



## TOWN OF RIVERHEAD PLANNING BOARD

4 WEST SECOND ST., RIVERHEAD, NEW YORK 11901-2596  
(631) 727-3200, EXT. 240

### REQUIREMENTS FOR MINOR SUBDIVISION/UNMERGER/LAND CONVEYANCE

***\*\*Please note amended fee schedule\*\****

1. ***\*\*NEW REQUIREMENT\*\**** - All applications must be accompanied by a flash drive containing digital files of all documents, surveys, maps, supporting information, etc. Application will be deemed incomplete until digital files have been submitted.
2. Letter of Intent (Explains what you are proposing).
3. Application (Attached) – ***One (1) original & eleven (11) copies***
4. Disclosure Affidavit (Attached), signed and notarized – ***One (1) original & eleven (11) copies***
5. ***One (1) original and one (1) copy of Current Title Report for the subject property***, dated no more than three months prior to the date of submission of the application, prepared by a title company licensed in the State of New York containing a chain of title and any/all recorded covenants restrictions and/or easements on the subject property.
6. ***Twelve (12) original surveys by a licensed surveyor*** as per Chapter 301, Section 301-288 of the Code of the Town of Riverhead, showing the division lines and all required dimensions (fourteen [14] copies if within 500 feet of wetlands, water, county-owned, state-owned property or railroad, etc.).
7. Short Environmental Assessment Form, ***Part 1 Only*** – ***One (1) original & eleven (11) copies***
8. Fees as per Chapter 301, Section 301-288 of the Code of the Town of Riverhead (**\$500, plus \$200 per lot**)
9. Construction Activity Agreement to be completed prior to final approval, if applicable. (Attached) – ***One (1) original & eleven (11) copies***
10. Agricultural Data Statement, if applicable. (Attached) – ***One (1) original & eleven (11) copies***
11. Owner's Endorsement, if applicable. (Attached), signed and notarized – ***One (1) original & eleven (11) copies***

The Planning Board meets on the first Thursday of each month at 6:00 p.m. and the third Thursday of the month at 3:00 p.m. at the Riverhead Town Hall, 4 West Second St., Riverhead, New York.

**Applications will not be scheduled for hearing until staff reviews have been completed and reports or recommendations, if required, from other agencies have been received.**

**An approved Stormwater Pollution Prevention Plan (SWPPP) may be required prior to the signing of the mylar and the commencement of any property improvements.**

**All subdivision fees are non-refundable.**

**NOTICE TO APPLICANT  
REQUIREMENTS FOR MINOR SUBDIVISION/UNMERGER/LAND  
CONVEYANCE  
STORMWATER POLLUTION PREVENTION PLAN**

Please be advised that a Stormwater Pollution Prevention Plan (SWPPP) consistent with the provisions of Riverhead Town Code chapter 275 shall be required for construction activity including clearing, grading, excavating, soil disturbance or placement of fill that results in land disturbance of equal to or greater than one acre, or activities disturbing less than one acre of total land area that is part of a larger common plan of development or sale, even though multiple, separate and distinct land development or re-development activities may take place at different times on different schedules unless the activity is exempt as delineated in Riverhead Town Code section 275-5.

A SWPPP, in conformance with Riverhead Town Code section 275-6, may be required to be submitted separately to **both the Planning Department and Engineering Department-Stormwater Management Officer**. In the event a SWPPP is required, the applicant may not commence any property improvements on the site and the mylar will not be signed by the Chairman of the Planning Department until such time that the Stormwater Management Officer has reviewed and substantially approved a submitted SWPPP.

**If you have any questions as to whether a SWPPP is required regarding your land use application you may contact either Drew Dillingham, Stormwater Management Officer, at 631-727-3200 x 604 or the Planning Department at 631-727-3200 x 240.**



**TOWN OF RIVERHEAD  
PLANNING DEPARTMENT  
4 West Second Street  
Riverhead, New York 11901  
(631) 727-3200 Ext. 240**

**APPLICATION FOR SUBDIVISION**

**Please type or print clearly**

Major	<input type="checkbox"/>	Lot Line Modification	<input type="checkbox"/>
Minor	<input type="checkbox"/>	Conveyance of Land	<input type="checkbox"/>
		Unmerger	<input type="checkbox"/>

Designated name of proposed development or project. (If none exists, supply applicant name here):

**Applicant\*:**

Name: \_\_\_\_\_

**Licensed Design Professional (if applicable)**  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Owner\*:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Suffolk County Tax Map Number (s): 0600-\_\_\_\_\_

Location of site: \_\_\_\_\_

Zoning Use District: \_\_\_\_\_

Size of area: \_\_\_\_\_ Square feet, \_\_\_\_\_ Acres.

Will an approved **Stormwater Pollution Prevention Plan (SWPPP)** be required? \_\_\_\_\_

Is the subject parcel within 500 ft. of a farm operation located in an Agricultural District? \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant name

\_\_\_\_\_  
Title, if Applicable



## **TOWN OF RIVERHEAD PLANNING BOARD**

4 WEST SECOND ST., RIVERHEAD, NEW YORK 11901-2596  
(631) 727-3200, EXT. 240

### **Construction Activity Agreement**

Job Title: \_\_\_\_\_

SCTM No: \_\_\_\_\_ SiteAddress: \_\_\_\_\_

I agree to comply with the following:

- I will have available on-site this agreement and related plans during the entire construction process. I will explain the requirements to all construction personnel and subcontractors. I take responsibility for full compliance with this agreement and Chapter 275 of the Town of Riverhead Code (Stormwater Management and Erosion and Sediment Control).
- No vegetation and/or trees may be cleared without first receiving a mark-out or authorization from Planning, Building and/or Engineering Inspectors. Only vegetation, topsoil, and trees specifically in the path of construction activity may be removed.
- No earth, fill or construction material shall be allowed to migrate off site from this project on the Town of Riverhead roadway and/or storm drain system or an adjacent property.
- No fill shall be brought into site without the express approval of a Building Department. Fill piles will only be allowed in a location designated on plan, or authorized by Building Inspector(s). Piles of fill shall be stabilized and/or contained with grass seed, site fences, hay bales, or other approved methods.
- At the end of each workday the adjacent roadway and/or storm drain system shall be inspected by owner or his/her designee for soil or other matter. All construction site and adjacent roadways shall be cleared of soil and other material at the end of each day.
- All construction and demolition debris and materials, including wet concrete, shall be disposed of at an appropriate facility in accordance with Town of Riverhead and NYSDEC waste management regulations. Dumping any liquid, semi-liquid, or other materials from a construction site into storm drains, roadways, vacant property is grounds for a violation.
- Litter shall be picked up on a daily basis from site, adjacent properties and/or the road system.
- Toilet facilities shall be available to all workers on site during the construction period.
- A temporary stable construction entrance shall be constructed utilizing recycled concrete aggregate (RCA) or a similar material, unless a suitable constructed entrance already exists on the site.

- All municipal or private drainage inlets adjacent to area or construction shall be protected from dirt/matter/pollutants through the use of products/sponges designed for this purpose.
- On areas of steep slopes and areas cleared of vegetation, suitable stabilization methods, as shown on approved site plans and the stormwater pollution prevention plan (SWPPP) shall be employed to prevent soil migration and stormwater runoff.
- All exposed expanses of soil shall be stabilized with annual grass seed as soon as areas will no longer be needed for construction staging, or if areas will remain undisturbed for six weeks or longer.
- Prior to tree, shrub or other plantings, soil shall be suitably tilled and prepared.

In WITNESS WHEREOF, the parties hereto have caused this Declaration to be duly executed as of the date and year first above written.

Dated:

**Owner Signature**

Dated: \_\_\_\_\_

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**Contractor Signature**

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.

Dated:

Notary Signature

STATE OF NEW YORK )  
:ss:  
COUNTY OF SUFFOLK )

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.

Dated:

## Notary Signature



## Town of Riverhead Agricultural Data Statement

**When to use this form:** This form must be completed by the applicant for any use variance, Special Use Permit, site plan approval, or subdivision approval on property within an Agricultural District containing a farm operation **OR** on property with boundaries within 500 ft. of a farm operation located in an Agricultural District. Applications requiring an Agricultural Data Statement require referral to the Suffolk County Planning Commission unless exempt in accordance with the inter-municipal agreement regarding zoning referrals.

- 1) Name of Applicant: \_\_\_\_\_
- 2) Address of Applicant: \_\_\_\_\_
- 3) Name of Land Owner (if other than the applicant): \_\_\_\_\_
- 4) Address of Land Owner: \_\_\_\_\_
- 5) Description of Proposed Project: \_\_\_\_\_  
\_\_\_\_\_
- 6) Location of property (street address): \_\_\_\_\_
- 7) Project site tax map number: \_\_\_\_\_
- 8) Is the project located on property within an Agricultural District containing a farm operation? \_\_\_\_\_ (yes or no)
- 9) Is the project located on property outside an Agricultural District, but with a boundary or boundaries within 500 ft. of a farm operation located in an Agricultural District? \_\_\_\_\_ (yes or no).
- 10) Tax map # and name and address of any owner(s) of parcels of land within the Agricultural District containing farm operation(s) located within 500 ft. of the boundaries of the parcel subject to the pending application.

Tax Map #

Name & Address

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

(Use the back side of the page if more than seven properties are identified.)

Tax map numbers within 500 ft. may be obtained when requested in advance from the Planning Department at 631-727-3200 x240. Information regarding property addresses and whether a property is an active farm operation is available by contacting the Assessor's office in advance at 631-727-3200 x255.

- 11) Submit a copy of the current tax map page(s) labeling the site of the proposed project and highlighting the farm operation parcels identified in item 10 above.
- 12) Submit pre-addressed legal size envelopes, pre-addressed to each of the landowners identified in item 10 above with pre-paid certified mail postage, together with pre-addressed green, return receipt cards for each mailing. The return address on the return receipt card must read "Riverhead Town Planning Department, 4 West Second St., Riverhead, NY 11901."

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Note: 1. The Planning Department will solicit comments via mail from the owners of land identified above in order for the applicable Board to consider the effect of the proposed action on their farm operation. This will include a copy of this statement. 2. Comments returned will be taken into consideration by the applicable Board as part of the overall review of an application. 3. Failure to provide a complete Agricultural Data Statement means the application cannot be acted upon by the applicable Board.

**READ THIS DOCUMENT CAREFULLY. YOU MAY CONSULT YOUR ATTORNEY  
BEFORE COMPLETING.**

**DISCLOSURE AFFIDAVIT**

State of New York)

ss:

County of Suffolk)

I, \_\_\_\_\_ an applicant for the following relief:

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and being duly sworn, deposes and says:

That I make and complete this affidavit under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the GENERAL MUNICIPAL LAW and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That \_\_\_\_\_, is a State Officer, is an officer or employee of Riverhead Town, and

That this person has an interest in the person, partnership, or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- (a) is an applicant,
- (b) is an officer, director, partner or employee of the applicant,
- (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application, petition, or request.

That ownership of less than five (5) percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

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(SIGNATURE)

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_\_

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NOTARY PUBLIC

Please note: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

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## **OWNER'S ENDORSEMENT**

STATE OF NEW YORK)  
COUNTY OF SUFFOLK) ss:

Application/Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

, being duly sworn, deposes and says:

I am: (check one)     a part owner in fee  
                           the sole owner in fee  
                           an officer of the corporation which is the owner in fee of the premises  
                          described in the foregoing application.

I reside at \_\_\_\_\_  
Mailing Address

Hamlet/Post Office/Village State Zip Code \_\_\_\_\_

I have authorized \_\_\_\_\_ to make the foregoing application (described above) to the Riverhead Town Board and/or Planning Board for site plan/subdivision approval as described herein.

I hereby affirm under penalty of perjury that information provided on this application is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law. As a condition to the issuance of a permit, the applicant accepts full legal responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless the Town from suites, actions, damages and costs of every name and description resulting from the said project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(If owner is a corporation, please indicate name of corporation and the title of the corporate officer whose signature appears above)

Sworn before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public