



**PROTECTION OF WATERS PERMIT
(ECL Article 15, Title 5)**

Requirements for a Complete Application

- 1) **Joint Application for Permit Form (including Permission to Inspect Property)** - Complete, sign and date.
- 2) **Site Location Map** - Highlight your project site on a 8 1/2" x 11" portion of a U.S.G.S. Topographic Series Map (Scale 1:24000) or county highway map.
- 3) **Site Plan** - (1 inch = 50 feet or larger) - Show property boundaries, adjacent roads, buildings and landmarks. Show proposed work with pre- and post-construction contours as well as the location of the water body. Include all dimensions, name of preparer and date of preparation. Use of a survey as a base map to identify the project site and area limits on the property is preferred. If you are constructing a building or structure, show its location on the site map and be sure to include all dimensions setbacks, etc. If you are excavating or placing fill, outline and label the affected area(s) on the site map.
- 4) **Purpose of Project** - Explain the purpose of the project and why the project is necessary. Discuss any alternatives considered and why the chosen project is preferred.
- 5) **Description of Construction Materials and Procedures** - Identify the types, sizes and quantities of materials to be used and volumes of material to be removed or placed on site. Describe how the site will be accessed, the work sequence, erosion control methods and any other activities proposed for the site.
- 6) **Environmental Assessment Form** - Complete Part I only, sign and date. On Question 6 of the form, explain exactly what you plan to do.
- 7) **Photographs** - Send two sets of prints of recent color photographs, taken from at least three (3) different angles, which are representative of the project site and surrounding area, clearly labeled as to the direction of the view in relationship to an identifiable feature on the property. Each photo should be labeled with the applicant's name and project location/address.

Please submit **two** copies of all maps and forms (except the application form) to the Division of Environmental Permits Office noted below. A copy of all application documents should also be sent to the U. S. Army Corps of Engineers.

For projects located in Albany, Columbia, eastern Greene, Rensselaer, Montgomery, Schenectady or Schoharie County mail to:

NYS Department of Environmental Conservation
Division of Environmental Permits
Region 4 Headquarters
1130 North Westcott Road
Schenectady, NY 12306
(518) 357-2069

For projects located in Delaware, Otsego or western Greene County mail to:

NYS Department of Environmental Conservation
Division of Environmental Permits
Region 4 Stamford Field Office
65561 State Highway 10
Stamford, NY 12167-9503
(607) 652-7741

Other state and federal agencies may have permit jurisdictions. The Joint Application for Permit identifies other agencies and their jurisdictions. Additional information may be required after your application has been reviewed by Department staff.

Failure to submit any of the materials requested above may result in a delay in the processing procedure.