

INSTRUCTION FOR APPLICATION/PERMIT FOR CONNECTION TO COUNTY DRAINAGE SYSTEM

Westchester County Department of Public Works & Transportation (WCDPWT) Form SWP2011 (8/2011) v2

GENERAL INSTRUCTIONS

- Use one form for each connection into the County Drainage System (CDS). The form initially serves as an **application** for a connection between a property and the County Drainage System. Then if approved, the completed form becomes a **permit** for the connection.
- Only one (1) copy of this application is required to be completed, signed and dated by the applicant. A copy of the original application shall be **kept** by the applicant for the owner's records.
- Just below the signature line, provide an area code and telephone number where you can be called between the hours of 8 a.m. and 4:30 p.m. Monday through Friday. Note at the top of the form if there are particular times of the day and/or days of the week that are more convenient to call you. If you have an e-mail address, provide that too. WCDPWT may send you correspondence and/or your approved permit via e-mail in order to speed up the processing of your application.
- Fill out all required information. Processing may be delayed or a form returned if information is missing.
- With your application, provide a copy of the property deed.** Also provide a copy of a certified survey map, if available.
- If applicant has an existing WCDPWT permit for a connection that he/she is planning to alter, relocate, or remove, provide a copy of that permit.
- The above information should be forwarded to:

Jeff Dean, P.E.
Department of Public Works and Transportation
148 Martine Avenue – Room 500
White Plains, New York 10601

SPECIFIC INSTRUCTIONS FOR EACH QUESTION

1. **Applicant Name:** Provide the full name of the applicant whom is filing the permit on behalf of the property owner or person requesting the permit.
2. **Organization/Title (Non-Property Owners):** Provide the name of the organization and title of applicant whom is filing the permit on behalf of the property owner.
- 3-6. **Applicant Mailing Address:** Provide the street name and number and/or P.O. Box number, city, state, and ZIP code. The address information is used to return the application/permit to the applicant.
7. **Applicant Phone Number:** Daytime phone number where applicant can be reached during regular business hours.
8. **Property Owner Name (if not applicant):** Provide the full name of the property owner or owners.
9. **Property Owner Contact (if not applicant):** Provide the full name of the property owner or owners for business enterprises or corporations.
- 10-12. **Property Owner Mailing Address:** Provide the street name and number and/or P.O. Box number, city, state, and ZIP code of the property owner/owners.
13. **Property Owner Phone Number:** Provide daytime and nighttime phone numbers where property owners can be reached.
14. **Provide Applicant Email Address:** Provide applicants email address.
15. **County Road/Facility:** Provide the County Road and/or County Facility names associated with the proposed storm water connection into the county drainage system.
16. **County Road Number(s):** Provide the County Road Numbers for named county roads. Information can be

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found online at www.westchestergov.com/dpw. If applicant is unable to locate, you are permitted to leave blank so county officials may provide information.

- 17. **City - Village - Town:** Check the appropriate box and provide the name.
- 18. **Side of the Roadway:** Check the appropriate box for the side of the roadway of the connection location.

GENERAL INSTRUCTIONS CONT:

- 19. **Property Identification Number:** Provide the Tax Lot, Block and Section designation located on the property map.
- 20. **Street Number:** Provide the street number of the property location.
- 21. **Name of Nearest Side Road from Location:** Provide the full name of the nearest intersecting road to the connection.
- 22. **Distance and Direction from Side Road:** Estimate the approximate distance (in feet or miles) by starting at the nearest side road and going along the roadway until you reach the center of the connection location. Select north, south, east or west (or N, S, E, W) for the direction.
- 23. **Nearest Feature and Type:** Provide the name of the nearest feature and approximate distance to/from the connection location. This may be a utility pole, stream, mailbox, etc.
- 24. **Proposed activity:** Check only **one** of the four activity boxes:

- Construct New:** For construction of a new connection. This may include removal of existing connections if required. If you are relocating a connection with a valid WCDPWT permit, submit **one** form with “construct new” checked, and WCDPWT will generate a corresponding form with “remove existing.”
- Alter Existing:** For physically modifying, or altering the use* of, a connection with a valid WCDPWT permit and whose location will not change. This includes work beyond routine maintenance such as paving a connection, widening a connection, replacing a culvert, and improvements to the highway.
- Remove Existing:** For removing a legal connection.
- Permit Existing:** For obtaining a valid WCDPWT permit for an existing unpermitted connection.

*Note: “Change the use”, means any modification to a property that results in a change in the properties discharges, volumes and types of effluent into the connection. Examples include changing from residential to commercial use, changing from single to multiple residential use, subdividing to accommodate additional residences or businesses, and changing the type of business.

- 25. **Proposed use:** Each connection serves a specific use. Check the **one** box that **best** defines the use. A rural-type highway typically has a ditch. An urban-type highway typically has curb and gutter.
 - a. **Residential:** a private home.
 - b. **Commercial:** a retail, wholesale, industrial or non-profit business.
 - c. **MS4/Local Municipality:**
 - d. **Permit Transfer:** a transfer application of existing WCDPWT Stormwater Permit from one party to another.

Is this a change of the existing use (if applicable)? Check yes or no. See the note in #24 for the definition of “Change the Use”.

- 26. **Drainage Conveyance Type:** Provide the type of conveyance vessel (closed pipe, swale, sheet flow, etc.) that will be utilized.

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27. **Material Type:** Provide the material type of conveyance structure (closed pipe, swale, etc.). This information is not required for sheet flow or overland applications. (CMP = Corrugated Metal Pipe, PVC = Polyvinyl chloride Pipe, RCP = Reinforced Concrete Pipe, HDPE = High-Density Polyethylene Pipe, VCP = Vitrified Clay Pipe)

GENERAL INSTRUCTIONS CONT:

28. **Shape:** Provide the shape of the hard conveyance structure (closed pipe, swale, etc.). This information is not required for sheet flow or overland applications.
29. **Diameter/Dimensions (in):** Provide the dimensions of the conveyance structure in inches.
30. **Will connection require work within the county roadway?** Indicate if work will impact the county road such as altering or modifying the curb, roadway or drainage structure.
31. **Purpose of Connection or Use:** Indicate the purpose of the connection from the list provided or describe other uses if one is not provided.
32. **Comments or Notes:** Enter any comments or notes which may assist the county in processing or approving the application.
33. **Is the property zoned?** Check yes or no. **In either case, provide the appropriate documentation**, which may be obtained from the local zoning administrator or clerk of the appropriate town, village or city where the property is located. Typically, a simple statement from the authority on its letterhead is sufficient for documentation, or WCDPWT can provide a form if needed.
34. **Explain how the land is currently being used:** If the land use and zoning are the same, then write "same as zoning". If not, please explain the use. You may use the descriptions listed in #25 as a guide.
35. **Are you aware of any plan to change the zoning or land use for the property?** Check yes or no. **If yes, briefly explain** the circumstances regarding the change. For example, "construct new house" or "proposed development."
36. **Are you aware of any stormwater, erosion or flooding issues associated with the subject property?** Check yes or no. **If yes, briefly explain** the existing problem and whether the connection is associated with its mitigation. Attach a separate sheet if needed.
37. **Does the property abut or border another public road?** Check yes or no. **If yes, provides the road's name and agency of jurisdiction.**
38. **Are there any existing connections serving this property?** Check yes or no. **If yes, how many?** Provide the total number.
39. **Does this property reside within a protected Watershed? If yes, provide the Watershed's name.** Check yes or no if property is within the Croton and or Kensico Reservoirs Watersheds. Indicate which watershed.
40. **Has a sketch of the origin of the Drainage Connections, Size, Shape, Materials, to the termination of connection into County Drainage System been included with permit?** Provide sketch or drawing illustrating the purposed connection. Include explanation if one has not been provided.
41. **Are Best Management Practices (BMPs) or other Stormwater Practices (i.e. drywell, infiltration trench, ponds, etc.) being utilized on the property.** Check yes or no. **If yes, provides the type of practice.**
42. **Does the property contain a septic wastewater system?** Check yes or no.
43. **What is the proposed construction completion date for the connection?** Provide the date. The date should not be longer than **one year** from the permit issuance date. If the permitted work has not been started by the date, the permit is **null and void**. If the permitted work has started but is not finished by the date, no additional work can be done unless an approved written time extension or a subsequent permit is obtained from WCDPWT. To request either one, contact the WCDPWT office. Time extensions and subsequent permits are not automatically approved. A field review may be required to determine if conditions have changed since the current permit was approved.