TREE CLEARING AND GRADING APPLICATION
As per §241 & §129 of the Code of the Village of Port Jefferson

APPLICATION CHECKLIST

THREE (3) HARD COPIES OF COMPLETE APPLICATION, INCLUDING:

☐ Complete application form
☐ Proof of Ownership (Copy of Deed or Tax Bill)
☐ Copy of all COs
☐ Fee Based on Size of Lot:
  < or = to 15,000 sq. ft. $ 50.00
  15,001 – 22,500 $ 100.00
  22,501 – 30,000 $ 150.00
  30,001 – 43,560 $ 200.00
  > 43,560 sq. ft. $ 250.00
☐ Photos of Site where work is proposed and areas that will remain undisturbed
☐ Clearing Plan, Including:
  ▪ Survey Indicating Existing Conditions (Show trees over 9” in diameter and areas of vegetation) and Proposed Clearing (Use key to show all trees to be removed, size, species, and all areas to be cleared, including understory plant types/species)
  ▪ Survey Showing Proposed Revegetation (Show number, species, location and size of proposed plantings)

For Retaining Walls* Only:
☐ A topographical survey (a scale of one inch equals 20 feet scale)
☐ Survey Indicating Proposed Wall Location
☐ Engineered Plans of the Retaining Walls signed by a licensed professional
☐ For Proposed Walls Over Six (6) Feet in Height on One Slope, the Long Form EAF is necessary (http://www.dec.ny.gov/eafmapper/)

*Retaining walls must be setback a minimum of 5’ from all property lines
DATE: _________________________

PROJECT INFORMATION

PROJECT ADDRESS: ___________________________________________________________________________________

TAX MAP NUMBER: __________________________________________________________________________________

ZONING DISTRICT: __________________ LOT SIZE: ______________________________

PROPERTY OWNER INFORMATION

NAME _____________________________________________________________________________________________

ADDRESS _______________________________________________________________________________________

PHONE(S) _____________________________ EMAIL ________________________________

CONTACT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER)

NAME _____________________________________________________________________________________________

PHONE(S) _____________________________ EMAIL ________________________________

CONTRACTOR INFORMATION

NAME ______________________________ COMPANY ____________________________________________

ADDRESS _______________________________________________________________________________________

PHONE(S) _____________________________ EMAIL __________________________________________

PROJECT TYPE (Check all that apply):

☐ Tree Removal
☐ Clearing of vegetation
☐ Grading
☐ Retaining Walls
☐ Over 2’ on a single slope (Requires a Building Permit)
☐ Over 4’ on a single slope (Requires Planning Approval and a Building Permit)
☐ Over 6’ on a single slope (As per §129, Requires the Long EAF http://www.dec.ny.gov/eafmapper/, Planning Approval, and a Building Permit)
BRIEF NARRATIVE DESCRIPTION OF PROJECT

1) What is the purpose of the proposed work?
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

2) Describe the scope of the proposed activity. (How many trees will be removed? How much land area will be cleared? Will the site be regraded?)
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

3) Are there any right-of-ways, easements or restrictive covenants, which encumber the property? If so, please indicate the nature of restrictions below:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

4) How much soil, earth, sand, or dredge spoil will be removed or added as part of this project:
_________________________________________________________________________________
_________________________________________________________________________________

5) Is its location on or adjacent to a beach, harbor, pond, stream, wetland, park, sanctuary, or a critical area of environmental concern? If so, please describe:
_________________________________________________________________________________
_________________________________________________________________________________
OWNER’S ENDORSEMENT

STATE OF NEW YORK

ss:
COUNTY OF SUFFOLK

__________________________________________, being duly sworn, deposes and says:

I am: (check one)

___ 1. the sole owner in fee
___ 2. a part owner in fee
___ 3. an officer of the corporation which is the owner in fee of the premises
___ 4. designated party authorized to act pursuant to a trust or other legal document
___ 5. member/owner(s) of Limited Liability Corporation (LLC)

If you check#3, #4, or #5, please provide proof of legatee (i.e. Corporate Resolution; Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Attorney-Opinion Letter; Letter of Probate; Power of Attorney, etc.)

I reside at______________________________________________________________

______________________________________________________________

I have authorized ___________________________________________ to make the foregoing application to the Incorporated Village of Port Jefferson for approval as described herein.

______________________________________________________________

Signature

(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)

Sworn before me this
____day of _____________, 20___

________________________________
Notary Public
DISCLOSURE AFFIDAVIT:

For the purpose of this disclosure, an official or employee of the State of New York, The Town of Brookhaven, the Village of Port Jefferson or the County of Suffolk shall be deemed to have an interest in the applicant or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

1. is the applicant or owner,
2. is an officer, director, partner, or employee of the applicant or owner,
3. legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner, or
4. is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchanges shall not constitute an interest for the purposes of this disclosure.

____________________________________, being by me duly sworn, disposes and says:

1. I am an applicant for a project or an owner of the land which is the subject of a pending application before the Incorporated Village of Port Jefferson.

2. The project name is: ____________________________________________________________

3. I (applicant and/or owner) reside at ______________________________________________

4. The officers of the applicant’s corporation or owner corporation are as follows: (if applicable)
   President __________________________________ Secretary ____________________________
   Vice President ________________________ Treasurer ______________________________

5. I make and complete this affidavit under the penalty of perjury and swear to the truth herein.

6. I am aware that this affidavit is required by General Municipal Law 809 and that I shall be guilty of a misdemeanor as provided by General Municipal Law 809 should I knowingly or intentionally fail to make all disclosures herein.
DISCLOSURE AFFIDAVIT CONT'D.

YOU MUST ANSWER THE FOLLOWING QUESTIONS EITHER YES or NO

Do any of the following individuals have an interest in the applicant or owner, as defined above?

1. any official of New York State YES NO

2. any official or employee of the Village of Port Jefferson or Suffolk County? YES NO

Being so informed and warned, my response to the above question is: YES or NO (please circle)

If the answer above is yes, General Municipal Law Section 809 requires that you disclose the name and residence and the nature and extent of the interest of said individual(s) in the applicant owner:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RESIDENCE</th>
<th>NATURE OF INTEREST</th>
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Signature ____________________________

Print name ____________________________

Sworn to before me this _____ day of _______________ 20__

______________________________________
Notary Public