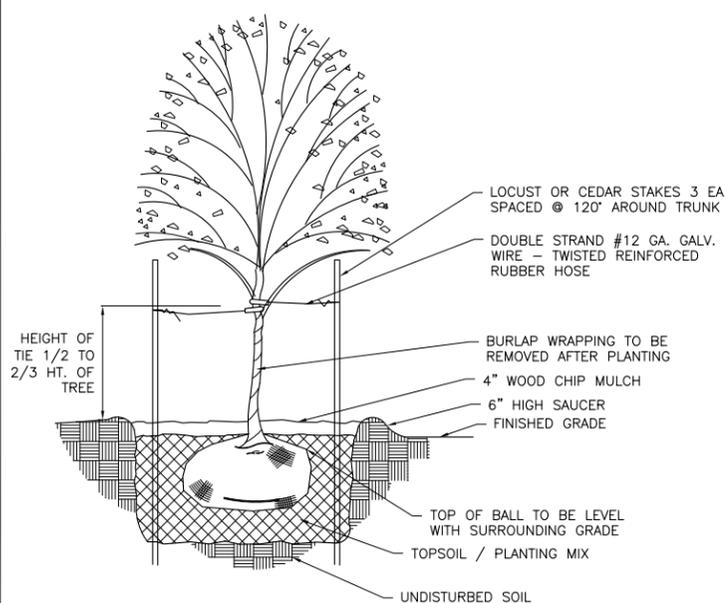
TREE GRATE INSTALLATION DETAIL
NOT TO SCALE

NOTES:

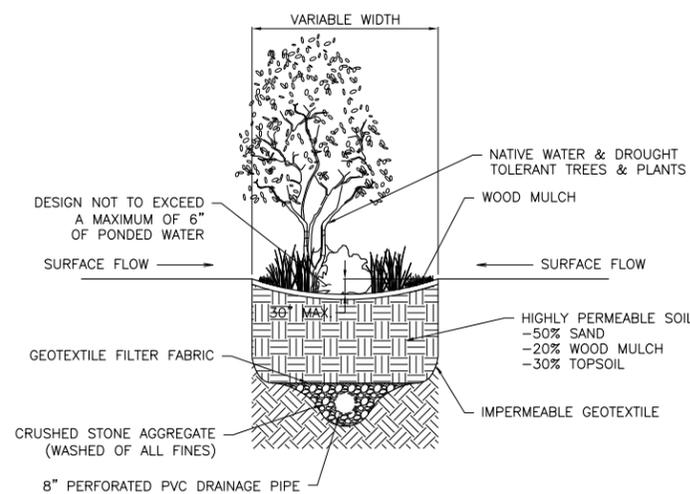
1. STAKING REQUIRED BELOW GROUND WITH A MINIMUM OF TWO (2) 36" HEIGHT HARDWOOD STAKES, TWO (2) METAL BANDS SHALL BE USED TO SECURE.
2. FOUR INCHES OF CEDAR MULCH SHALL BE PLACED WITHIN THE ENTIRE PLANTING PIT.
3. FINISHED LANDSCAPE GRADE (TOP OF BALL) SHALL BE FOUR INCHES BELOW FINISHED SIDEWALK/BRICK GRADES.



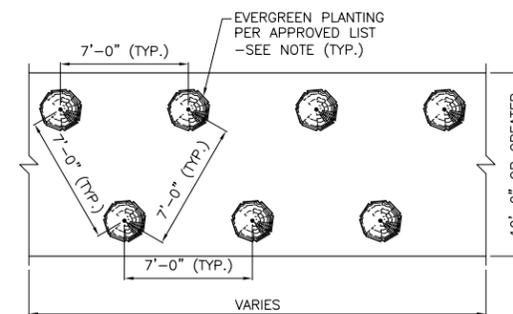
TREE PIT PLANTING DETAIL
NOT TO SCALE



TREE PLANTING & STAKING DETAIL
NOT TO SCALE



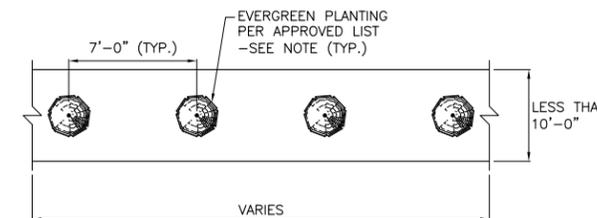
BIORETENTION SWALE DETAIL
NOT TO SCALE



NOTE:

EVERGREEN PLANTINGS SHALL HAVE A MINIMUM HEIGHT OF 6'-0". ALTERNATE SPECIES EVERY 5 PLANTINGS

BUFFER PLANTING DETAIL
(10'-0" WIDE OR GREATER BUFFERS)
NOT TO SCALE

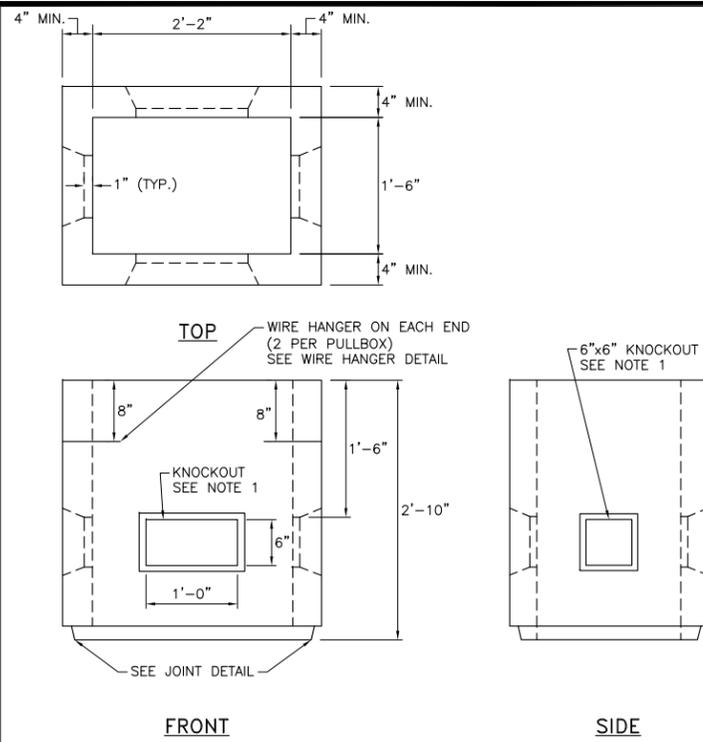


NOTE:

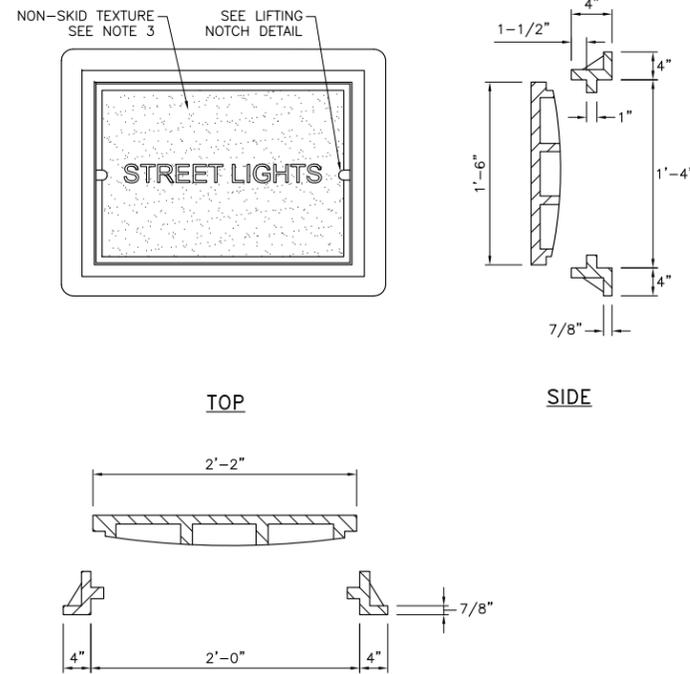
EVERGREEN PLANTINGS SHALL HAVE A MINIMUM HEIGHT OF 6'-0". ALTERNATE SPECIES EVERY 5 PLANTINGS

BUFFER PLANTING DETAIL
(LESS THAN 10'-0" WIDE BUFFERS)
NOT TO SCALE

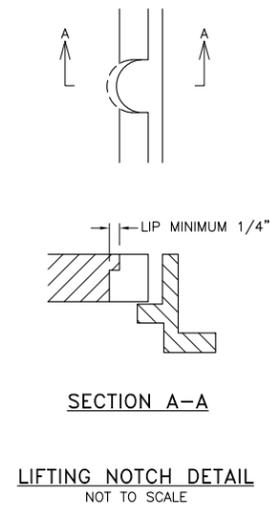
	TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES	
	SUBDIVISION AND SITE PLAN REGULATIONS STANDARD CONSTRUCTION DETAILS	
TYPICAL LANDSCAPING DETAILS		
Scale: AS NOTED	Date: MAY, 2014	Sheet: 16 of 19



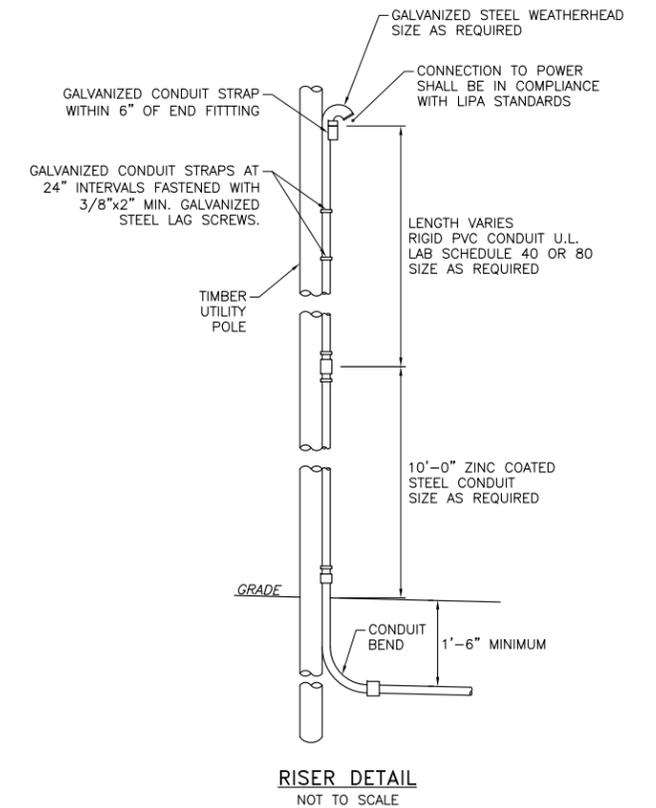
REINFORCED CONCRETE PULLBOX
 MINIMUM VERTICAL & HORIZONTAL REINFORCEMENT 0.12 SQ/IN PER FT.
 INSIDE VOLUME 8.2 CF
 (SEE NOTES 5 & 6)
 NOT TO SCALE



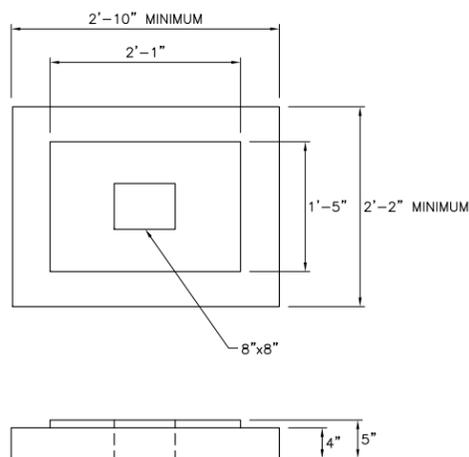
CAST IRON FRAME & COVER
 APPROXIMATE WEIGHT 300 LBS.
 (SEE NOTE 2)
 NOT TO SCALE



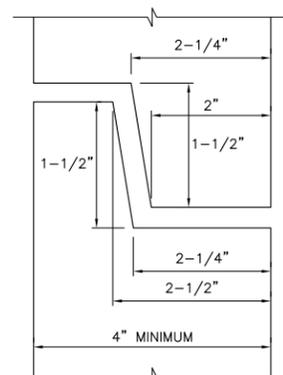
LIFTING NOTCH DETAIL
 NOT TO SCALE



RISER DETAIL
 NOT TO SCALE

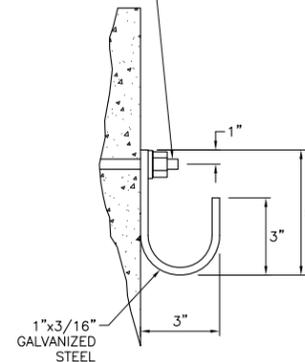


PULLBOX BASE
 MINIMUM VERTICAL & HORIZONTAL REINFORCEMENT 0.12 SQ/IN PER FT.
 (SEE NOTE 4)
 NOT TO SCALE



JOINT DETAIL
 NOT TO SCALE

3/8"Ø CAST IN PLACE THREADED STUD OR BOLT WITH NUT AND LOCKWASHER - CAST IN PLACE THREADED INSERT WITH BOLT - EXPANSION BOLT OR THRU BOLT WITH NUT AND LOCKWASHER



WIRE HANGER DETAIL
 NOT TO SCALE

NOTES:

- STANDARD KNOCKOUT LOCATIONS ARE SHOWN. PULLBOXES WITH ONLY THE NUMBER AND SIZE OF REQUIRED CONDUIT OPENINGS MAY ALSO BE UTILIZED.
- FRAMES AND COVERS SHALL BE HEAVY DUTY TO SUPPORT AASHTO H-20 LOADING.
- A NON-SKID TEXTURE SHALL BE CAST INTO THE TOP SURFACE OF THE COVER.
- PULLBOX BASES ARE REQUIRED ONLY FOR PULLBOXES PLACED IN THE PAVEMENT OR ROADWAY SHOULDER. BASES MAY BE CAST INTEGRAL WITH THE PULLBOX WHEN REQUIRED.
- A ROUGH FINISH IS ACCEPTABLE FOR PULLBOX KNOCKOUTS.
- STEEL REINFORCEMENT SHALL BE PLACED WITHIN THE CENTER THIRD OF THE WALL, EXCEPT KNOCKOUTS. MINIMUM COVER SHALL BE 1".



TOWN OF HUNTINGTON
 DEPARTMENT OF ENGINEERING SERVICES

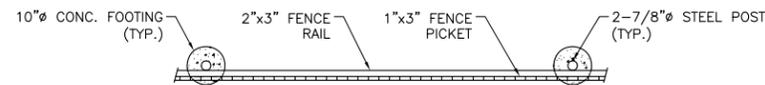
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

STREETLIGHTING PULLBOX & RISER DETAILS

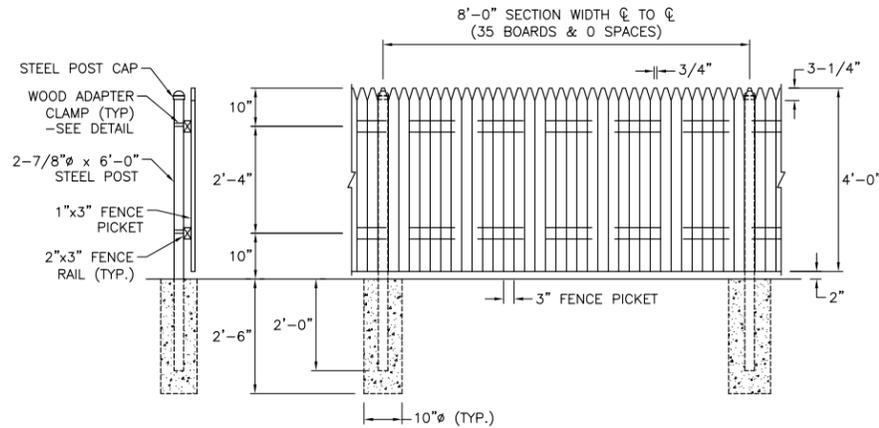
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Date: MAY, 2014

Sheet: 17 of 19



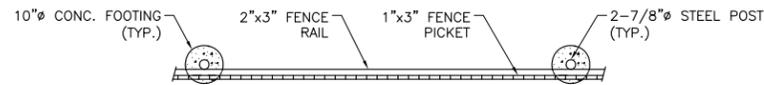
PLAN



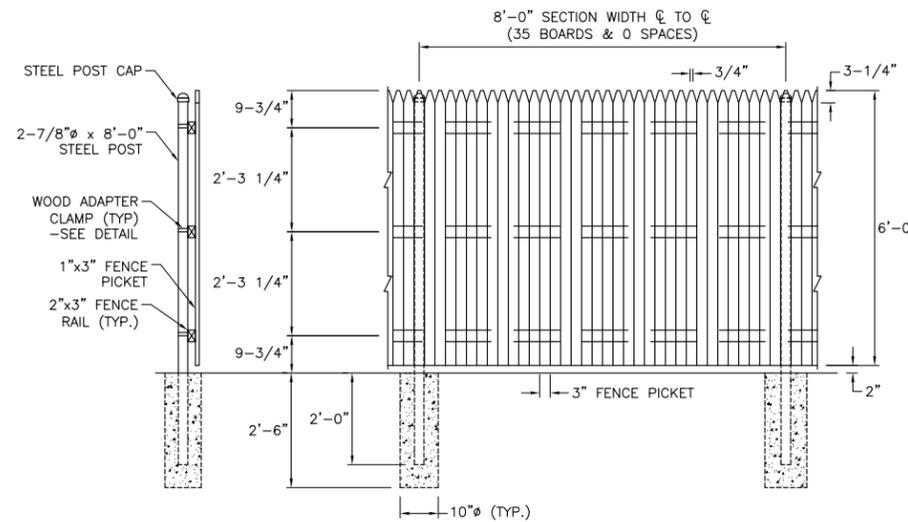
SECTION

ELEVATION

4'-0" STOCKADE FENCE DETAILS
(N.T.S.)



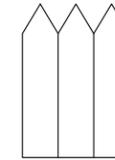
PLAN



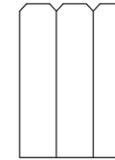
SECTION

ELEVATION

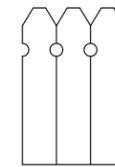
6'-0" STOCKADE FENCE DETAILS
(N.T.S.)



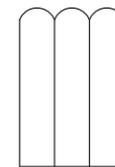
POINTED



DOGEARED

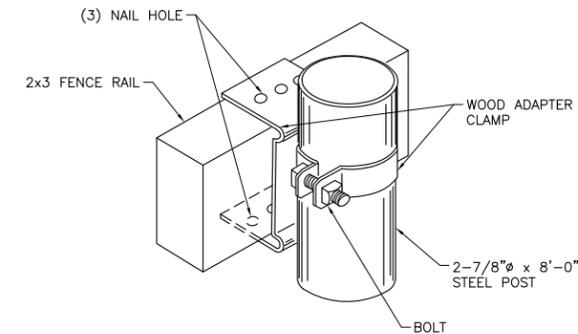


VIRGINIA

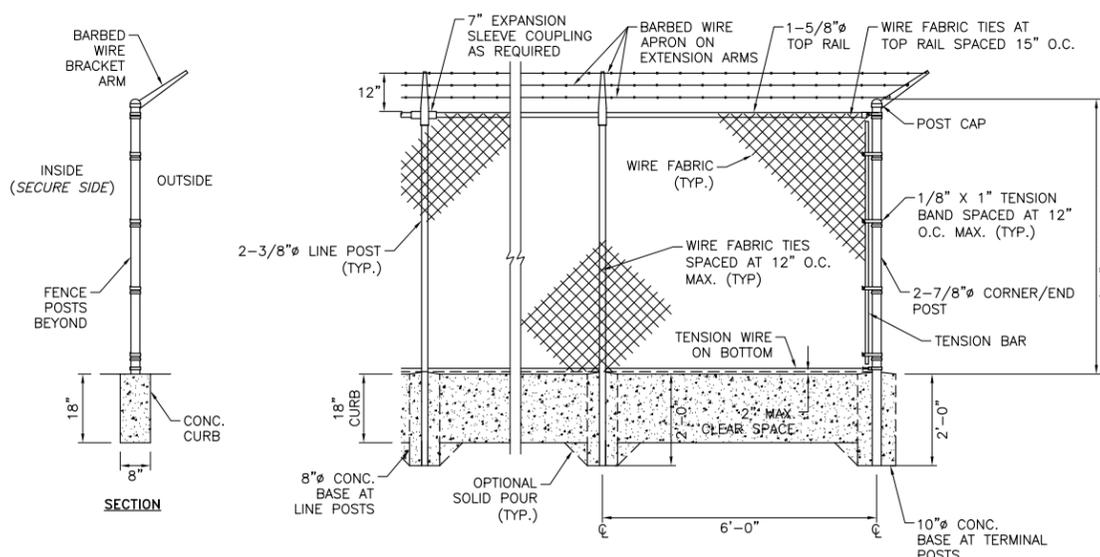


ROUNDED

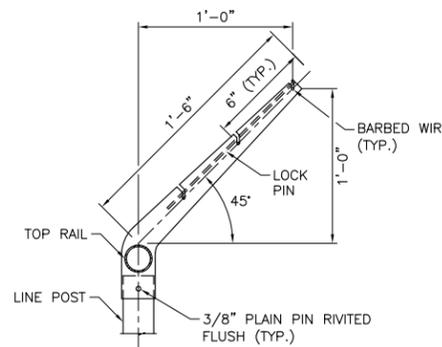
TYPICAL PICKET STYLES
(N.T.S.)



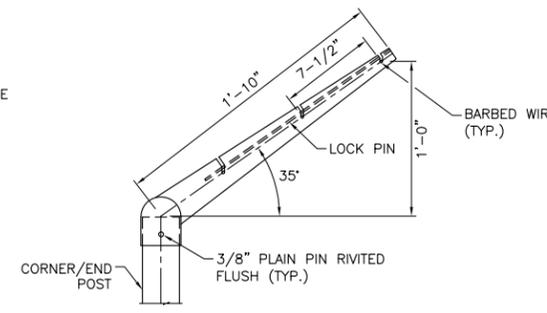
WOOD ADAPTER CLAMP
(N.T.S.)



6'-0" HIGH RECHARGE BASIN CHAIN LINK
FENCE WITH BARBED WIRE DETAILS
(N.T.S.)



EXTENSION ARM ON
LINE POST DETAIL
(N.T.S.)



EXTENSION ARM ON
CORNER/END POST DETAIL
(N.T.S.)

CHAIN LINK FENCE NOTES:

1. TOP RAILS SHALL BE CONTINUOUS. WHERE NECESSARY INSTALL 7" LENGTH EXPANSION COUPLINGS TO CONNECT MEMBERS.
2. SIZES OF CHAIN LINK FENCE POSTS & RAILS ARE ACTUAL DIMENSIONS OF SCH. 40 STEEL PIPE.



TOWN OF HUNTINGTON
DEPARTMENT OF ENGINEERING SERVICES

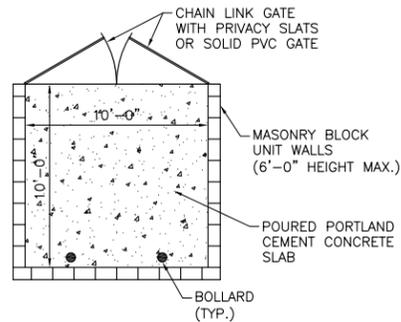
SUBDIVISION AND SITE PLAN REGULATIONS
STANDARD CONSTRUCTION DETAILS

FENCE DETAILS

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Date: MAY, 2014

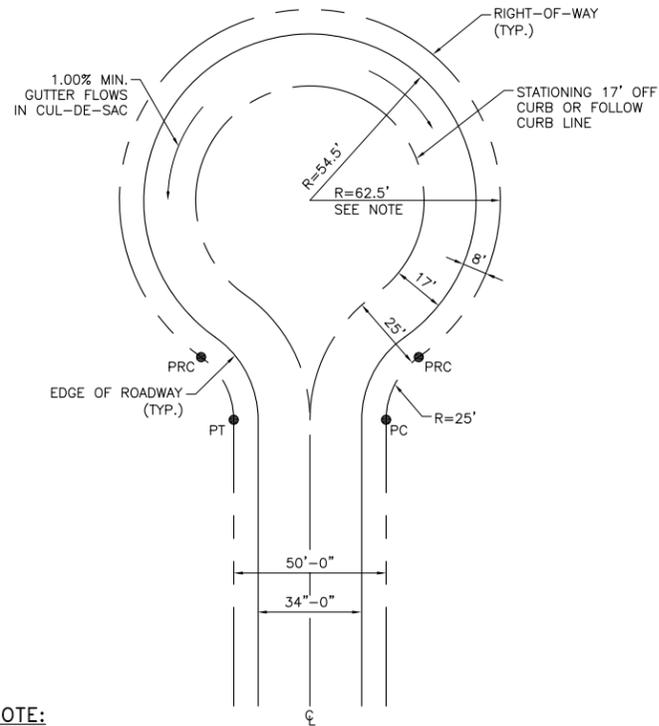
Sheet: 18 of 19



NOTE:

THE DIMENSIONS SHOWN ARE MINIMUM REQUIREMENTS. IT IS THE RESPONSIBILITY OF THE APPLICANT'S DESIGN PROFESSIONAL TO DETERMINE ACTUAL SIZE REQUIREMENTS FOR PROPOSED REFUSE CONTAINERS.

REFUSE CONTAINER ENCLOSURE DETAIL
NOT TO SCALE



NOTE:

THE RADIUS OF THE TURN-AROUND AT THE END OF THE CUL-DE-SAC MAY BE REDUCED BY THE PLANNING BOARD IN THE FOLLOWING ZONES:

- R-20
- R-40
- R-80

PROVIDED THAT:

- A. THERE ARE NO MORE THAN FOUR HOUSES WITH FRONTAGES ON THE CUL-DE-SAC
- B. PROVISIONS ARE MADE FOR UNDERGROUND UTILITIES

CUL-DE-SAC DETAIL
NOT TO SCALE

FOR TOWN OF HUNTINGTON USE ONLY

NO.	REVISIONS	DATE
OWNER:		
NAME OF APPLICATION/PROJECT		
SITUATED AT		
TOWN OF HUNTINGTON, SUFFOLK COUNTY, NEW YORK		
DISTRICT 0400 SECTION BLOCK LOT		
APPLICANT:		
NAME/TYPE OF PLAN		
PROFESSIONAL'S SEAL AND SIGNATURE		
NAME OF DESIGN FIRM / PROFESSIONAL LOGO		
FULL ADDRESS		
PHONE NUMBER FAX NUMBER		
NAME OF PROFESSIONAL	SCALE:	DATE:
		SHEET: OF

STANDARD SUBDIVISION & SITE PLAN APPLICATION TITLE BLOCK DETAIL



	TOWN OF HUNTINGTON DEPARTMENT OF ENGINEERING SERVICES	
	SUBDIVISION AND SITE PLAN REGULATIONS STANDARD CONSTRUCTION DETAILS	
MISCELLANEOUS STANDARD DETAILS		
Scale: AS NOTED	Date: MAY, 2014	Sheet: 19 of 19

REQUIREMENTS TO ENSURE COMPATIBILITY WITH
PLANNING AND ENVIRONMENT DEPARTMENT SOFTWARE APPLICATIONS

These Regulations ensure that all products submitted for Planning and Environment Department review utilize the same software as the Department.

It is the intent of these Regulations to provide compatibility in the exchange of digital information through seamless electronic transfer of files between the Applicant and the Department for review or final submission purposes. This will result in considerable time savings by not having to send paper copies of all exchanges of information, and by not having to rekey data into separate programs.

The requirements are as follows:

- (1) All electrically submitted Site Plan / Subdivision construction plans and maps shall be provided to, and archived with the Department in Adobe® Acrobat® software.
- (2) The contents of all electronic documents shall be the same as any hard copy information submitted.
- (3) The Applicant is responsible for the quality of electronic data that they create.
- (4) If a virus is encountered, the submission will be returned immediately and the Applicant will be notified their files cannot be utilized.
- (5) Files submitted that do not meet the requirements outlined above will be returned to the Applicant for correction and resubmission. Upon return of any files, the Applicant shall provide a written explanation of any items that do not conform. The Applicant shall be responsible for finding the source of any error, correcting it, and resubmitting the files.

TOWN OF HUNTINGTON

DEPARTMENT OF PLANNING AND ENVIRONMENT

PROJECT NAME: _____

STORMWATER POLLUTION PREVENTION PLAN

**Prepared for: Town of Huntington ~
Department of Engineering Services**

Prepared by:

Date:

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APPENDIX

Appendix A. Spill Control and Countermeasures Plan

SECTION 1 PURPOSE OF PLAN

This Stormwater Pollution Prevention Plan (SWPPP) is prepared for Earth Work and/or Drainage Construction at _____.
(Site)

The objectives of this SWPPP are to:

- Implement best management practices (BMPs) to minimize erosion and sedimentation from rainfall at construction sites, and to identify, reduce, eliminate, or prevent the pollution of stormwater.
- Prevent violations of surface water quality, ground water quality, or sediment management standards.
- Eliminate the discharges of unpermitted process wastewater to stormwater drainage systems and surface waters of the state.

During active work, the SWPPP and BMP inspection reports will be kept in the field representative's on-site vehicle. When construction activity is complete, the SWPPP will be retained with other construction and contract documents retained by the project manager.

Whenever a self-inspection reveals that the description of pollutant sources or the BMPs specified in the SWPPP is inadequate, due to the actual or potential discharge of a significant amount of any pollutant, the SWPPP shall be modified as appropriate.

SECTION 2 PROJECT OVERVIEW

Table 10-1 Project Overview Information

PROJECT NAME: _____

PROJECT INFORMATION

Contact:

Work Phone:

Title:

Emergency Phone:

Anticipated Operating Schedule:

Location(s):

Site activities: Excavation of natural soils for installation of drainage, foundations, roadways, retaining walls; site preparation includes limited vegetation removal and construction of temporary vehicle access paths, other:

Permit No.:

SECTION 3 POLLUTION PREVENTION TEAM

The pollution prevention team is responsible for implementing, enforcing, maintaining, and revising the SWPPP.

Table 10-2 Pollution Prevention Team

POLLUTION PREVENTION TEAM	
Name:	Affiliation:
Responsibilities: Oversee maintenance, revision, and implementation of SWPPP. Ensure that Temporary Erosion and Sediment Control Plan (TESC) monitoring takes place, certify compliance with SWPPP and Permit, and maintain all records.	
Name:	Affiliation:
Responsibilities: Designated TESC lead. Ensure that Best Management Practices (BMPs) are in place and functioning as designed. Respond to TESC directives from _____. Identify changes to BMPs, as needed. Verify that TESC inspection form is completed for each activity.	
Name:	Affiliation:
Responsibilities:	
Name:	Affiliation:
Responsibilities:	

SECTION 4 SITE DESCRIPTION AND ACTIVITIES

4.1 Site Description:

The proposed project is located at _____.
(describe)

A NYSDEC Permit shall be obtained prior to any activities within 100' of the perimeter of a wetland.

The sites are generally open property. No earth movement will be closer than ____ feet to surface waters. The earth work may be modified or supplemented based on property access, utilities, and other conditions encountered at the time of excavation.

4.2 Site Activities:

Planned site activities include _____.
(describe)

Temporary access roads to the site may be constructed using a bulldozer or similar equipment.

Time to complete the work, and access pathways, will vary from days ____ to a total of _____ days at each site.

SECTION 5 BEST MANAGEMENT PRACTICES

BMPs for the project are summarized below.

5.1 Temporary Access Pathways

Soil disturbance will be minimized during earth work and is expected to affect an area of about _____ square feet or less at each site. Soil disturbance for access pathways and work areas will vary from location to location, but will be minimized to the extent practical. Dust control and restoration BMPs for disturbed soil areas are described below.

In soft ground areas, protective plywood mats will be placed over access paths and work areas as needed to minimize rutting and soil/vegetation disturbance. The use of the wide-tracked, low-ground pressure-earth moving equipment and balloon-tired support vehicles are additional BMPs to minimize disturbance of any wetland and soft ground areas.

5.2 Earthwork Management

Approximately ___ to ___ cubic yards of soil excavation will be generated from each drainage structure location. Excavated soil will be stockpiled at specified locations on the site. All stockpiles will be contained on an impervious surface and completely covered with plastic until removed to prevent erosion.

This soil will be taken to an off-site stockpile location(s) at _____. The off-site stockpiles will be managed by _____. _____ will be responsible for maintaining the stockpiles. The _____ contact is _____ (Phone: _____). A total of roughly ___ to ___ cubic yards of excavated soil are expected to be generated by the work.

Plastic sheeting for containing the stockpiles shall be clear, with a minimum thickness of 0.06 mm, and shall be free of tears and holes. Sheets shall be anchored firmly using sandbags (or similar weights) and rope, as needed. Sheet edges shall overlap horizontally and vertically by at least 2 feet. Sheets shall extend completely from the top of the stockpile to the toe, allowing no exposed soil.

a. Silt Fence

Surface runoff from earth work activities is expected to be moderate in turbidity and total suspended solids. Larger particulate matter and appreciable amounts of settleable solids maybe expected. Therefore, silt fence containment systems shall be provided for erosion control and containment. The silt fence shall be installed immediately down slope of the work area.

If access roads or work pads disturb soils, then silt fence shall be installed down slope of the graded area.

b. Tire Cleaning

Visible mud shall be cleaned by hand, using a broom and water spray, from vehicle tires and treads as practical before vehicles leave each site. A crushed stone truck pad shall be provided

on the site's exit road. The pad shall be regularly maintained by the Applicant at the discretion of the Engineering Inspector.

c. *Dust Control*

A water spray or mist shall be applied to control dust at earth work sites or access roads when necessary.

d. *Disturbed Soil Restoration*

Disturbed soil areas will be raked, seeded, and covered with straw mulch after excavation and, earth work have been completed. Disturbed areas shall not be permitted to remain in their disturbed state for more than seven (7) days unless directed otherwise by the Engineering Inspector.

e. *Spill Control*

A spill control and countermeasures plan (SPCC) shall be attached to this document, and shall be established to control chemical or petroleum pollutants that could be spilled in significant quantities. This primarily includes gasoline and diesel vehicle fuels and other machine fluids. All contractor employees shall be trained in proper spill control and response procedures, including spill source and receptor recognition, spill prevention techniques, spill response measures, and spill reporting protocol.

SECTION 6 BMP MONITORING

All BMPs shall be monitored, maintained, and repaired as needed to assure performance of their intended function. TESC BMP monitoring will occur as follows, **and shall be recorded on copies of the attached log sheet for each excavation.**

1. Ensure that BMPs are in place before equipment enters the site and earth work starts (e.g., plywood where necessary to protect wetland soils).
2. During site work, ensure the following:
 - no turbid runoff resulting from site activities enters wetlands or surface waters
 - no settled solids are generated by, or entrained in site runoff (where directed, install silt fence)
 - stockpiles of excavated soil that remain are to be covered until shipped off-site
 - soil disturbance and rutting are minimized
 - if necessary, identify additional BMPs to prevent soil disturbance and settling of solids on site, and to promote infiltration of runoff
3. When work is complete and equipment has left the site, ensure that disturbed soil areas have been seeded and covered with straw mulch.

APPENDIX A

SPILL CONTROL AND COUNTERMEASURES PLAN (SPCC)

A.1 SITE INFORMATION

This SPCC is included as an Appendix to the Stormwater Pollution Prevention Plan (SWPPP); see the appropriate section of the SWPPP for site information.

A.2 SPILLABLE MATERIALS AND LOCATION

Potential spillable substances on-site include gasoline, diesel fuel, and vehicle fluids (lubricating oil, hydraulic fluid, brake fluid, etc.). No petroleum products shall be stored on-site. No vehicle maintenance or fueling shall be performed on-site; only emergency repairs shall be allowed.

A.3 SPILL PREVENTION

The following spill prevention procedures shall be used:

- No vehicle maintenance other than emergency repair shall be performed on the project site. No fresh or used engine fluids shall be stored on the project site.
- Oil absorbent pads and drip pans shall be used during emergency repair activities on site.

A.4 SPILL KIT

A spill kit consisting of the following materials shall be kept on-site. Any spill kit materials used shall be replaced within 2 days. Used spill kit materials shall be legally disposed.

- 3 - pairs of rubber gloves
- 3 - pairs of protective goggles or glasses (or face shields)
- 1 - set of spill response procedures (below)
- 12 - oil absorbent pads
- 1 roll - visqueen
- 2 rolls - duct tape for temporary patching of lines and tanks, etc.
- 5 gallons - loose absorbent material (floor sweep, kitty litter, etc.)
- 2 - permanent markers for labeling contaminated materials
- 24 - heavy-duty garbage bags
- 10 - copies of Spill Report Form (attached)

A.5 SPILL RESPONSE PROCEDURES

The following spill response procedures shall be used, in order:

1. **Hazard Assessment:** assess the source, extent, and quantity of the spill.

2. **Securement and Personal Protection:** if the spill cannot be safely and effectively controlled, then evacuate the area and immediately notify outside response services (go to step 5). If the spill can be safely and effectively controlled, secure the area and proceed immediately with spill control.
3. **Containment and Elimination of Source:** contain the spill with absorbent materials, floating booms, or a soil berm around the affected area. Eliminate the source of the spill by closing valves, sealing leaks, providing containment, or deactivating pumps.
4. **Cleanup:** when containment is complete, use absorbent and other materials to clean up the spill.
5. **Notification:** All notification shall proceed according to the following protocols.

- *For all spills*, all employees shall notify the designated ESC/Stormwater Lead.

ESC Lead (name and phone numbers for 24-hour contact): _____ Cell (____) _____
--

- If necessary, the ESC/Stormwater lead (or any employee if the ESC/Stormwater Lead is unavailable) should contact emergency agencies and/or spill response services:

Emergency Services (fire fighting and medical): 911 Spill Response Contractor (name and phone): _____ (____) _____
--

- *For all spills*, the contractor's ESC/Stormwater Lead will notify _____.
- _____ **will notify** the appropriate local, state, and federal agencies.

For all spills that produce a surface sheen: National Response Center Hotline: (800) 424-8802 Ecology: (425) 649-7000 Any release that may be a threat to human health or the environment: (____) _____ Any spill to water that cannot be contained: (____) _____
--

6. **Removal and disposal of contaminated materials:** remove all contaminated soil and place on a plastic liner, cover with plastic, and remove off-site by the end of the work day. Properly designate and dispose of contaminated soil at an approved disposal facility. Collect absorbent and other materials into a sealed labeled container and properly dispose of at an approved disposal facility.
7. **Follow-up reporting:** fill out a Spill Report Form (a copy is provided at the end of this appendix) within 2 working days and submit it to _____.

A.6 SPCC PROGRAM MANAGEMENT

All contractor employees shall be trained in the spill control and response procedures, including spill source and receptor recognition, spill prevention techniques, spill response measures, and spill reporting protocol.

Should site conditions change, this SPCC shall be updated as necessary.

FORM _____ SPILL REPORT

DATE: _____ TIME: _____

1. Name of Individual Reporting Spill: _____
2. Location of Spill: _____
3. Type of Material Spilled: _____
4. Estimated Quantity Spilled: _____
5. Description of Spill (Odor, Color, Dimensions, etc.) _____
6. Source of Spill: _____
7. Did Material Reach a Sewer? Yes/No Sewer Type: Industrial Sanitary Storm
8. Did Material Soak into Soil? Yes/No Estimated Quantity: _____
9. Did Material Leave Property? Yes/No Estimated Quantity: _____
10. Property(ies)/Stream(s) Impacted? _____
11. Action Taken (Description of Initial Containment/Recover Procedures): _____

(Continue on back if necessary)

12. Weather Conditions at Site: _____
13. Party Responsible for Spill: _____
14. Name of Individual Preparing Report: _____

OTHER INFORMATION/COMMENTS: _____

**For all spills, complete this form and return to: NYSDEC - Region 1, Attn: Spills
Building 40 SUNY Stony Brook
Stony Brook, New York 11790**

**cc: Town of Huntington - Dept. of Engineering Services
100 Main Street, Huntington, New York 11743
Attn: _____, Engineering Inspector**

APPENDIX G – PARKING REQUIREMENTS

TOWN OF HUNTINGTON

DEPARTMENT OF PLANNING AND ENVIRONMENT

TABLE OF MINIMUM PARKING REQUIREMENTS

	Use or Use Category	Basic Unit of Measurement	Additional or Alternative Requirement
1.	One- or two-family dwellings, with certificate of occupancy for the basic dwelling, dated January 1, 1995, or after, without a garage	1 per dwelling unit where on-street parking is available	
2.	Boardinghouse or rooming house	1 per rentable room	
3.	Multifamily dwelling with 1 garage and 1 driveway	With roads at least 34 feet in width, curb to curb, 1.5 per dwelling	With roads less than 34 feet in width but greater than 24 feet, curb to curb, and sidewalks on at least 1 side, 2 space per dwelling
4.	Multifamily dwelling with 2 car garages and driveways	1 space per dwelling	
5.	Multifamily dwelling with no garages or driveways	With roads at least 34 feet in width, curb to curb, 2.5 spaces per dwelling	With roads less than 34 feet in width but greater than 24 feet, curb to curb, and sidewalks on at least 1 side, 3 per dwelling
6.	Senior housing	1.5 per dwelling unit	
7.	Congregate-care or assisted living facility	1 per 4 dwelling units	
8.	Nursing home	1 per 3 beds	
9.	Hotel, motel, apartment hotel	1.25 per sleeping room or suite	Plus 1 space per 75 square feet of gross floor area in restaurants, banquet facilities or meeting rooms
10.	House of worship; arena, auditorium or stadium; gymnasium or health club	1 per 5 fixed seats or 1 per 5 occupants, whichever is applicable	
11.	Theater	1 per 3 seats	
12.	College, vocational or high school	5 per classroom or teaching station	Plus 1 per staff member (teaching and non-teaching)
13.	Elementary school	1 per each 8 seats in main assembly room	Or 2 per classroom but not less than 10 in any case
14.	Nursery school	1 per each 10 seats in main assembly room	Or 1 per classroom but not less than 10 in any case

	Use or Use Category	Basic Unit of Measurement	Additional or Alternative Requirement
15.	Day-care centers	1 per 500 square feet of gross floor area	
16.	Library, art gallery, museum, community center	10 per use	Plus 1 per each 300 square feet of gross floor area over 2,000 square feet
17.	Private club, country sleeping club, yacht club, fraternity or lodge	1 per 3 families or individual members	Or 2 per 3 rooms, whichever is greater, and assess additional for public use at restaurant rate if applicable
18.	Golf course tee and/or driving range	3 per hole	Plus 1 for each position on a driving range
19.	Sanatorium or hospital	1 per each 3 beds	Plus 1 per each 2 employees on the maximum shift
20.	Funeral homes	10 per parlor or chapel	Not less than 20 in any case
21.	Restaurants	1 per 50 square feet of gross floor area	
22.	Restaurants(s) within shopping centers where the shopping center has a minimum of 50,000 square feet of gross floor area and the restaurants(s) do not comprise more than 10% of the gross floor area	Same as retail at 1 space per 200 square feet of gross floor area	
23.	Drive-in restaurant	1 space per 35 square feet of gross floor area	
24.	Bar, tavern, nightclub or other establishment whose primary function is on-premises consumption of alcoholic beverages	1 per 15 square feet of gross floor area	
25.	Department store, personal service store not specifically designated elsewhere in this section and food shop as defined in § 198-2 of the Town Code	1 per 200 square feet of gross floor area	
26.	Regional shopping center (retail) over 1,000,000 square feet gross floor area	4 spaces per every 1,000 square feet of gross floor area	
27.	Furniture or appliance store, machinery or new auto sales	1 per 500 square feet of gross floor area	
28.	Used auto sales, boat sales, commercial nurseries selling at retail	5 spaces for each use (to be specifically designated for customer parking)	Plus 1 for each 5,000 square feet of lot area
29.	Bowling alley	5 per alley	
30.	Commercial amusement place	1 space per 75 square feet of gross floor area	Plus 10 spaces for each site acre used for outdoor amusement or recreation facilities

	Use or Use Category	Basic Unit of Measurement	Additional or Alternative Requirement
31.	Professional, medical or dental, engineering and data processing offices:	1 space for every 200 square feet of gross floor area	
a.	Less than 5,000 square feet of gross floor area		
b.	5,000 square feet to 29,999 square feet of gross floor area	1 space for every 225 square feet of gross floor area	
c.	30,000 square feet to 249,999 square feet of gross floor area	1 space for every 250 square feet of gross floor area	
d.	250,000 square feet of gross floor area and greater	1 space for every 300 square feet of gross floor area	
32.	Marina	1.25 per boat berth	
33.	Manufacturing establishment, research or testing laboratory, warehouse or distribution plant, wholesale establishment, nonretail general service or repair establishment, printing, publishing, plumbing, heating	1 space for every 500 square feet of industrial gross floor area	Plus 1 space for every 300 square feet of gross floor area of administrative office space
34.	Automobile, truck or boat sales, commercial nurseries selling at retail	1 space for every 500 square feet of gross floor area	Plus 5 spaces per site, or 1 space for every 5,000 square feet of lot area, whichever is greater, to be set aside for customer parking
35.	Automotive and truck repair or service, motor fuel sales	3 spaces for each service bay or 1 space for each 500 square feet of shop area, whichever is greater	Plus 1 space for each 200 square feet of auxiliary sales area
36.	Storage, accessory to a commercial use, where such storage either occupies an entire separate accessory structure or where accessory storage occupies an entire floor and is separate from all other component uses of an enterprise	1 space for every 500 square feet of gross floor area (1:500)	Except for walk-in refrigerator/freezers less than 250 square feet, in which case there shall be no assessment for parking whether the unit is accessible from the building or freestanding
37.	Charter or party boat enterprises for fishing or sightseeing	1 per 2 passengers	
NOTE: For requirements for other uses, refer to § 198-45B of the Town Code.			

Design Table for 9' x 20' Parking Stalls

(prepared June 24, 1997, revised December 28, 1999)

A	B	C	D	E	F	G	H	I	J
0	9.0	9.0	12.0	23.0	30.0	-	-	0.0	0.0
30	9.0	17.8	12.0	18.0	47.6	39.8	27.8	1.0	30.8
35	9.0	18.8	12.0	15.7	49.7	42.3	30.3	1.1	26.9
40	9.0	19.8	12.0	14.0	51.5	44.6	32.6	1.3	23.5
45	9.0	20.5	13.0	12.7	54.0	47.6	34.6	1.4	20.5
50	9.0	21.1	15.0	11.7	57.2	51.4	36.4	1.5	17.7
55	9.0	21.5	16.5	11.0	59.6	54.4	37.9	1.6	15.1
60	9.0	21.8	18.0	10.4	61.6	57.1	39.1	1.7	12.6
65	9.0	21.9	18.5	9.9	62.4	58.6	40.1	1.8	10.2
70	9.0	21.9	19.0	9.6	62.7	59.7	40.7	1.9	8.0
75	9.0	21.6	21.5	9.3	64.8	62.5	41.0	1.9	5.8
80	9.0	21.3	24.0	9.1	66.5	65.0	41.0	2.0	3.7
85	9.0	20.7	24.0	9.0	65.4	64.6	40.6	2.0	1.8
90	9.0	20.0	24.0	9.0	64.0	64.0	40.0	2.0	0.0

Legend (except for Column A, all dimensions are in feet):

A. Parking Angle (in degrees)

B. Stall Width @ 9'

C. 20' Stall to Curb $C = [(B \times \cos A) / \sin A] + 20] \times \sin A$

D. Aisle Width

E. Curb Length Per Car $E = B / \sin A$

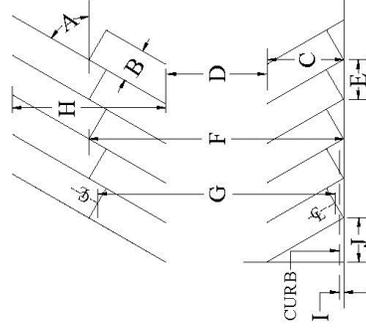
F. Center to Center Width (Curb to Curb) $F = 2C + D$

G. Double Row with Aisle Between (Stall Center) $G = H + D$

H. Width of Double (Head to Head) Parking Row $H = [(B \times \cos A) / \sin A] + 40] \times \sin A$

I. Two Foot Bumper Overhang $I = 2 \times \sin A$

J. Starting Dimension for Row of Angled Stalls $J = [(B \times \tan (90 - A)] + 20] \times \cos A$



APPENDIX H - STREET TREES AND PLANT MATERIAL

ACCEPTABLE STREET TREES

BOTANICAL NAME	COMMON NAME	MINIMUM REQUIRED SIZE (in caliper)	MAXIMUM REQUIRED SPACING (in feet)
MINOR TREES	To be used under utility lines and the area between the curb and sidewalk.		
<i>Acer campestre</i>	English (Hedge) Maple	2½-3 inches	20-30 feet on-center
<i>Acer ginnala</i>	Amur Maple	2½-3 inches	20-30 feet on-center
<i>Acer buergerianum</i>	Trident Maple	2½-3 inches	20-30 feet on-center
<i>Amelanchier arborea</i>	Service Berry	2½-3 inches	20-30 feet on-center
<i>Carpinus betululus</i>	European Hornbeam	2½-3 inches	20-30 feet on-center
<i>Cladrastis kentukea</i> (lutea)	Yellowwood, Virgilia	2½-3 inches	20-30 feet on-center
<i>Crataegus</i> (in variety)	Hawthorn	2½-3 inches	20-30 feet on-center
<i>Koelreuteria paniculata</i>	Golden Rain Tree	2½-3 inches	20-30 feet on-center
<i>Laburnum</i> sp. (Vossi variety)	Golden Chain Tree	2½-3 inches	20-30 feet on-center
<i>Oxydendron arboreum</i>	Sourwood, Sorreltree, Lily of the Valley Tree	2½-3 inches	20-30 feet on-center
<i>Magnolia galaxy</i>	Galaxy Magnolia	2½-3 inches	20-30 feet on-center
<i>Prunus virginiana</i>	Shubert Cherry	2½-3 inches	20-30 feet on-center
<i>Prunus sargentii</i>	Sargent Cherry	2½-3 inches	20-30 feet on-center
<i>Pyrus calleryana</i>	Pear [Aristocrat, Cleveland Select, Redspire]	2½-3 inches	20-30 feet on-center
<i>Syringa reticulata</i>	Japanese Tree Lilac	2½-3 inches	20-30 feet on-center
<i>Viburnum prunifolium</i>	Black-haw Viburnum	2½-3 inches	20-30 feet on-center
MAJOR TREES	To be used in areas where there is ample room for growth (within right-of-ways not containing sidewalk, open lawn areas, etc.).		
<i>Acer negundo</i>	Ashleaf Maple (Box-elder)	3 inches	40 feet on-center
<i>Acer rubrum</i>	Red Maple	3 inches	40 feet on-center
<i>Acer pseudoplatanus</i>	Sycamore Maple	3 inches	40 feet on-center
<i>Celtis laevigata</i>	Sugar Hackberry	3 inches	40 feet on-center
<i>Celtis occidentalis</i>	Northern (American) Hackberry	3 inches	40 feet on-center
<i>Cercidiphyllum japonicum</i>	Katsura Tree	3 inches	40 feet on-center
<i>Corylus columna</i>	Turkish Filbert	3 inches	40 feet on-center
<i>Eucommia ulmoides</i>	Hardy Rubber Tree	3 inches	40 feet on-center
<i>Fraxinus pennsylvanica</i>	Green Ash	3 inches	40 feet on-center
<i>Fraxinus americana</i>	White Ash	3 inches	40 feet on-center
<i>Ginkgo biloba</i>	Ginkgo or Maidenhair Tree (Fruitless cultivars)	3 inches	40 feet on-center
<i>Gleditsia triacanthos</i>	(Thornless) Honey Locust	3 inches	40 feet on-center
<i>Gymnocladus dioicus</i>	Kentucky Coffeetree	3 inches	40 feet on-center
<i>Liquidambar styraciflua</i>	Sweetgum	3 inches	40 feet on-center
<i>Nyssa sylvatica</i>	Tupelo (Black Gum)	3 inches	40 feet on-center

BOTANICAL NAME	COMMON NAME	MINIMUM REQUIRED SIZE (in caliper)	MAXIMUM REQUIRED SPACING (in feet)
<i>Phellodendron amurense</i>	Amur Cork-tree	3 inches	40 feet on-center
<i>Pyrus calleryana</i> (Bradford)	Bradford Pear	3 inches	40 feet on-center
<i>Quercus acutissima</i>	Sawtooth Oak	3 inches	40 feet on-center
<i>Quercus coccinea</i>	Scarlet Oak	3 inches	40 feet on-center
<i>Quercus imbricaria</i>	Shingle Oak	3 inches	40 feet on-center
<i>Quercus palustris</i>	Pin Oak	3 inches	40 feet on-center
<i>Quercus phellos</i>	Willow Oak	3 inches	40 feet on-center
<i>Quercus robur</i>	English Oak	3 inches	40 feet on-center
<i>Quercus rubra (borealis)</i>	Northern Red Oak	3 inches	40 feet on-center
<i>Sophora japonica</i>	Scholartree (Pagoda Tree)	3 inches	40 feet on-center
<i>Tilia cordata</i>	Littleleaf Linden	3 inches	40 feet on-center
<i>Tilia tomentosa</i>	Silver Linden	3 inches	40 feet on-center
<i>Ulmus parvifolia</i>	Chinese Elm	3 inches	40 feet on-center
<i>Zelkova serrata</i>	Japanese Zelkova	3 inches	40 feet on-center

The Planning Board reserves the right, upon the recommendation of the Superintendent of Highways, to reject any of the above and specify different plant types and/or sizes when such change is deemed necessary because of known or suspected field conditions.

PLANTINGS ACCEPTABLE FOR RECHARGE BASINS

BOTANICAL NAME	COMMON NAME	MINIMUM REQUIRED HEIGHT RANGE (in feet)	MAXIMUM REQUIRED SPACING (in feet)
EXTERIOR PLANT MATERIAL			
MINOR TREES			
<i>Acer pensylvanicum</i>	Striped Maple	5-6	10
<i>Amelanchier canadensis</i>	Serviceberry	5-6	10
<i>Cornus florida</i>	Flowering Dogwood	5-6	10
<i>Cornus kousa</i>	Kousa Dogwood	5-6	10
<i>Cornus mas</i>	Cornellian Cherry	5-6	10
<i>Crataegus sp.</i>	Hawthorn	5-6	10
<i>Elaeagnus augustifolia</i>	Russian Olive	5-6	10
<i>Laburnum sp.</i> (Vossi variety)	Golden Chain Tree	5-6	10
<i>Oxydendrum arboreum</i>	Sourwood	5-6	10
<i>Viburnum prunifolium</i>	Blackhaw Viburnum	5-6	10
EVERGREENS			
<i>Abies concolor</i>	White Fir	6-8	7
<i>Juniperus virginiana</i>	Eastern Red Cedar	6-8	7
<i>Picea abies</i>	Norway Spruce	6-8	7
<i>Picea omorika</i>	Serbian Spruce	6-8	7
<i>Picea pungens</i>	Colorado Spruce	6-8	7

BOTANICAL NAME	COMMON NAME	MINIMUM REQUIRED HEIGHT RANGE (in feet)	MAXIMUM REQUIRED SPACING (in feet)
<i>Pinus strobus</i>	Eastern White Pine	6-8	7
<i>Pseudotsuga menziesii</i>	Douglas Fir	6-8	7
INTERIOR PLANT MATERIAL (ON AND NEAR SLOPES)			
<i>Acer pensylvanicum</i>	Striped Maple	2-3	4
<i>Cornus florida</i>	Flowering Dogwood	2-3	4
<i>Cornus kousa</i>	Kousa Dogwood	2-3	4
<i>Cornus mas</i>	Cornellian Cherry	2-3	4
<i>Crataegus sp.</i>	Hawthorn	2-3	4
<i>Elaeagnus augustifolia</i>	Russian Olive	2-3	4
<i>Oxydendrum arboreum</i>	Sourwood	2-3	4
<i>Myrica pensylvanica</i>	Northern Bayberry	2-3	4
<i>Rhus copallina</i>	Shiny Sumac	2-3	4
<i>Rhus glabra</i>	Smooth Sumac	2-3	4
<i>Rhus typhina</i>	Staghorn Sumac	2-3	4
<i>Rosa rubifolia</i>	Redleaf Rose	2-3	4
<i>Rosa rugosa</i>	Wild Rose	2-3	4
<i>Rosa virginiana</i>	Virginia Rose	2-3	4
<i>Spiraea billiardii</i>	Billiard Spiraea	2-3	4
<i>Vaccinium corymbosum</i>	Highbush Blueberry	2-3	4
<i>Viburnum dentatum</i>	Northern Arrowwood	2-3	4
<i>Viburnum lentago</i>	Nannyberry	2-3	4
<i>Viburnum prunifolium</i>	Blackhaw Viburnum	2-3	4

PLANTINGS ACCEPTABLE FOR EVERGREEN SCREENING BUFFERS
(for other than around recharge basins)

BOTANICAL NAME	COMMON NAME	MINIMUM REQUIRED HEIGHT RANGE (in feet)	MAXIMUM REQUIRED SPACING (in feet)
<i>Abies concolor</i>	White Fir	6-8	7
<i>Cedrus atlantica</i> 'Glauca'	Blue Atlas Cedar	6-8	7
<i>Cedrus deodara aurea</i>	Golden Deodara Cedar	6-8	7
<i>Chamaecyparis obtusa</i> 'Crippsi'	Golden Hinoki Cypress	6-8	7
<i>Chamaecyparis obtusa</i> 'Gracilis'	Hinoki Cypress	6-8	7
<i>Cupressocyparis leylandii</i> in variety	Leyland Cypress	6-8	7
<i>Ilex aquifolium</i>	English Holly	6-8	7
<i>Ilex aquifolium</i> 'Argenteo Marginata'	Variegated English Holly	6-8	7
<i>Ilex aquipernyi</i> 'San Jose'	San Jose Holly	6-8	7
<i>Ilex cornata</i> 'Burfordii'	Burford Holly	6-8	7

BOTANICAL NAME	COMMON NAME	MINIMUM REQUIRED HEIGHT RANGE (in feet)	MAXIMUM REQUIRED SPACING (in feet)
<i>Ilex crenata</i> (upright)	Japanese Holly	6-8	7
<i>Ilex crenata</i> 'Microphylla'	Little Leaf Holly	6-8	7
<i>Ilex crenata</i> 'Sentinel'	Sentinel Holly	6-8	7
<i>Ilex opaca</i>	American Holly	6-8	7
<i>Juniperus chinensis</i> 'Hetzi Columnaris'	Green Columnar Juniper	6-8	7
<i>Juniperus chinensis</i> 'Keteleeri'	Keteleer Juniper	6-8	7
<i>Juniperus chinensis</i> 'Pfitzeriana' & 'Gray Owl'	Pfitzer Juniper	6-8	7
<i>Juniperus chinensis</i> 'Robusta Green'	Robusta Green Juniper	6-8	7
<i>Juniperus virginiana</i>	Eastern Red Cedar	6-8	7
<i>Kalmia latifolia</i>	Mountain Laurel	6-8	7
<i>Picea abies</i>	Norway Spruce	6-8	7
<i>Picea omorika</i>	Serbian Spruce	6-8	7
<i>Picea pungens</i>	Colorado Spruce	6-8	7
<i>Pinus strobus</i>	Eastern White Pine	6-8	7
<i>Pseudotsuga menziesii</i>	Douglas Fir	6-8	7
<i>Taxus cuspidata</i> 'Capitata'	Pyramidal Japanese Yew	6-8	7
<i>Taxus media</i> 'Hatfieldi'	Hatfield Yew	6-8	7
<i>Taxus media</i> 'Hicksii'	Hick's Yew	6-8	7
<i>Taxus media</i> 'Vermeulen'	Broader Upright Yew	6-8	7
<i>Taxus media</i> 'Viridis'	Fastigate Yew	6-8	7
<i>Thuja occidentalis</i>	Arborvitae	6-8	7
<i>Thuja orientalis</i> 'Elegantissima'	Gold-tipped Arborvitae	6-8	7

ANY VEGETATION IDENTIFIED IN THE STREET TREE TABLE, RECHARGE BASIN TABLE, AND EVERGREEN SCREENING BUFFER TABLE ABOVE CAN ALSO BE USED IN GENERAL SITE LANDSCAPING.