

**The Inc. Village of North Haven
335 Ferry Road
Sag Harbor, New York 11963**

Dock Application Instructions

No dock application will be considered complete until the following materials are provided to the Village of North Haven:

1. The application review fee. Environmental Review fees (\$1500.00) Application Fee (\$1000.00)
**** Please send separate checks**
2. Ten (10) copies of a completed and signed Village Dock Application Form.
3. Ten (10) prints of the proposed survey/site plan prepared by and stamped by a NYS licensed surveyor or engineer, prepared within three years of the application date, at a scale of not less than 1 inch equals 20 feet, and not more than 1 inch equals 40 feet. The Site Plan must clearly show the following:
 - (a) Underwater depth soundings/bay bottom elevations at intervals appropriate to allow for the determination of the water depths along the entire length of the dock and the mooring area (data must be obtained by a NYS-licensed surveyor and referenced to NAVD at Mean Low Water).
 - (b) The line of current Mean High Water (MHW) and Mean Low Water (MLW) along the entire shoreline of the property.
 - (c) Site topography at 2 foot contour intervals, referenced to NAVD, within 100 feet of the proposed construction (e.g. along the face of a bluff, if the dock or walkway is to be constructed on a bluff-front property).
 - (d) Location of the edge of wetlands (if applicable), including the date of the wetland flagging and the individual responsible for the flagging.
 - (g) All existing shoreline structures and features within 200' of the proposed structure - including bulkheads, revetments, groins, docks, floating platforms, mooring areas, elevated walkways, public access points, navigation channels, etc.
 - (h) All proposed construction (docks, ramps, stairs, pilings, etc.) including all dimensions and details of all construction, as well as, construction material, the total length of the structure, and the height of the structure from the average low water line.

4. Ten (10) copies of plans (prepared and stamped by a NYS licensed surveyor and/or engineer) which show the proposed construction in cross-section view, specifying all dimensions and construction materials proposed, and showing the cross-section of the bay bottom elevations, the mean low water line (with referenced elevation) and the mean high water line (with referenced elevation).
5. Four (4) copies of annotated and dated site photographs of (a) the shoreline, (b) of the property where the dock is to be constructed, and (c) views to either side of the subject property.
6. One (1) signed and notarized copy of the disclosure affidavit.
7. One (1) copy of deed of the property demonstrating that the owner of the site is also the applicant.
8. One (1) signed and notarized letter providing indemnity and waiver of Village liability from the owner against: (a) any damage (personal and/or structural) from the construction and use of the subject structure (including owner, guests or other individuals whom may be injured or suffer property damage from collision with the structure); and (b) any off-site damage (personal or structural) from the scattering of dock debris following a storm event.
9. One (1) signed agreement from the applicant indicating that they agree to prompt cleanup/ removal or repair of any damaged dock following a storm event.
10. One (1) copy of all approvals/permits from all other applicable regulatory agencies (including stamped approved plans) for the proposed dock, elevated walkway and/or floating platform (i.e. NYSDEC, ACOE, NYSDOS, Town Trustees). Note that for the Village to determine the application as being complete, ALL other applicable regulatory agency approvals must be obtained and be consistent.
11. Ten (10) copies of the shellfish report (if requested by the Village).
12. Ten (10) copies of the eelgrass report (if requested by the Village).

* * *

In addition to the above, the applicant is encouraged to submit a project narrative, air photos, site photographs and any other information that could be considered helpful with respect to the Village's review of the proposal.

Inc. Village of North Haven

335 Ferry Road, North Haven

Sag Harbor, NY 11963

Dock Construction Requirements

All dock applications must conform to the following design standards:

1. Any new dock application is required to achieve a minimum water depth of 30 inches at Mean Low Water (MLW; NAVD);
2. No new dock (including floating sections) shall exceed a length of 100 feet as measured from MLW;
3. The width and length of any floating platform can not exceed 6 feet by 20 feet;
4. The width of the fixed portion of the dock (including any stairs and/or ramps) cannot exceed 4 feet;
5. Pilings and/or posts can not extend more than 34 inches above the decking of the dock and/or floating platform;
6. No new dock can impede public access to the water, and/or along the beach in any way. If a dock bisects the beach, the owner must provide stairs or some other access method (i.e. ramp) for the public to conveniently cross the structure. In addition, signage must be provided on both sides of the dock clearly indicating public access is allowed across the subject structure. Docks bisecting the beach shall be permitted only if it is not possible to maintain a distance of at least 5 feet between the landwardmost part of the dock and any bulkhead or bank;
7. No new dock may be constructed from any type of treated material (i.e. CCA, ACQ, Creosote, etc.);
8. Boat lifts, boat hoists, or any other accessory item is prohibited;
9. The vertical distance separating the decking of a fixed elevated walkway to both the upland grade and the highwater elevation, must be no less than 4 feet;
10. No new dock should be located any closer than 30' from the boundary of the projected property line;
11. All decking must consist of open grate, possessing a minimum of 50% open space;
12. Piling size can not exceed 10 inches in circumference;
13. The use of batter boards between pilings is prohibited;

14. The use of hydraulic jet for the placement of pilings and/or posts is prohibited;
15. If significant eelgrass and/or shellfish resources are found and/or if the Village believes such a resource exist in the proximity of the proposed structure, the Village reserve the right to request that the Applicant conduct eelgrass and/or shellfish surveys as outlined in the narratives titled “Guidelines for Conduction of a Shellfish Survey” and/or “Guidelines for Conduction of an Eelgrass Survey”. If such surveys are requested and it is determined that significant resources are present, then the proposed location of the dock should be repositioned to minimize disturbance to the subject resource – no less than 10’ of separation from the inventoried resource.

The Incorporated Village of North Haven

335 Ferry Road; Sag Harbor, New York 11963

Phone: (631) 725-1378

Fax: (631) 725-1120

APPLICATION FOR FIXED DOCK, ELEVATED WALKWAY AND/OR FLOATING PLATFORM

(Please be sure to complete all sections and that the responses are legible)

1. APPLICATION INFORMATION:

Applicant Name: _____

Permanent Mailing Address: _____

Local Address: _____

(if different from permanent address)

Telephone Numbers: () _____

() _____

Agent/Contract Person: _____

Address: _____

Telephone Number: () _____

2. PROJECT INFORMATION:

Project Location (Street Address): _____

SCTM No. of Project: Section: _____ Block: _____ Lot: _____

Project to be Located On/Over/Adjacent to

What Body of Water: _____

Provide a description of the proposed dock, elevated walkway, and/or platform as shown on the accompanying stamped/signed survey. Provide a description of use and dimensional specifications (length, width, height, etc.) of the proposed structure, along with proposed construction materials, etc. Use separate sheets if necessary. *

***Plan requirements:** Refer to attached Dock Application Instructions.

Water Depth at MLW, at the end of the dock, elevated walkway, and/or floating platform...

Note: Depth must match water depths shown on stamped survey/site plan.

Will the dock, elevated walkway, and/or floating platform be served by or connected to existing utilities?
If so specify type.....

3. WATERCRAFT INFORMATION

Number of watercraft to use dock, elevated walkway and/or platform.....

Note: No more than two watercraft allowed per dock, elevated walkway, and/or platform

Type and size of water craft.....

Draft/Depth required for watercraft.....

NY Registration Number (s).....

Do any of the watercraft possess a sanitary holding tank?.....

Yes _____ No _____

4. OTHER AGENCY APPROVALS:*

	Date Application Submitted	Date Permit Obtained
NYS Department of Environmental Conservation Permit:	_____	_____
US Army Corps of Engineers Waterways Permit:	_____	_____
NYS Department of State Coastal Consistency Certification:	_____	_____
Southampton Town Trustees Dock Permit:	_____	_____

* Note: For an application to be deemed complete, ALL other applicable agency approvals must be obtained for the proposed project, and one copy of each (including approved plan) must be submitted to the Village.

5. ADJACENT PROPERTY OWNERSHIP

The applicant shall provide to the Village the current name and mailing address of each abutting property owner (use additional sheets if necessary):

* * *

As the undersigned applicant for a dock, elevated walkway, and/or floating platform, I understand the instructions and regulations attached hereto and agree to fully comply with all of the provisions thereof.

Signature: _____

Date: _____

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 approval:

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 an officer or employee of the Village of North Haven, and that this person has an interest in the person, partnership, or association requesting the above-referenced approval. 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 the 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, expressed 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.

The ownership of less than five (5) percent of that stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest of the purposes of this section.

Applicant's Signature

On the ____ day of _____, 20____ before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfaction evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) acted, executed the instrument.

Notary Public

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Guidelines for Conducting an Eelgrass Survey

Introduction.

The nearshore and offshore areas surrounding the Village of North Haven have historically been identified as possessing eelgrass beds – an important source of habitat. Given that (1) the water quality has been improving in Village waters and (2) the Peconic Estuary Program has been transplanting and seeding eelgrass within the Peconic Estuary, it is likely that eelgrass will become further established in Village waters. Therefore, it is important to identify, monitor and protect eelgrass as this natural resource attempts to re-colonize the area.

If significant eelgrass resources are found and/or if the Village believes that such resources could potentially exist in the proximity of the proposed structure, the Village reserves the right to request that the Applicant conduct an eelgrass survey as outlined in this narrative. If such a survey is determined necessary, the dock application will not be determined complete prior to the submission and acceptance of the survey as outlined below.

Eelgrass surveys not conducted in the manner prescribed shall not be considered complete. The result will be that the entire dock application will be deemed incomplete and will not be processed. The Village may conduct random sampling to verify the accuracy of the eelgrass survey. The Village or their representative may perform the verification.

The following methods should be used to conduct an eelgrass survey for any dock application and/or major dock repair or replacement.

Methods.

The eelgrass survey should include a rectangular area whose midline is the proposed dock centerline. The survey area should extend 50 feet on either side of the centerline of the proposed dock and should extend 50 feet offshore of the end of the proposed dock.

The person conducting the survey must be qualified to identify eelgrass from other submerged aquatic vegetation. The eelgrass survey should be conducted only between the months of April and October. The survey may be conducted using a boat and view box that allows the observer to clearly observe the bottom. The survey should be conducted on a day that is not cloudy and there is minimal wind (5 knots or less).

Reporting.

The eelgrass survey report must contain the following minimum information:

1. Identification of all persons conducting the survey;
2. Inclusion of all credentials and experience of the senior person conducting the survey;
3. Clear description of the location surveyed;
4. Inclusion of the time, date, weather conditions, and the tidal stage during the survey;
5. Listing of sampling methods and equipment used;
6. A survey/site plan which clearly shows and defines the proposed dock, the eelgrass survey boundaries, and the parameters of any identified eelgrass beds;
7. General conclusions.

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Guidelines for Conducting a Shellfish Survey

Introduction.

Underwater lands containing shellfish are a significant natural resource and all practical measures should be taken to avoid the disturbance of shellfish beds. If significant shellfish resources are found and/or if the Village believes that such resources could potentially exist in the proximity of the proposed structure, the Village reserves the right to request that the Applicant conduct a Shellfish survey as outlined in this narrative. If such a survey is determined necessary, the dock application will not be determined complete prior to the submission and the Village acceptance of the survey as outlined below.

The area under investigation shall be deemed as being “significant habitat” to shellfish where shellfish sampling indicates a shellfish density per nine square feet greater than:

- a. One quahog;
- b. One clam;
- c. Three oysters; or
- d. Three mussels.

Shellfish surveys shall be performed in a manner consistent with the guidelines below. The survey must be done no more than two years prior to filing a dock application. Surveys not conducted in the manner prescribed shall not be considered complete. The result will be that the entire dock application will be deemed incomplete and will not be processed.

The Village may conduct random sampling to verify the accuracy of the densities determined in shellfish surveys. The Village or their representative may perform the verification.

Methods.

A NYS-licensed surveyor must stake the centerline location of the proposed dock. The staking will include a wooden stake placed at (1) the landward terminus of the proposed dock, (2) the MHW line, and (3) the MLW line. Additionally, a buoy should be placed offshore at the furthest offshore location of the dock. This buoy will be placed along the dock’s centerline and in-line with the 3 stakes previously discussed.

Samples shall be taken every five feet along the centerline of the proposed structure starting at mean high water, and extending to 35 feet beyond the end of the proposed structure. If the

transect line crosses a marsh at any point and a sample location falls on this portion of the line, it should be noted as "marsh" in the Shellfish Survey Report, but not sampled for shellfish.

If the project is for a major repair or replacement of an existing dock, samples shall be taken every five feet under the existing dock and/or float.

The sample area size should be one cubic foot (1 foot x 1 foot x 1 foot). The sediment shall be sampled from a one foot square open ended metal box (or equivalent) inserted one foot deep into the sediment. If one-foot depth cannot be achieved, this must be noted in the field notes and explained in the Shellfish Report.

Samples at each site should be placed in a sieve tray with one-fourth-inch mesh and sorted. All live animals shall be counted and measured. Additionally, dead or empty shells, litter and debris should also be noted. Photographs should be provided showing examples of the sediments and the shellfish obtained. The photographs should be included in the report and the accompanying narrative should explain where the photos were taken and the results. A description of the sediments shall be stated for each sample taken and should also be included in the shellfish report. All shellfish shall be replanted in the sample area from which they were taken.

Reporting.

Density calculations (for each species of shellfish found) shall be calculated according to the following formula: For each area sampled, the total number of shellfish found in samples taken must be divided by the number of one-square-foot samples taken (this gives number of shellfish per square foot). This number is multiplied by nine to give a density of shellfish per nine square feet.

The shellfish report must contain the following minimum information:

1. Identification of all persons conducting the survey;
2. Inclusion of all credentials and experience of the senior person conducting the survey;
3. Clear description of the location surveyed;
4. Photographs of the staked area, and offshore buoy;
5. Inclusion of the time, date, weather conditions, and the tide stage during the survey;
6. Explanation of sampling method;
7. Description of the sediments;
8. Inventory data obtained regarding numbers of dead shells and live shellfish;
9. Photographs of representative sample locations showing the sediments, shellfish and/or dead shells;
10. Results of the density calculation; and
11. General conclusions