

**VILLAGE OF HUNTINGTON BAY**  
**Planning Board**  
**Steep Slope Application Checklist:**

**1. Title Topographic and Tree Surveys of Property, which includes:**

- a) Title boundaries and area of the property, including easement and ROW data.
- b) Existing topography depicted in two (2) foot intervals, mean high water location if appropriate
- c) Existing structures: (any object constructed, installed or placed on, above or below a parcel of land for use, occupancy or ornamentation, including but not limited to buildings, sheds, decks, dwellings, mobile homes, trailers (whether movable or stationary), stadiums, tents, reviewing stands, satellite antennas, solar hearing devices, tennis courts, platforms, porches, staging, observation towers, radio and television towers and antennas, gasoline pumps, standpipes, outside bins, fences, trellises, pergolas, gates, gateposts, poles, signs, tanks and any fixtures, additions and alterations) building offsets, retaining walls, driveways, bulkheads, sanitary facilities, storm facilities, water service, location of mean high water, FEMA Flood Zone information, easements and ROW information
- d) Existing Tree locations, size and species within development/clearing area, twelve (12) inch caliber at three (3) feet above ground level and larger
- e) Portion of Property having slopes 15% - <25% and +25% per Chapter 73 definition graphically depict location on survey and compute areas effected.

**2. Proposed Steep Slope Site Plan which includes:**

- a) Existing/proposed topographic information depicted in two (2) foot intervals, spot grades at building corners, driveway and drainage inlets
- b) Existing/proposed improvements and structures as defined under Item #1c. Stormwater drainage information must include volume computations based on a six (6) inch rainfall event.
- c) Abutting owners' information, tax lot data, landuse, zoning and locations of abutting structures within fifty (50) feet of the property line shall be shown on the plan.
- d) All dimensional offsets for proposed structures
- e) Landuse Table:
  - Property area square feet and acres
  - Zoning of Property
  - Suffolk County Tax Lot Identification
  - Existing & Proposed Building Areas

Existing & Proposed Building Floor Area  
Landscape Area  
Driveway Area  
Patio/Walkway Area  
Pool  
15% & 25% Slope Areas Total  
Portion of 15% & 25% Slope Areas impacted by proposed action

f) Erosion Control Information

### **3. Landscape Plan:**

- a) Existing trees within development/clearing area, twelve (12) inch caliber at three (3) feet above ground level and larger
- b) Existing trees to be removed twelve (12) inch caliber at three (3) feet above ground level and larger
- c) Proposed trees and shrubs (species size, location, number)

### **4. NYSDEC Freshwater or Tidal Wetlands Permit or Jurisdictional Determination**

- a) If the subject property falls within three hundred (300) feet of the survey located high tide elevation the applicant must submit a NYSDEC Tidal Wetland Jurisdictional determination.
- b) If the subject property contains or abuts a recognized open freshwater surface or stream the applicant must submit a NYSDEC Freshwater Wetland Jurisdictional determination.

### **5. Photographs depicting visual setting of the property and all existing structures on the property and surrounding area from each of the corners of the property and abutting streets. All existing abutting structures on the east/west/north/south sides of the property shall be photographed.**

**Notes:** Survey must be prepared by a NYS licensed Surveyor. Site plans must be prepared and submitted by a NYS licensed Architect or Engineer. Landscape plans may be prepared by a Landscape Architect, Architect or Engineer

Title survey must be dated within one (1) year of the application date.

A single plan may be prepared combining site plan and landscape requirements upon approval

If the property development also requires a site plan approval the requirements of both applications can be combined to create a single plan. Contact the Village Engineer or Building Inspector for regarding plan requirement overlap.

Applicant should contact the Village Administrator regarding NYSDEC tidal and freshwater wetland jurisdictional determinations and hearing schedule.