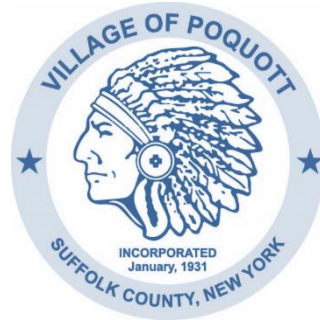


Permit #:	Date of Application:
Permit Fee:	Date Permit Issued:
C/O Fee:	Permit Expiration Date:
Bond Fee:	Name:
	Contact #:
Total Fees Due:	Type of Job:

Building Permit Application & Guide



Incorporated Village of Poquott

45 Birchwood Avenue • Poquott, New York • 11733 • Telephone 631-476-4043 • Fax 631-331-0402

www.VillageOfPoquott.com

PAGE ONE – MUST BE COMPLETED FOR ALL PROJECTS AT A MINIMUM

APPLICANT INFORMATION

Name:

Address:

Telephone (cell): (home): (work):

Email Address: (home): (work):

PROJECT INFORMATION

Address:

Cross Street:

Total Project Cost: \$ Estimated Completion Time Period:

If this Application is associated with another Application(s) list, if no indicate "No". If yes, list information from Other Application (name): (address):

Describe Project:

OVERVIEW OF PERMIT REQUIREMENTS IN THE VILLAGE OF POQUOTT

The following is a list of activities that DO require a full Building Permit from the Village.

- Construction of a new building (dwellings, sheds-larger than 100 sq. ft., pool houses, gazebos, etc.
- Building additions and/or alterations
- Solar energy systems
- Building demolition
- Moving a building
- Plumbing installation
- Fireplace or chimney construction or repairs
- Swimming pool construction
- Sports area/surface construction
- Post or pole lighting
- Free standing wall construction
- New fence construction – or changes to existing fence that will increase its height
- New retaining wall construction or repairs
- Dock or bulkhead construction or repairs
- Change to existing property grade/elevation and earth disturbances in flood plains
- Changes to paved areas on a property that will modify storm water drainage

DO'S AND DON'TS

- DO remember to schedule all of the appropriate inspections with the Building Inspector
- DO post your Building Permit where it will be easily visible to the Inspector at the building site
- DO make sure that your proposed activities will contain all storm water drainage on you property
- DO include all existing fences on your survey or it will not be accepted
- DON'T start your proposed activities until you have received the proper permits
- DON'T create significant grade changes or you will need to submit a Grading Plan
- DON'T use a survey that is over five years old
- DO comply with the stormwater requirements presented within this application

APPLICATION FOR PERMIT TO BUILD, GRADE OR INSTALL

General Information – the Applicant must complete this portion of the Application entirely. If additional room is necessary to list all of the information in a complete manner, then additional sheets should be attached as necessary.

APPLICANT INFORMATION			
Name:			
Address:			
Telephone (cell):	(home):	(work):	
Email Address: (home):		(work):	
Fire Insurance Carrier Name:			
Policy Number:		Policy Expiration Date:	

ARCHITECT/ENGINEER INFORMATION (attach separate sheet for more than one)	
Name:	
Address:	
Telephone (cell):	(work):
Email Address (work):	
Insurance Carrier (workers):	
License #:	
Other License #(s), identify each:	

CONTRACTOR INFORMATION (attach separate sheet for more than one)	
Name:	
Address:	
Telephone (cell):	(work):
Email Address (work):	
Insurance Carrier (workers):	
Suffolk County Contractor's License #:	
Other License #(s), identify each:	

CONTRACTOR INFORMATION (attach separate sheet for more than one)	
Name:	
Address:	
Telephone (cell):	(work):
Email Address (work):	
Insurance Carrier (workers):	
Suffolk County Contractor's License #:	
Other License #(s), identify each:	

PROJECT INFORMATION

Address:		
Tax Map (section):	(block):	(lot):
Cross Street (distance):	(direction):	
Total Project Cost: \$		Estimated Completion Time Period:
If this Application is associated with another Application(s) list, if no indicate "No". If yes, list information from Other Application (name):		
		(address):
Describe Project:		

Check off the box or boxes that apply for this project:		
<input type="checkbox"/> New Residences: Basement _____ sq. ft. 1 st floor _____ sq. ft. 2 nd floor _____ sq. ft. Garage _____ sq. ft. <input type="checkbox"/> Additions and or Alterations Describe: _____ _____ sq. ft.	<input type="checkbox"/> Porches _____ sq. ft. <input type="checkbox"/> Pool House _____ sq. ft. <input type="checkbox"/> Gazebo _____ sq. ft. <input type="checkbox"/> Fence _____ sq. ft. <input type="checkbox"/> Tanks: _____ gas _____ oil _____ propane _____ main gas line construction <input type="checkbox"/> Generator: _____ gas _____ oil _____ propane <input type="checkbox"/> Plumbing Installation <input type="checkbox"/> Swimming Pool Construction <input type="checkbox"/> Dock Construction <input type="checkbox"/> Dock and Bulkhead Repairs	<input type="checkbox"/> Retaining Wall Construction or Repair <input type="checkbox"/> Change to Existing Property Grade <input type="checkbox"/> Change to Paved Areas on Property that will modify Storm Water Drainage <input type="checkbox"/> Flood Damage Prevention Permit <input type="checkbox"/> Road Opening
<input type="checkbox"/> Demolition (specify): _____ House _____ Shed _____ Deck		
<input type="checkbox"/> Decks _____ sq. ft. <input type="checkbox"/> Sheds _____ sq. ft. <input type="checkbox"/> Garage/Detached _____ sq. ft.		

ENDORSEMENT TO VALIDATE BUILDING APPLICATION

Sign and notarize the following in order to tender the Application:

Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I _____ hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Poquott and have filled this application out to the best of my ability.

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the BUILDING CODE, the ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

APPLICATION IS HEREBY MADE for the issuance of a Building Permit pursuant to the Building Code of the Incorporated Village of Poquott, Suffolk County, New York, for the construction of building, grade change, building additions, or alterations or for removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, building codes, housing code, and regulations, and to admit authorized inspectors on premises and in building for necessary inspections.

The Applicant is responsible to insure that all steps presented herein are followed to obtain a valid Building Permit and/or Certificate of Occupancy. Permits issued on erroneous procedures, omitted information or misstated fact(s) are subject to an administrative hearing that can lead to the revocation of the Building Permit or Certificate of Occupancy.

Applicant Name _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

CONTRACTOR CERTIFICATION

Sign and notarize the following in order to tender the Application (do not complete if you are a resident doing the work yourself and NOT using a third-party contractor):

Affidavit

Incorporated Village of Poquott

Town of Brookhaven, County of Suffolk, State of New York

I _____, am the owner or designated and authorized representative of _____, a Licensed and Insured contractor in Suffolk County, hereby certify that I have received, read and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Poquott. Further, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the attached Generic Stormwater Pollution Prevention Plan provided on Page 16 of this document. I also understand that it is unlawful for any person to cause or contribute to a violation of water quality standards. I further certify that I will as well as my staff and all tiers of my subcontractors on the project will comply with the Stormwater Regulations of the Village of Poquott as specified in Chapter 132 Stormwater Management and 182-16.1 Stormwater Control (see Page 16).

Applicant Name _____

Applicant's Company Name _____

Applicant's Company Title _____

Applicant Home Address _____

Applicant Company Address _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

DISCLOSURE AFFIDAVIT- FOR CONFLICTS OF INTEREST

New York State, under its General Municipal Law, requires that all Applicants for discretionary permits complete an affidavit disclosing any interest, financial or otherwise, that the Applicant and Application may create between any Public Officer or Employee of the Village of Poquott, Town of Brookhaven, County of Suffolk or State of New York. The following affidavit is suitable for satisfying the requirements of the General Municipal Law with respect to this permit Application. This is a legal document. All legal documents should be read carefully, prior to execution; questions about the affidavit should be directed to Applicants legal counsel.

STATE OF NEW YORK)
)SS:
COUNTY OF SUFFOLK)

I _____, Applicant, being duly sworn depose and state that I make and complete this affidavit under the penalty of perjury and swear to the truth thereof, that I understand that this affidavit is required by Section 809 of the General Municipal Law and that a knowing failure to provide true information is punishable as a misdemeanor, and that being so warned, I do state:

That I am mindful of the provisions of Section 809 of the General Municipal Law of the State of New York and of the Penal provisions thereof as well and I state that no Public Officer of the Village of Poquott, the Town of Brookhaven, the County of Suffolk or the State of New York, has any interest, financial or otherwise, in this Application or with, or in the Applicant as defined in said Statute, except the following persons or persons which is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated.

There are NO Public Officer(s) that have any interest in the Applicant or Application.

OR,

The Public Officer(s) listed on the table below have an interest in the Applicant or Application.

Name	Address	Relationship/Interest

Applicant Name _____

Applicant Signature _____ Date of Signature _____

Sworn before me this _____ day of _____, 20 _____

(Notary Public, Suffolk County, New York)

FEES AND PAYMENTS

Performance Bond Fee – A Performance Bond Fee is assessed at **10%** (ten percent) of the Total Project Cost as listed on this Application in the pages below and is payable in cash, check or insurance bond. Road opening bonds are calculated with a flat rate of \$5,000. This fee is to protect village assets during construction. That portion of the Performance Bond fee not retained by the Village (for cause) will be returned upon completion of job and issuance of Certificate of Occupancy.

Application Fees – Applicants must pay the Application Fees identified in the table below for new or for existing construction projects. **Applicants are advised that in addition to the Application Fees, all Applicants will be assessed the actual cost incurred by the village for legal and engineering review of the Application by the Village’s consultants.**

APPLICATION TYPE	NEW CONSTRUCTION		FINISHED WORK	
	Base Application Fee	Minimum Base Fee	Built Prior (multiplier to base/minimum fee)	Certificate of Occupancy
New Residences / Additions / Interior Alterations				
<i>New Residence</i>	\$2/SF	\$500	5X	\$50
<i>Additions/Alterations < 250 sf</i>	N/A	\$125	3X	\$25
<i>Additions/Alterations > 250 sf</i>	\$1/SF	\$250	3X	\$50
<i>Interior Alterations effecting < 500 sf</i>	\$1/SF	\$250	3X	\$50
<i>Interior alterations effecting > 500 sf</i>	\$1/SF	\$500	3X	\$50
<i>Garage- Attached/Detached</i>	\$1.5/SF	\$250	3X	\$50
<i>Retaining Wall</i>	N/A	\$125	2x	\$25
<i>Accessory Structure (deck, shed, cabana, pool house, etc.)</i>	\$1.5/SF	\$250	3X	\$50
Plumbing Construction/Demolition				
<i>Pool</i>	\$1/SF	\$250	5X	\$25
<i>Gas Test</i>	\$150	\$150	none	none
<i>Gas Fireplace</i>	\$150	\$150	none	\$25
<i>Oil/Propane Tank</i>	\$150	\$150	none	\$25
<i>Gas Connection</i>	\$150	\$150	X2	\$25
<i>Sanitary Installation/Alterations</i>	\$150	\$150	X2	\$50
<i>Generator</i>	\$150	\$150	X2	\$25
<i>Solar Energy</i>				
Grading and Earth Disturbance				
<i>Flood Damage Prevention</i>	\$100	\$100	5X	
<i>New Paving Projects</i>	\$150	\$150	3X	\$50
<i>Drywell Installation</i>	\$100	\$100	3X	\$50
<i>Grade Changes</i>	N/A	\$500	3X	\$50
<i>Road Opening</i>	\$5/SF	\$500	3x	NA – Bond
<i>Fence</i>	\$0.50/linear foot	\$25	3X	NA

Renewal Fees – Any permit that requires renewal to stay valid during the performance of the activities will be re-assessed the initial Application Fee. In the instance of a second renewal of the same activities the Renewal Fee will be equal to two times the amount of the initial Application Fee.

Reproduction Fees – Certified copies of a Certificates of Occupancy and Existing Use can be ordered and purchased for \$125 for the initial copy of the certificate (includes search); \$10 per additional copy requested (at the time of ordering).

BUILDING PERMIT APPLICATION INSTRUCTIONS & GENERAL INFORMATION

The following is a list of items that are required in order to submit an application that can be reviewed by the Building Inspector. **Note: The Incorporated Village of Poquott reserves the right to impose additional requirements as deemed necessary by the Village Board of Trustees.** ALL permits are valid for one (1) year and may be renewed for six-month periods (see Renewal Fees above).

1. A completed, signed and notarized Building Permit Application – See below.
2. If necessary, a completed and signed copy of the Short or Long Environmental Assessment Form – See below.
3. Sign and have notarized the Disclosure Affidavit – see below.
4. **Three (3) copies** of a survey prepared by a New York State Licensed Surveyor (surveys must be complete, legible and to scale). Pencil in additions or accessory structures proposed to scale. Show exact dimensions and distance to all property lines. If you are making a grade change to your property, the survey must present elevations inclusive of two-foot contour isopleths. Additionally, all surveys must show deed restrictions and restrictive covenants. **Surveys must be dated within five years of the applications.**
5. **Three (3) sets of construction plans.** ALL additions and all accessory structures MUST have plans prepared and stamped by a New York State Licensed Architect or Professional Engineer. Existing structures must have as-built plans prepared to scale to the satisfaction of the Building Inspector.
6. For applications that involve a change in grade (including building footprint changes) a **Grading Plan will be required.** For projects located in or adjacent to areas within the 100 Year FEMA Flood Plain, a Flood Damage Prevention Permit will be required as part of the Building Permit. Once a Building Permit and Flood Damage Prevention Permit is issued by the Building Department, **ALL construction MUST comply with the approved Grading Plan.**
7. A copy of the contractor's Suffolk County Builder's License.
8. A Certificate of Liability and Worker Compensation Form (U-26.3 or DB120.1) from the Applicant's Contractor(s), naming the Village of Poquott as *additional insured* and also the *certificate holder*.
9. The Incorporated Village of Poquott enforces the New York State Uniform Fire Prevention and Building Code. All work performed must conform to the New York State Uniform Fire Prevention Building Code and the Code of the Incorporated Village of Poquott.
10. A Certificate of Completion or other proof of training for sediment and erosion control training from construction site operators.
11. **Inspections by the Building Inspector are required** in order to ensure the terms and conditions of the permit have been met. Inspections are by appointment only and can be made with the Inspector by calling Village Hall at (631) 476-4043 ext. 13. Additional inspections as required by Engineer and/or Village Code Violations will incur an additional fee of \$100.00 per hour.

The inspection schedule is as follows:

Underground Plumbing _____

- a) Rebar Footing _____
- b) Footing _____
- c) Rebar Foundation _____
- d) Foundation/Waterproofing _____
- e) Framing (Strapping) _____
- f) Framing _____
- g) Rough Plumbing _____
- h) HVAC Rough _____
- i) Insulation _____
- j) Final Plumbing/Construction _____

Drainage inspections (if required):

- a) Soil _____
- b) Pools _____
- c) Connections _____
- d) Backfill _____

12. It is the responsibility of the Applicant to obtain all necessary Special Permits from the DEC, Town of Brookhaven and Suffolk County as required by the State Environmental Quality Review Act (SEQR). This may require coordinated review as determined by all involved agencies. **NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SPECIFIED AND SPECIAL REQUIREMENTS ARE MET.**
13. Payment for the application fees as determined by the Building Permit Fees listed in this application as well as, any Performance Bond requirements.

BUILDING PERMIT PROCESS [CAPITALIZED ITEMS PERFORMED BY VILLAGE]

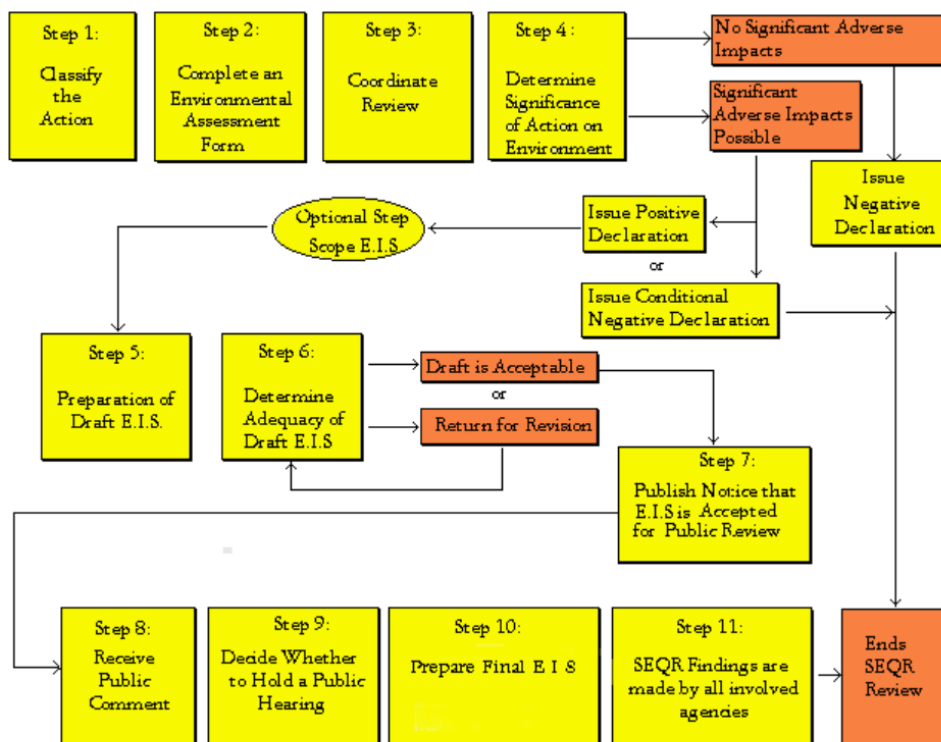
1. BUILDING INSPECTOR REVIEWS APPLICATION – FOR COMPLETENESS
 - a. Concurrently, the Application is sent for comment to:
 - i. Village Engineers for Plan Analysis/SEQRA Determination/Code Review.
 1. Engineer Permit Approval, Conditional Approval or Rejection is Submitted to Building Inspector
 2. Or, Engineer Request More Information – Long EAF or Impact Statement.
 3. Engineer indicates if coordinate review is required under SEQR.
 - a. Involved Agency Approval (e.g., New York State Department of Environmental Conservation, Suffolk County Department of Health Services)
 - b. Concurrently, the Application is sent as notice (5 days mandatory period) to:
 - i. Planning Department
 1. Determination if Variance is Needed within notice period
 2. Planning Board Requests More Information within notice period
 3. Planning Board indicates if coordinate review is required under SEQR
 - a. Involved Agency Approval (e.g., New York State Department of Environmental Conservation, Suffolk County Department of Health Services)
 - ii. Zoning Board of Appeals
 1. Determination if Variance is Needed within notice period
 2. ZBA Requests More Information within notice period
 2. BUILDING INSPECTOR APPROVES APPLICATION OR REQUESTS CHANGES (based upon Inspector’s review or of one of the listed parties in step 2) – DETERMINES COMPLETE APPLICATION – SIGNS PLANS. Work can begin.
 3. BUILDING PERMIT ISSUED BY BUILDING INSPECTOR from CLERK’S OFFICE – Remember to Post Permit at Work Site
 4. Applicant performs permitted activities – foundation, framing, plumbing, electrical, etc.
 5. INSPECTIONS – To Be Scheduled by Applicant with Clerk (see above)
 6. If necessary, Electrical Underwriter’s Certificate obtained by Applicant
 7. IF APPROPRIATE, FINAL APPROVAL FROM BUILDING INSPECTOR - All third-party fees for Permit Review must be paid in full by Applicant to the Clerk – INSPECTOR SIGNS PLANS “COMPLETED”.
 8. IF APPROPRIATE, ISSUANCE OF CERTIFICATE OF OCCUPANCE or C/E – Bond is released to Applicant by Clerk.

ENVIRONMENTAL REVIEW

Building Applications are subject to the conditions of the State Environmental Quality Review Act (SEQRA) due to their discretionary nature. SEQRA is a procedural and substantive law. In addition to establishing environmental review procedures the law mandates that agencies act on the substantive information produced by the environmental review. This often results in project modification and can lead to project denial if the adverse environmental impacts are overriding and adequate mitigation or alternatives are not available. The initial step in Application review is to gather information from which to assess the potential impact of the project on the environment. Certain projects are exempt from the data collection process (exempt actions) while others require the completion of either a Short or Long-Form Environmental Assessment Form. The following table provides information as a guide to what, if any, forms should be completed. This guide comes complete with the most common form used, the Short Form Environmental Assessment Form (EAF). If you are uncertain as to what your Application demands, you can complete the Short Form EAF to expedite your review period.

The information on the EAF will be evaluated by the village and additional information will be requested as needed. Some projects that have potential to substantially impact the environment, may require the completion of a Long form EAF. This could lead to the requirement for an Environmental Impact Statement. These activities are often subject to coordinated review with several local and state agencies, as well as subject to public notice requirements. Applicants are recommended to review the SEQRA regulations and review process at the New York State Department of Environmental Conservation website – www.dec.ny.gov

The basic SEQR Process is presented in the following diagram.



Guide to EAF Documents and Exemptions

BUILDING ACTIVITY	Exempt – Type II Actions (no form)	EAF Short Form Required (see attached form)	EAF Long Form Required (contact Clerk)
New Residences / Additions / Interior Alterations /Demolition			
<i>New Residence</i>		x	
<i>Additions/Alterations Under 250sf</i>	x		
<i>Additions/Alterations Over 250sf</i>		x	
<i>Interior Alterations effecting under 500sf</i>	x		
<i>Interior alterations effecting over 500sf</i>		x	
<i>Garage- Attached/Detached</i>		x	
<i>Retaining Wall</i>		x	
<i>Accessory Structure (deck, shed cabana, pool-house, etc.)</i>		x	
Plumbing Construction/Demolition			
<i>Pool</i>		x	
<i>Gas Test</i>	x		
<i>Fireplace</i>	x		
<i>Oil/Propane Tank</i>	x		
<i>Generator</i>	x		
<i>Solar Energy System</i>	x		
Grading and Earth Disturbance			
<i>Flood Damage Prevention</i>		x	
<i>New Paving Projects</i>		x	
<i>Drywell Installation</i>		x	
<i>Grade changes</i>		x	
Miscellaneous			
<i>Fence</i>	x		
<i>Dock Construction</i>			x
<i>Zoning Variance</i>			x

STATE ENVIRONMENTAL QUALITY
REVIEW **SHORT ENVIRONMENTAL**
ASSESSMENT FORM

PART 1 – PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

APPLICANT/SPONSOR:	PROJECT NAME:
PROJECT LOCATION	
Municipality	County
PRECISE LOCATION: Street Address and Road Intersections. Prominent Landmarks etc. – or provide map	
IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
DESCRIBE PROJECT BRIEFLY:	
AMOUNT OF LAND AFFECTED: Initially acres Ultimately acres	
WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:	
WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other (describe)	
DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval:	
DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval:	
AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/Sponsor Name: _____ Date: _____	
Signature: _____	

PART II – IMPACT ASSESSMENT (To be completed by Lead Agency)

<p>A. DOES ACTION EXCEED ANY TYPE 1 THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)</p>
<p>C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:</p>
<p>C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:</p>
<p>C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:</p>
<p>C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:</p>
<p>C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:</p>
<p>C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:</p>
<p>C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:</p>
<p>D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain briefly:</p>
<p>E. IS THERE OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes explain:</p>

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency	Date
Print or Type Name of Responsible Office in Lead Agency & Title	Signature of Responsible Office

Generic Stormwater Pollution Prevention Plan for Compliance with Village of Poquott Stormwater General Permit

Generic Requirements – All Projects are required to comply with these requirements.

- Minimize disturbed area and protect natural features and soil.
- Phase construction activity.
- Control stormwater flowing onto and through the project.
- Stabilize disturbed soils.
- Protect slopes.
- Protect storm drain inlets in Village roads.
- Establish perimeter controls and sediment barriers (silt fence and hay bales).
- Establish stabilized construction entrance/exits to prevent tracking sediment to Village Roads.
- Contain and immediately report any chemical discharges or spills.
- Cover dumpster to prevent debris from leaving property.
- Prevent the occurrence of standing water.
- Any project involving pavements that will generate runoff off-property will require a permanent storm drain to be installed to collect rain water (particularly relevant to driveways). There can be no discharge of rainwater to the road during and after construction.
- Make notification to the Stormwater Management Officer of specific project deadlines listed below (if being performed as part of the project) at environmental@villageofpoquott.com:
 1. Start of earth disturbance activities
 2. Design of drain for driveways (supply drawing – can be sketch)
 3. Arrival of dumpster(s)
 4. Removal of dumpster(s)
 5. Any discharges or chemical spills
 6. Construction start date for drains
 7. Construction completion date for drains
 8. Demolition of existing structures
 9. Project completion
 10. Removal of any stormwater pollution prevention equipment (silt fence, hay bales).

High Risk Projects - Projects that are considered high risk may require, at the discretion of the SMO, a project-specific Stormwater Pollution Prevention Plan prepared by a qualified consulting or engineering firm. Such projects are described as follows:

- Projects with a potential conveyance to a surface water body including a pond, creek, dry bed or harbor.
- Projects with greater than 5 acres of earth disturbance.
- Projects in areas that have greater than a 3:1 (rise to run) slope.