

New York State Department of Environmental Conservation

Division of Environmental Permits, Region 4

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Region 4 Headquarters
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**(For Albany, Columbia, Greene, Rensselaer,
Montgomery, & Schenectady Counties)**

Region 4 Stamford Field Office
65561 State Highway 10
Stamford, NY 12167-9503
(607) 652-7741
**(For Delaware, Otsego & Schoharie
Counties)**

Dear Applicant:

In order to process a Freshwater Wetland application for a permit, the following information is required in addition to the actual application form:

- 1) **Site Location Map** - Highlight your project site on either an 8 1/2" x 11" portion of a U.S.G.S. Topographic Series Map (Scale 1:24000), tax map or county highway map.
- 2) **Site Plan** - On a 8 1/2" x 11" or larger sheet of plain, lined or graph paper show all your property boundaries, adjacent roads, buildings, landmarks, and the approximate location of the wetland boundary on your property. Scale at least 1" = 50' or larger. Show property boundary and building dimensions as well as the dimensions of the actual work area.
- 3) **Design Plans** -
 - a) If you are constructing a building or structure, show its location on the site map and give all dimensions.
 - b) If you are excavating or placing fill, outline and label the affected area on the site map.
- 4) **Environmental Assessment Form** - Complete Part I only. In Part 6 of the form, explain exactly what you plan to do.

Before submitting your application, you should first consider alternative locations and designs for your project. Submit the project design that will achieve your purpose and cause the least amount of disturbance to the wetland area.

The decision whether or not to grant a permit is based upon State Wetland Regulations Part 663.5(e) (copy enclosed). Your application should clearly indicate the way in which your proposal meets these standards. If no other alternatives are possible, please explain why. Attach an extra sheet of paper if needed.

Please submit **three** copies of all maps and forms (except the application form) to the Division of Environmental Permits office at the address listed above. Additional information may be required after your application has been reviewed by Department staff. Failure to submit any of the materials requested will result in a delay in the processing procedure.