



# TOWN OF PAWLING

*The Pride of the Harlem Valley*  
Town Hall  
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Ken Clair  
Building & Zoning Administrator  
Stormwater Management Officer

JoAnne Daley  
Planning/Zoning/Environmental  
Department  
(845) 855-0959

## ENVIRONMENTAL PERMITS

The following is a list of the Environmental Permit application required documents to be submitted for review and approval by the Town's Environmental Director, Storm Manager Officer, and where applicable the Planning Board.

The Town requires submission of three full sets and electronic copies of the following documents:

- Narrative on the scope of the project.
- Environmental Permit application form.
- A copy of the contractors certified soil and erosion control training certificate.
- New York State Short or long Environmental Assessment Form with mapper page.
- Site map completed pursuant to Code of the Town of Pawling requirements for Code sections Chapter §171, Chapter §111 and/or Chapter §187, where applicable.
- Illustrate erosion and sediment control measures on site map.
- Stormwater Pollution Prevention Plan –if applicable
- Notice of Intent and MS4 acceptance form from the NYSDEC website.
- The MS4 SWPPP Acceptance Form must be completed and sent to NYSDEC with the Notice of Intent (NOI) for you to obtain NYSDEC SPDES General Construction Permit GP-0-20-001 coverage. Additionally, the MS4 SWPPP Acceptance Form will not be endorsed by the Town until such time the Stormwater Pollution Prevention Plan (SWPPP) to be prepared is submitted and reviewed and approved by the Town of Pawling Environmental Director. Prior to the commencement of any construction site activities, you will be required to submit a copy of an Acknowledgement of coverage letter from the NYSDEC to be retained by the Town for their records.
- Proof of Insurance - The Town's indemnity policy is 1 million per occurrence under the contractor's company name and include proof of insurance, liability, disability and worker compensation with the Town shown as the certificate holder.
- Application and escrow fees. To be determined by the Environmental Department based on required Environmental Permits for said project.

In accordance with the Code of the Town of Pawling, your submission shall be reviewed and approved by the Town of Pawling Environmental Director, Town of Pawling Storm Manager Officer (SMO) and the Town of Pawling Planning Board (If applicable for Chapter §111 Freshwater, Wetlands and Watercourse Protection and/or Chapter §187 Timber Harvesting) prior to commencement of any construction site activities. Also be advised that no work shall commence until such time you have received approval(s) and issuance of Environmental Permits.

If it is observed that work is being conducted onsite, the Town of Pawling Storm Manager officer (SMO) will be asked to perform a site visit to serve a Stop Work Order and potential Notice of Violation (NOV) for knowingly

violating the Code of the Town of Pawling and NYSDEC SPDES General Construction Permit GP-0-20-001 (or as amended).

### **Escrow Accounts**

At the time of an application submission to the Town Environmental Department, the applicant shall deposit escrow funds with the Town. The escrow funds are for all costs of planning, engineering, legal and/or other consultants deemed appropriate by the Environmental Department and/or Planning Board in connection with the review of the application. If at any time during the review process the amount of escrow accounts falls below 50% of the initial escrow deposit, then the applicant shall be required to submit an additional deposit to bring the total escrow up to the full amount of the initial deposit.

(See Chapter 95 Code of the Town of Pawling) In the event an applicant fails to make the escrow payment required and/or fails to pay the full amount billed for the consultant fees, the Environmental Department /Planning Board shall adjourn any pending applications and/or withhold final approval until such payment is made. In the event final approval has been granted and an unpaid outstanding balance for consulting fees remain unpaid, the Storm Manager Officer will not issue an Environmental Permit and/or Chairman of the Board will not sign the Site Plan, subdivision Mylar and/or the Building Inspector shall not grant a building permit and/or certificate of occupancy until payment of approved outstanding consulting fees has been made in full.

### **Submittal of Environmental Permits**

1. Appointments can be scheduled by calling JoAnne Daley at the Planning/Zoning/Environmental Department (845) 855-0959.
2. All applications and re-submissions shall include a digital copy of all applications, forms, documents, and survey maps. All survey maps must be submitted on a flash drive for viewing during a Planning Board meeting.
3. Electronic files must be submitted via email to [jdaley@pawling.org](mailto:jdaley@pawling.org) The digital copy shall be in a pdf or other suitable write –protected image format capable of being opened and viewed using a Windows based software.

Thank you  
JoAnne Daley  
MS4 Coordinator