

**TOWN OF BROOKHAVEN WETLANDS PERMIT
AND COASTAL EROSION MANAGEMENT PERMIT
COMPLETE APPLICATION CHECKLIST**

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW

To avoid delays in the processing of your application be sure that all the information indicated below is included (where applicable) with your application. **A complete application consists of the following:**

1. **Application Form** - Must be filled out completely. Be sure to include a complete project description, stating the type of structure or work proposed with specific dimensions and areas for all activities. The application must also include the Suffolk County Tax Map Number, the property location, and be signed by the applicant/owner and dated.
2. **Owner's Consent Form** - must be completed by the owner of the property if the applicant is someone other than the owner of the property.
3. **Affidavit of Indemnity Form** - Completed and signed by the owner of the property and by a Notary Public. The contract vendee of the property must sign a second affidavit, if applicable, and it must be notarized.
4. **A copy of the deed of the property and a copy of the last prepared survey.**
5. **Wetlands Application Fee** - All applications must be accompanied by a \$332.27 nonrefundable fee. Applications for flagging must be paid in full (\$332.27 for the first acre, and \$55.38 for each acre thereafter). Applicants who are legalizing pre-existing structures must, by Town Code, pay an additional permit fee of \$332.27. This fee must be paid at the time of application in addition to the minimum fee of \$332.27. Fees are set by the Town Board of the Town of Brookhaven and may not be waived by Town personnel. A schedule of fees is available from the Division of Environmental Protection.
6. **Two recent photos of the project area** (projects may require more than two photos for better verification). Photographs should show any relevant feature on the property (structures, dunes, ponding areas, shoreline, etc.) and the approximate area of construction. Photographs should be labeled with applicant's name, date, and the direction in which photo was taken.
7. **Survey or Project Plan (4 complete sets)** - ANY ACTIVITY WHICH REQUIRES A BUILDING PERMIT MUST HAVE A DETAILED PROJECT PLAN AND/OR SURVEY PREPARED BY A SURVEYOR, ENGINEER, ARCHITECT OR LANDSCAPE ARCHITECT WHO IS LICENSED BY THE STATE OF NEW YORK, UNLESS WAIVED BY THE DIVISION OF ENVIRONMENTAL PROTECTION. All plans or surveys should include all the information listed in the appropriate sections listed on the following pages and as listed in Chapter 81 of the Town Code. On any vacant lot, the surveyor, prior to the submission of the application, should stake out structure(s). All plans must be drawn in a scale no less detailed than one inch equals forty feet or in a scale as required to meet the guidelines as required in the Brookhaven Subdivision Regulations.
8. **Transactional Disclosure Form.**
9. **The applicant may be required to submit additional information and fees as required by the Town Code of the Town of Brookhaven or as deemed necessary by the Division of Environmental Protection to effectuate the provisions and intent of this local law.**