



TOWN OF HARRISON WETLAND PERMIT APPLICATION INSTRUCTIONS



The Town of Harrison Planning Board serves as the permitting agency for wetland permits. The Planning Board meetings are held once a month, on the fourth Tuesday, at 7:30 PM at the Municipal Building, 1 Heineman Place, Harrison, NY.

The submission deadline is 21 days prior to the Planning Board meeting. New wetland permit applications that have been deemed complete will be placed on the agenda in the order they are received.

Pre-Submission:

Prior to the formal submission of the wetland permit, a pre-submission conference shall be conducted with the Town Planner and if required, Town wetland consultant. You may arrange a pre-submission conference through the Planning Board Secretary at (914) 670-3077. The wetland escrow account must be established prior to the pre-submission conference.

Submission Requirements:

At least 21 days prior to the Planning Board meeting, the wetland permit application shall be submitted to the Planning Board Secretary as follows:

The application package shall include:

- Wetland Site Plan and supporting plans, as established during the pre-submission conference.
- Wetland permit application form, signed and notarized.
- SEQR Environmental Assessment Form.
- All supplemental studies, reports, plans and renderings.
- Copy of the current deed.
- Copies of all easements, covenants and restrictions.
- The appropriate fee, determined from the attached fee schedule. Make checks payable to the *Town of Harrison*.

Applications determined to be incomplete with respect to Chapter 149 of the Town of Harrison Town Code, will **not** be placed on the Planning Board agenda. No wetland permit application will be considered for approval without first being certified as complete.

Public Hearing Requirements:

The Planning Board has the option to hold a public hearing on the wetland permit application. This decision will be made at the earliest possible time after submission of the application.

Wetland Site Plan Requirements:

The wetland site plan shall include the following:

1. A site plan, prepared pursuant to §235-17F of the Town of Harrison Zoning Ordinance, indicating all proposed improvements.
2. Wetland boundary delineation prepared by a certified wetland scientist.
3. A wetland functional analysis, describing the benefits and functions provided by the wetland.
4. A wetland impact mitigation plan.

Planning Board Findings:

No permit shall be issued by the Planning Board unless the Board finds that:

1. The proposed regulated activity is consistent with the policy of the Town to preserve, protect and conserve freshwater wetlands and the benefits derived therefrom, to prevent the despoliation and destruction of freshwater wetlands and to regulate the development of such wetlands in order to secure the natural benefits of freshwater wetlands, consistent with the general welfare and beneficial economic, social and agricultural development of the town.
2. The proposed regulated activity is consistent with the land use regulations applicable in the Town of Harrison pursuant to § 24-0903 of Article 24 of the State Environmental Conservation Law.
3. The proposed regulated activity is compatible with the public health and welfare.
4. The proposed regulated activity is reasonable and necessary.
5. There is no reasonable alternative for the proposed regulated activity on a site which is not a freshwater wetland or adjacent area.