



**Village of Camillus**  
 37 Main Street, Camillus, NY 13031  
 Phone: (315) 672-3483, Fax: (315) 672-5323  
 Email: codes@villageofcamillus-ny.gov

**Site Development Permit Application**

All applicable sections of this application must be completed or the application will be returned.

**OFFICE USE ONLY**

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

**PROPERTY LOCATION & OWNER**

PROPERTY ADDRESS		TAX MAP NO.	ZONING
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

**APPLICANT**  Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

**PROJECT DETAILS**

PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other:		ESTIMATED COST OF ALL WORK \$
DESCRIPTION OF PROPOSED WORK		
Has planning board approval been obtained for this project?		Has a SWPPP been prepared?
Is the project within 100' of any wetlands?		Is the project in a flood hazard zone?
Will the project (ultimately) cause the disturbance of one or more acre of soil?		Disturbance Area (sf/ac):

**CONTRACTOR**

**DESIGN PROFESSIONAL**

COMPANY NAME		NAME	
ADDRESS		ADDRESS	
CONTACT NAME	PHONE	PROFESSION <input type="checkbox"/> RA <input type="checkbox"/> PE <input type="checkbox"/> Other	PHONE
EMAIL		EMAIL	
TRAINED SWPPP EMPLOYEE NAME		PHONE	
NYSDEC SWT#		E-MAIL:	

**APPLICANT CERTIFICATION**

I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I understand I am responsible to ensure that any erosion, runoff and siltation control measures are in place and maintained and that in no case shall work commence until such measures have been approved by the code official. I understand I am responsible to ensure that the required infrastructure inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

# Site Development Permit Application Procedure

## Village of Camillus

37 Main Street, Camillus, NY 13031

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- A) Complete all applicable sections of this Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application (Some may not be applicable to your project):
  - A copy of your property survey indicating the project location with dimensions
  - A complete description of the project
  - Details on the erosion, runoff and siltation control measures to be installed
  - Contractor Insurance Certificates with the Village of Camillus as certificate holder:
    - General Contractor's Liability Insurance Certificate
    - General Contractor's Workman's Compensation Insurance Certificate or exemption
  - Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
  - General Contractor's Disability Insurance Certificate
  - A Stormwater Pollution Prevention Plan (SWPPP) and NYSDEC Notice of Intent for Construction Activity are required for projects that include 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 activities may take place at different times on different schedules.
- D) Projects disturbing less than an acre typically take 3-5 days to review.
- E) The erosion, runoff and siltation control measures must be installed, inspected and approved before work can commence. The permit fee will be doubled if work is started without an approved permit.
- F) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted, provided that such an application shall be made in writing prior to the end of the first year and good cause is shown. An extension request may require review by the Zoning Board of Appeals.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.
- H) The applicant shall be responsible for:
  1. Calling 811 before bringing heavy equipment on site or excavating.
  2. Erosion, runoff, and siltation control measures in accordance with the New York State Stormwater Management Design Manual.
  3. Dust, mud, and debris control on public highways.
  4. Screening for surrounding areas, if required.
  5. Reclamation, including suitable replacement of ground cover, topsoil and seeding.
  6. The entire cost of reclamation should agents of the Village be required to complete said reclamation.