



INCORPORATED VILLAGE OF PORT JEFFERSON

Building & Planning Department

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744 Fax (631) 473-2049

www.portjeff.com

TREE CLEARING AND GRADING APPLICATION

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



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TREE CLEARING AND GRADING APPLICATION

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/cafmapper/>, 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)

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

DISCLOSURE CERTIFICATION:

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.

_____deposes 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 certification under the penalty of perjury and swear to the truth herein.
6. I am aware that this certification 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.

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged

DISCLOSURE CERTIFICATION (CONTINUED)

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?
2. any official or employee of the Village of Port Jefferson or Suffolk County?

Being so informed and warned, my response to the above question is: ____ YES ____ NO

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:

NAME	RESIDENCE	NATURE OF INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____

Print Name: _____

Date: _____

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. ____ Read and acknowledged