



**NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION**



**Request for Building Permit-Environmental Easement Review
ECL ARTICLE 71 / TITLE 36**

Section I. Contact Information			
LOCAL GOVERNMENT		CONTACT PERSON	
ADDRESS			
CITY/TOWN		COUNTY	ZIP CODE
PHONE	FAX	E-MAIL	
BUILDING PERMIT APPLICANT		CONTACT PERSON	
ADDRESS			
CITY/TOWN		COUNTY	ZIP CODE
PHONE	FAX	E-MAIL	
Section II. Property Information Summary			
DEC SITE NAME		DEC SITE ID No.	
ADDRESS			
CITY/TOWN		COUNTY	ZIP CODE
Section III. Proposed Project Description			
<p>Please describe the work proposed under the building permit (provide attachments as necessary) including:</p> <ul style="list-style-type: none"> the purpose and scope of the project (narrative description including and drawings as needed to fully describe project) explanation of how the proposed activities are consistent with or may impact the Environmental Easement (provided by building permit applicant). 			
Submittal Information			
<p>One (1) copy of this request form and all attachments (must be submitted as an electronic copy in Portable Document Format (PDF) via email (if less than 25 MB) or on CD/DVD diskette) to:</p> <p>Chief, Site Control Section New York State Department of Environmental Conservation Division of Environmental Remediation 625 Broadway Albany, NY 12233-7020 518-402-9553 derweb@gw.dec.state.ny.us</p>			
			Ver. 6/1/2007

Instructions for Building Permit and Environmental Easement Review Form

In accordance with ECL §71- 3607(2), this form shall be used to notify the Department of Environmental Conservation (Department) whenever an Affected Local Government (ALG) receives a building permit or any other application affecting land use or development of land that is subject to an Environmental Easement and that may relate to or impact such easement. The requestor should provide as much complete and accurate information as possible to facilitate the review. The Department strongly encourages the requestor to schedule a pre-review meeting with the Department prior to submitting this request.

SECTION I	REQUESTOR INFORMATION
Affected Local Government (ALG)	While there may be more than one ALG (ECL §71- 3603), this shall be the municipality having jurisdiction over building/land use permitting activities in which the land subject to an environmental easement is located. Accordingly, this ALG should have been notified of the existence of the environmental easement pursuant to ECL §27-1419.2(e) and have been provided a copy of the easement pursuant to §71-3607.1. The requestor should verify compliance with these laws.
Address/City-Town/Zip and Phone	Provide the ALG's contact person and mailing address, and telephone number; include a fax number and e-mail address if available. The Department will only correspond and send notice of the results of the evaluation to this person.
Permit Applicants Name	Provide the name, mailing address, and telephone number of the party applying for the permit to the ALG; include a fax number and e-mail address if available.

SECTION II	PROPERTY INFORMATION SUMMARY SHEET
Property Name	Provide a name for the property. If a site name has been assigned by the Department to the property with the easement, use that name and associated DEC site identification number.
Property Address	Provide a street address, city/town, county, and zip code.
All Affected Local Government(s)	List all ALGs associated with the site (e.g., village, city, town, county, etc.)
Property Size	Provide the approximate acreage of the property.
GIS Information	Provide the latitude and longitude of the approximate center of the property. Show the latitude and longitude in degrees, minutes, and seconds. Indicate method used to acquire the location (horizontal collection method); the Horizontal Reference Datum (NAD27 or NAD83) used in determining latitude and longitude coordinates; and the reference point. If more than one property is involved, list separate latitude and longitudes.
Tax Map Information	Provide the tax parcel/section/block/lot information and map. Tax map information may be obtained from the tax assessor's office. Failure to include the map could result in a delayed review. Attach a county tax map with identifier numbers, along with any figures needed to show the location and boundaries of the property. Include a USGS 7.5 minute quad map on which the property appears.
Tax Map Relationship	State whether the boundaries of the property correspond to the tax map boundaries.
Map	Provide a property base map(s) of sufficient detail, clarity and accuracy to show the following: 1) a distance of at least 1,000 feet around the proposed property at a scale no smaller than one inch equal to 200 feet; 2) map scale, north arrow orientation, date, and location of the property with respect to adjacent streets and roadways; 3) proposed permit activity boundary lines, 4) surrounding land uses; and 5) existing easements or rights-of-way currently in effect for the property(ies) comprising the property.

SECTION III

PROPOSED PROJECT DESCRIPTION

As indicated on the form, please describe the basic scope of the proposed building activity including the nature and extent of any and all above or below ground disturbances that are planned under the requested building permit. This description should conclude with a recommending statement regarding whether or not the proposed activity is consistent with, or may impact the Environmental Easement .