

**VILLAGE OF HUNTINGTON BAY**  
**Site Plan Application Checklist:**

1. **Title Survey of Property**, which includes all structures: buildings, building offsets, retaining walls, fences, driveways, drainage, bulkheads, pools, wells, retaining walls, sanitary facilities, patios, water service easements and ROW information.

**Structure – Any object, 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 heating devices, tennis courts, platforms, porches, staging, observation towers, radio and television towers and antennas, gasoline pumps, standpipes, outside bins, pools, docks, walls and retaining walls, bulkheading, fences, trellises, pergolas, gates, gateposts, poles, signs, tanks and any fixtures, additions and alteration thereto. The work “structure” shall be construed as through followed by the words “or part thereof.”**

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

- a) Existing/proposed topographic information in two (2) foot intervals, spot grades at building corners, driveway and drainage inlets, high tide location
- b) Existing/proposed improvements and structures (as noted in definition above) including but not limited to buildings, building offsets, retaining walls, fences, driveways, drainage, bulkheads, pools, wells, retaining walls, sanitary facilities, patios, water service, easements and ROW information. Stormwater drainage information must include volume computations based on a six- (6) inch rainfall event.
- c) Abutting owner’s information, tax lot data, landuse and zoning
- d) All dimensional offsets for proposed structure
- e) Landuse Table:
  - Property area sq.ft. & 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
- f) **Erosion Control Information: All projects must include a computation of total/ultimate clearing area.**

All site plans which propose clearing shall include provisions for erosion control. Applicants may utilize NYSDEC Reference Materials available at Village of Huntington Bay or at the NYSDEC web site [http://www.dec.ny.gov/docs/water\\_pdf/bluebkltite.pdf](http://www.dec.ny.gov/docs/water_pdf/bluebkltite.pdf).

Site plans which result in clearing of more that 1 acre must file a Notice of Intent (NOI) in accordance with NYSDEC General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-10-001 dated January 29, 2010. Applicants may utilize NYSDEC Reference Materials available at Village of Huntington Bay or at the NYSDEC web site [http://www.dec.ny.gov/docs/water\\_pdf/gpsconspmt10.pdf](http://www.dec.ny.gov/docs/water_pdf/gpsconspmt10.pdf) and [http://www.dec.ny.gov/docs/water\\_pdf/noipgr10.pdf](http://www.dec.ny.gov/docs/water_pdf/noipgr10.pdf) [http://www.dec.ny.gov/docs/water\\_pdf/instrman1.pdf](http://www.dec.ny.gov/docs/water_pdf/instrman1.pdf).

**3. Landscape Plan:**

- a) Existing Trees within development/clearing area (12 inch caliber, three (3) feet above ground level and larger)
- b) Proposed trees & shrubs (species size, location, number)

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

- a) If the subject property falls within 300 ft of the survey located high tide elevation the applicant must submit a NYSDEC Tidal Wetland Jurisdictional determination and/or Tidal Wetland Permit.
- 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 and/or Freshwater Wetlands Permit.

**5. Photographs depicting visual setting of the property improvements and structures on the property and surrounding area from each of the corners of the property and abutting streets.**

**Notes:** 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 (1) year of the application date.

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

Site plan must include a certification that no steep slopes as defined by Village Code Chapter 73 will be impacted by the proposed construction. If steep slopes will be impacted by the proposed development a separate steep slope application will be required.

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

If an NOI, ESCP and/or SWPPP is required it must be prepared and filed by a individual meeting the requirements of the NYSDEC General Permit Criteria.