

**APPLICATION FOR SEWAGE DISPOSAL AND WATER SUPPLY FACILITIES
 FOR AN ACCESSORY APARTMENT**

REFER TO REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY

| | | | | |
|--|-------|---|-------|-----|
| Name of Applicant: | | Telephone No. () | | |
| Mailing Address: | | | | |
| Name of Agent (if not applicant): | | Telephone No. () | | |
| Mailing Address: | | | | |
| Name of Property Owner (if not applicant): | | Telephone No. () | | |
| Mailing Address: | | | | |
| <u>Tax Map No.</u> | Dist. | Sect. | Block | Lot |
| Existing/Proposed Water Supply: (check one) [] Public Water Supply [] Private Well | | Existing/Proposed Sewage Disposal: (check one) [] On-Site Sewage Disposal [] Public Sewer | | |
| Is a NYSDEC or Town Wetland Permit Required? Yes [] No [] If Yes, provide copy of approval | | | | |
| Number of Bedrooms: Existing _____ Proposed New _____ Total _____ | | | | |
| Are you proposing to use existing sanitary system? Yes [] No [] | | | | |
| Briefly describe the proposed work and use | | | | |
| This application is hereby made for a permit to construct a water supply and sewage disposal system for an accessory apartment in accordance with this application, surveys and plans submitted. I hereby certify that this application is being made pursuant to and in conformance with the local accessory apartment law. "Any false statement made herein is punishable as a misdemeanor pursuant to §210.45 of New York State Penal Law." | | | | |
| Signature of Applicant | | | Date | |
| Print Name of Applicant | | | Title | |
| | | | | |
| The Village/Town hereby verifies that this application is being made in conformance with its accessory apartment law. | | | | |
| Signature of Village/Town Building Official | | | Date | |
| Print Name of Village/Town Building Official | | | Title | |

Instructions

1. Application is required to be signed by applicant and appropriate Village/Town Building Official.
2. Submit 3 original prints of a plan/survey (up to and including 11"x17") certified by a licensed design professional or surveyor containing the following information:
 - A. Lot location, distance to nearest cross street, metes & bounds, dimensions and, if applicable, subdivision name, number and lot number.
 - B. Location of all surface waters or wetlands within 300' of the applicant's plot.
 - C. Elevations of all property corners, center-line street elevations and first floor elevation of dwelling and garage.
 - D. Show any and all proposed structures to be installed on the property including but not limited to: Dwelling/building structure, proposed sewage disposal system and water supply, driveway, sidewalk, swimming pool, patio/deck, drywells, storm drains & all drainage structures, etc.
 - E. Show any and all existing structures on the property including but not limited to: Dwelling/building structure, sewage disposal system and water supply, driveway, sidewalk, swimming pool, patio/deck, drywells, storm drains & all drainage structures, etc. Be sure to indicate if any structures are to be abandoned or removed.
 - F. Show any unusual site conditions that may affect the design or operation of the sewage disposal system or water supply (swales, bluffs, hollows, slopes in excess of 15%, etc.)
 - G. Indicate the specific location(s) [with measurements] of all water supply wells within 150' of all property lines or state if dwellings are connected to public water. When a well is proposed, also show the location of any sewage disposal systems [with measurements] and other potential sources of well contamination. State if vacant.
 - H. Distance to, and location of, nearest public water main.
 - I. Suffolk County Tax Map Number (District, Section, Block and Lot Number).
 - J. Have a clear area at least 3"x5" for the Department's approval stamp.
 - K. If a new leaching pool is proposed, provide test hole data showing soil conditions to a depth of 17' and 6' into coarse sand and gravel, or to 6' below groundwater, and lot elevation at test hole site. Indicate the date of the test, and supplier of test hole.
3. Submit floor plans no larger than 11"x17" for all structures on the property. Clearly label each room as to whether it is existing or proposed.
4. If you are proposing to utilize any part of the existing sewage disposal system and/or water supply, submit Certification of Existing Subsurface Sewage Disposal and Water Supply Facilities for a Single Family Residence (Form WWM-072) signed by your architect or engineer. If you are proposing to use an existing well, provide a full water analysis taken no more than 1 year ago. If you are not sure or are under time constraints to make such a determination, it is recommended that you propose to install a new sanitary system. In certain cases, this will facilitate the issuance of a permit. If it is later determined that the existing facilities are sufficient or can partially be upgraded, the permit can be so modified. Once a Health Dept. reference number has been assigned, you **must** contact the Department prior to performing any repairs/replacement for your existing sanitary system.
5. In areas where there is less than 7 feet from existing grade to groundwater, or a slope greater than 5%, a grading plan showing the sewage disposal system location and proposed grading is required. A grading plan may also be required during review under other conditions.
6. If the lot is to be served by public water and sewers, submit 3 prints of a plan by a licensed design professional containing Items A through J, Paragraph 1. The plan should also include the location of the sewer stub in the street and show the house connection. In addition, written approval from the sewer district to connect is required. If a temporary sewage disposal system is necessary, a test hole is required as described in Paragraph 1, Item K.
7. If the lot is within 300 feet of any body of water or wetlands, approval from the appropriate agency having jurisdiction must accompany the application. Wetlands, Zoning Variance, or other permits that may affect placement of disposal systems must be submitted before approval can be granted. Include any survey/plan approved by other agencies.
8. FEES - Each application is to be accompanied by a check or money order, payable to Suffolk County Environmental Health, according to the current fee schedule. The minimum application fee is the "Update Fee" where the existing sewage disposal and water supply systems are determined to be adequate. Additional fees may be required, depending on the extent of required construction and inspections by the Department. **RETURNED CHECKS ARE SUBJECT TO A FEE.**

PHOTOCOPIES OF DOCUMENTS NOT ACCEPTABLE.