



**TOWN OF
NORTH CASTLE
CONSERVATION
BOARD**

17 BEDFORD ROAD
ARMONK, NY 10504
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**TOWN OF NORTH CASTLE
CONSERVATION BOARD**
17 Bedford Road Armonk, New York 10504
914-273-3000 x 50

SUBMISSION CHECKLIST

This form represents the standard requirements for a completeness review for all Conservation Board submissions. Failure to provide all of the information requested will result in a determination that the application is incomplete.

DISCLAIMER - The Board may wish to ask for other documents in the future

Project name on Plan _____

_____ Initial Submittal (Submit 3 weeks prior to Board meeting), minimum of three (3) hard copies.

_____ Send entire Submission digitally to: Jmucker@northcastleny.com – Required by both the Town and the Town Wetland Consultant.

_____ Returning Application (Submit 2 weeks prior to Board meeting), three (3) Copies

Street Location: _____

Zoning District _____ Property Acreage _____ Tax Map Parcel ID _____

Date: _____

Required Items

- _____ Completed **Wetland Permit** Application
- _____ Copy of submitted Permit Fee (s)
- _____ Copy of the complete Environmental Assessment Form (EAF) – if applicable
- _____ Wetland Mitigation Plan (to include the following, per Chapter 340 of the Town Code)

Conservation Board Review Form

- Name and address of the owner/applicant
- Seal and signature of the Design Professional who prepared the plan
- Location Map depicting the applicant's entire property and adjacent properties
- Existing Topography and proposed grade elevations
- The location of the wetland and/or watercourse as they exist in the field and field-verified by the Town Wetland Consultant
- The location of any 100' local of N.Y. state regulated Wetland Buffer (s) and/or 500' Critical Environmental Area (CEA) regulated Wetland Buffer (s)
- Location and quantification (square feet) of the construction area or area (s) proposed to be disturbed and their relation to property lines, road, buildings, watercourses and wetlands
- Location of all existing wells and septic areas on the site including septic expansion areas.
- The size/species of all existing trees within and adjacent to the proposed disturbance areas should be specified. All trees to be removed or protected should be identified and be shown on site plan (**Tree removal permit?**)
- Proposed Mitigation Measures, Town Code Section 340-9
 - *Mitigation includes, but is not limited to, remediating activities that limit environmental damage, wetland construction, wetland maintenance, restoration of disturbed or degraded wetlands, wetland buffer enhancement, mitigation plantings, establishment of conservation easements, establishment of no-mow, no herbicide/pesticide zones, removal of invasive species
 - * Include a schedule of proposed plantings that includes: quantity, species, botanical/common name, size and root conditions. Identify whether species are native or non-native.
 - * Locations and corresponding identification codes of all plantings should be illustrated on the mitigation site plan
 - * Construction details for all mitigation activities: proposed planting methods (tree, shrub, groundcover, grasses etc.) and removal methods of invasive species
- The proposed wetland mitigation ratio (2:1 required);
Total sq. ft. mitigation areas/total sq. ft. of disturbance areas;
This should include:
 - *A table listing the disturbance and mitigation areas
 - *An illustration of the disturbance and mitigation areas on the mitigation site plan map (s)
- * All proposed Erosion Controls should be shown and detailed
- * Proposed Quality assurances, including maintenance and monitoring of the wetland mitigation, Town Code Sections 340-11 & 12

_____ On this date, all items necessary for a technical review of the proposed site plan have been submitted and constitute a COMPLETE APPLICATION