

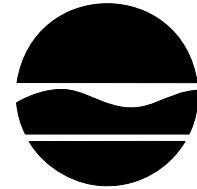
# New York State Department of Environmental Conservation

## Division of Environmental Permits, Region 4

1130 North Westcott Road, Schenectady, New York 12306-2014

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Region 4 Headquarters  
1130 North Westcott Road  
Schenectady, NY 12306  
(518) 357-2069  
**(Albany, Columbia, Greene, Rensselaer,  
Montgomery, & Schenectady Counties Counties)**

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

Dear Applicant:

In order to process an application for a Stream Protection, Pond, Dam or Navigable Waters 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 and Drawings** -
  - 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 environmental disturbance to the area.

Please submit **three** copies of all maps and forms (except the application form) to the Division of Environmental Permits office at the address checked above. Retain the yellow copy of the application form for your records.

Additional information may be required pending review of your application. **Failure to submit any of the materials requested will result in a delay in the processing procedure.**