

APPLICATION DATE: \_\_\_\_\_  
AMOUNT PAID: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_  
RECEIPT NUMBER: \_\_\_\_\_

### **BUILDING INSPECTOR SLOPE PERMIT**

<b>Fees:</b> Initial Filing Fee:	\$ 50.00
Slope Permit Fee:	\$250.00
Slope inspection fee:	\$250.00

### **REQUIRED SUBMISSIONS AND INSTRUCTIONS**

All applications must be filed with Building Department. The Building Inspector Slope Permit application must contain the following information:

#### **REQUIRED SUBMISSIONS:**

**1) Building Inspector Steep Slope Permit**

**2) Affidavit of Ownership.** From the property owner for any agent making application.

**3) Public Notice Mailing List.** Provide listing of all owners of record of properties adjacent to and directly across the street from the subject property.

**4) Tax Map.** Provide Tax Map showing subject and adjacent properties (obtained from Assessor's Office)

**5) Maps & Plans.** Provide three (3) copies of the following:

A) Topographical Survey prepared and certified by a New York State Licensed Professional Engineer or Land Surveyor drawn to a scale of not less than 1"=50' and shall include the following:

- Topographic information including contours at two (2) foot intervals, spot elevations, trees six (6) inches in caliper and greater including species, wetlands as flagged by Environmental Consultant, spot elevations along centerline of road at twenty-five (25) foot intervals, and locations of utilities (i.e. sewer, water, gas, electric, drain, etc.) including rim and invert elevations, pipe size and type (i.e. concrete, p.v.c., etc.)
- Benchmark location and elevation (NOTE: If elevation is assumed, indicate location and elevation held), elevations of first floor, deck, garage floor, etc. on structures, and slope bands with a table indicating areas for each slope and percentage of range slopes.

B) Complete Site Plans prepared and certified by a New York State Licensed Engineer, Land Surveyor or Landscape Architect drawn to a scale of not less than 1"=50' and shall include the following:

- Location of proposed construction, proposed grading including proposed retaining walls, limits of disturbance with trees to be removed, proposed elevations of first floor, deck, garage floors, etc. of structure, and utilities including size, type, length and slope of pipe.
- Erosion and sediment control plan including installation and maintenance of proposed control measures.
- Details including specific reports by qualified professionals on soil, geology and hydrology, and borings or test pits, as may be determined necessary by the Town Engineer.
- Profiles through project area, as outlined by the disturbance area, with computations for cut and fill including amount to be either imported or exported.

**6) EAF:** Completed Full Environmental Assessment Form.

**7) Affidavit of Mailing.** Provide an affidavit stating that you have mailed or caused to be mailed to the property owners by U.S. Postal Service, certified mail, return receipt requested, the notice contained in § 199-6B along with true copies of the certified mail receipts.

**BUILDING INSPECTOR SLOPE PERMIT APPLICATION**

THIS FORM MUST BE COMPLETED BY A LICENSED PROFESSIONAL (P.E., L.S., or R.L.A.)

**OWNER:**

Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

**APPLICANT:** If applicant is other than the owner, a letter signed by owner must be attached authorizing any agent to make this application.

Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

**SUBJECT PROPERTY:**

Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Total site area \_\_\_\_\_ Sq ft.

Situated on the \_\_\_\_\_ side of \_\_\_\_\_ (street) \_\_\_\_\_

From the intersection of \_\_\_\_\_ (street).

**APPROVAL(s):**

List of all County, State, Federal and local permits required (if necessary): \_\_\_\_\_

\_\_\_\_\_

**PROPOSED ACTION:**

Description of proposed work and purpose thereof and an explanation why proposed activity cannot be located at another site (use additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Quantity of Excavation: \_\_\_\_\_ C.Y. \_\_\_\_\_ CUT \_\_\_\_\_ FILL

Number of Trees to be Removed: \_\_\_\_\_ Species: \_\_\_\_\_ Size: \_\_\_\_\_

Size of Activity Area: \_\_\_\_\_

**SOIL TYPE:**

Soil Type(s) in area of proposed disturbance: \_\_\_\_\_

Soil Type(s) in area to a distance of 100 feet surrounding area of disturbance: \_\_\_\_\_

\_\_\_\_\_

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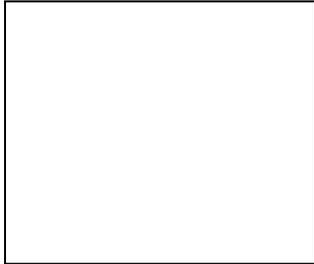
Signature of Professional

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Print Professional's Name

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Date



**Professional's Seal**

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Signature of Applicant

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Print Applicant's Name

---

Date

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Signature of Owner

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Print Owner's Name

---

Date

**ELEVATION CERTIFICATION:**

**NOTE:** Must be certified by a New York State Licensed Land Surveyor

Elevation of highest ground or first floor  
above mean sea level (N.G.V.D. Datum) = \_\_\_\_\_



**Professional's Seal**

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Signature of Land Surveyor

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License Number

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Date

**NOTE:** The completion of this Building Inspector Slope Permit does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town/Village of Harrison.

**AFFIDAVIT OF OWNERSHIP**

State of New York     )  
  )ss.  
County of Westchester)

\_\_\_\_\_ being duly sworn, deposes and says that  
(s)he resides at \_\_\_\_\_  
in the Town of \_\_\_\_\_ in the County of \_\_\_\_\_  
in the State of \_\_\_\_\_ that (s)he is the owner in fee of all that piece or  
parcel of land situated and lying in the Town/Village of Harrison aforesaid and known and  
designated: Block: \_\_\_\_\_ Lot: \_\_\_\_\_ and that (s)he hereby authorizes  
\_\_\_\_\_ to make application in his/her (its) behalf  
and that the statement of facts contained in said application is true.

\_\_\_\_\_  
Signature of Owner

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

BUILDING INSPECTOR SLOPE PERMIT

DATE: \_\_\_\_\_

Dear Resident:

Pursuant to the provisions of the Town/Village of Harrison Code §199-6 – Building Inspector Slope Permit, you are hereby notified that a Building Inspector Slope Permit Application has been submitted to the Building Department for review and approval, for the property listed below:

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Property Street Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Please be advised that this application involves an action that will result in slope disturbance; that the Applicant has applied for a Building Inspector Slope Permit from the Town/Village of Harrison, and that a Building Inspector Slope Permit must be issued before any slope disturbance can occur.

**Nature and purpose of proposed action:** \_\_\_\_\_

\_\_\_\_\_

**Why proposed action cannot be done without slope disturbance:** \_\_\_\_\_

\_\_\_\_\_

Plans and other application information for this action are available for inspection, pending a Town Clerk and Town Attorney approved FOIL, at the Building Department. Inquires may be made at (914) 670-3050 between the hours of 9:00 a.m. and 5:00 p.m. Monday – Friday. The Building Inspector will accept and consider any written comment received within 30 days of the mailing of this notice, and will consider them before making a final determination.

Any aggrieved person may file, within 30 days of the date of the Building Inspector's final determination, an appeal with the Zoning Board of Appeals. The appeal must be in writing and state the grounds upon which the appellant believes the appeal should be granted, in accordance with §199-7.

Dear Resident:

Pursuant to the provisions of the Town/Village of Harrison Code §199-8 – Review of slope disturbances for sites containing very steep and excessively steep slopes, you are hereby notified that a Building Inspector Slope Permit has been referred to the Town Planning Board for review and approval, for the property listed below:

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Property Street Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Please be advised that this application involves an action that will result in slope disturbance; that this application has been referred to the Town Planning Board for review and approval and that a public hearing has been scheduled where interested individuals will be given opportunity to be heard.

**Date, Time and Place of Public Hearing:** \_\_\_\_\_

\_\_\_\_\_

**Nature and purpose of proposed action:** \_\_\_\_\_

\_\_\_\_\_

**Why proposed action cannot be done without a slope disturbance:** \_\_\_\_\_

\_\_\_\_\_

Plans and other application information for this action are available for inspection, pending a Town Clerk and Town Attorney approved FOIL, at the Town Planning Department. Inquires may be made at (914) 670-3077 between the hours of 9:00 a.m. and 5:00 p.m. Monday – Friday. The Planning Board will accept and consider any written comment received prior to the hearing.



**AFFIDAVIT OF MAILING**

State of New York     )  
  )ss.  
County of Westchester)

\_\_\_\_\_ being duly sworn, deposes and says that  
(s)he resides at \_\_\_\_\_  
in the Town of \_\_\_\_\_ in the County of \_\_\_\_\_  
in the State of \_\_\_\_\_ that (s)he has mailed or caused to be mailed to  
the property owners set forth in §199-6A (4) by U.S. Postal Service certified mail, return receipt  
requested, the notice contained in §199-6B concerning property at:

Address: \_\_\_\_\_

Designated: Block: \_\_\_\_\_ Lot: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public