



BUILDING DEPARTMENT

PHONE (914) 944-2770 FAX (914) 941-4837

INSTRUCTIONS & PROCEDURES FOR FILING FOR AN EXCAVATION / LAND MODIFICATION PERMIT APPLICATION

APPLICANT MUST SUBMIT:

1. Completed Building Permit application with notarized signature where indicated.
(Not required if work per Chapter 115, **Excavation**, being performed in connection with a Building Permit)
2. **Three (3)** copies of plans prepared by a engineer duly licensed in the State of New York, on a scale of not less than one inch to 40 feet, and referred to United States Coast and Geodetic Survey Data, showing both as to the lot and as to all of said surrounding lands:
 - (1) Background information about the scope of the project, including location, type and size of the project.
 - (2) Site map/construction drawing(s) for the project, including a general location map. At a minimum, the site map shall show the total site area; all improvements; areas of disturbance; areas that will not be disturbed; existing vegetation; on-site and adjacent off-site surface water(s); wetlands and drainage patterns that could be affected by the construction activity; existing and final slopes; locations of off-site material, waste, borrow or equipment storage areas; and location(s) of the stormwater discharge(s). The site map shall be at a scale no smaller than 1"=50."
 - (3) Description of the soil(s) present at the site and soil test results, if requested.
 - (4) Construction phasing plan describing the intended sequence of construction activities, including clearing and grubbing, excavation and grading, utility and infrastructure installation and any other activity at the site that results in soil disturbance.
 - (5) Temporary and permanent structural and vegetative measures to be used for soil stabilization, runoff control and sediment control for the project from initial land clearing and grubbing to project close-out.
 - (6) A site map/construction drawing(s) specifying the location(s), size(s) and length(s) of each erosion and sediment control practice.
 - (7) Dimensions, material specifications and installation details for all erosion and sediment control practices.
 - (8) Implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and duration that each practice will remain in place until the site is stabilized.
 - (9) Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practice.
 - (10) Name(s) of the receiving water(s) and NYSDEC classification(s), if applicable.
 - (11) Any existing data that describes the stormwater runoff at the site.
 - (12) An acknowledgment by the landowner granting the Village and other agencies having jurisdiction the right to enter the property at reasonable times and in a reasonable manner for the purpose of inspection.
 - (13) Description of each post-construction stormwater management practice including, but not limited to, dimensions, material specifications, and installation details for each post-construction stormwater management practice.
 - (14) Site map/construction drawing(s) showing the specific locations(s) and size(s) of each post-construction stormwater management practice.
 - (15) Hydrologic and hydraulic analysis for all structural components of the stormwater management system for the applicable design storm.
 - (16) Comparison of post-development stormwater runoff conditions with pre-development conditions.

4. Filing fees: upon submission of plans and payable to the Village of Briarcliff Manor.

Land Modification Permit: None

Excavation Permit: \$250.00 for 150-4,999 CY

\$500.00 for 5,000 CY plus .15/CY in excess of 5,000 CY