



WATERFRONT ACTIVITIES APPLICATION CHECKLIST

INSTRUCTIONS: This is the primary checklist of documents and drawings to be included in all Waterfront Activity Permit Applications. Additional information may be required upon application review. Please fill out the top portion of this form and check the boxes along the left side to indicate the drawings and documents included in the submission. Mail the complete submission with checklist to: Regional Permit Administrator, NYS DEC Region 2, 47-40 21st Street, Long Island City, NY 11101-5407. INCLUDING THIS COMPLETED CHECKLIST, ALONG WITH 3 HARD COPIES OF REQUIRED DOCUMENTS AND DRAWINGS AS INDICATED BELOW AND ONE (1) DIGITAL COPY (PDF ON CD) OF THE ENTIRE SUBMISSION WILL ASSIST PROCESSING OF THE APPLICATION.

APPLICANT NAME:

PROJECT LOCATION/ STREET ADDRESS:

PROJECT NAME/DESCRIPTION:

A. DOCUMENTS - Click on the link for each of the documents listed below for applicability and instruction on how to fulfill/complete the document requirement. PROVIDE THREE (3) HARD COPIES OF THE FOLLOWING DOCUMENTS:

DOCUMENT DESCRIPTION

- 1. JOINT APPLICATION FORM
2. PROJECT NARRATIVE (include description, purpose, scope and construction methodology)
3. PERMISSION TO INSPECT PROPERTY FORM
4. STATE/CITY ENVIRONMENTAL QUALITY REVIEW (SEQR/CEQR) a) (SEQR/CEQR) DETERMINATION (if ALREADY COMPLETED), otherwise; b) SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF) Part I,
5. STATE HISTORIC PRESERVATION ACT (SHPA) STRUCTURAL ARCHEOLOGICAL ASSESSMENT FORM (SAAF)
6. APPLICATION FEE

B. DRAWINGS - Click on the link for each of the documents listed below for applicability and instruction on how to complete the drawing requirement. PROVIDE THREE (3) HARD COPIES OF THE DRAWINGS LISTED BELOW. IF FULL SCALE DRAWINGS EXCEED 11" x 17", PROVIDE TWO (2) FULL SCALE COPY AND ONE (1) REDUCED SCALE (11" x 17") COPIES OF THE FOLLOWING DOCUMENTS:

DRAWING DESCRIPTION

- 1. DRAWING SET COVER SHEET (RECOMMENDED FOR MODERATE TO LARGE PROJECTS WITH MULTIPLE DRAWINGS)
2. SITE LOCATION & VICINITY MAP
3. SITE PHOTOS AND PHOTO LOCATION MAP
4. EXISTING SITE CONDITIONS MAP
5. PROPOSED SITE/PROJECT PLAN
6. CROSS SECTIONS
7. DETAILS AND OTHER PLANS (IF APPLICABLE)

(DEC USE ONLY)

SEQR SUBMITTED:

- Type II
Completed EAF: Short/Long
Federal FONSI
Other Agency Negative Declaration
Other:

ADDITIONAL & NOTES:

- LLC Documentation Needed: Yes / No
Coastal Consistency Form Needed: Yes / No
Notes:

APPLICATION #:

DATE: