



COUNTY OF NASSAU
 DEPARTMENT OF PUBLIC WORKS
 1194 PROSPECT AVENUE
 WESTBURY, NEW YORK 11590-2723

NYS GML §239-F Review Initial Submission Checklist

This checklist outlines the required documents and information that must accompany projects for their initial submission for a 239-f review. A checkmark should be made next to each item's box on the below list and once completed, this form must be signed and sealed by a New York State licensed professional engineer or architect and notarized. Applications will not be accepted unless a checkmark can be provided next to each item, or a description indicating as to why you are unable to provide the required item. Any item or detail that is not applicable to the application please indicate so.

THE FOLLOWING MUST BE COMPLETED PRIOR TO SUBMITTING AN INITIAL APPLICATION FOR 239-F REVIEW:

<input type="checkbox"/> Referral Form	Provide a signed <i>New York State General Municipal Law §239-F Municipal Referral of Application Form</i> from the local municipality.
<input type="checkbox"/> Signed and Sealed Full Civil Site Plan Package	Provide full digital set of the full civil site plan package that is signed and sealed to 239f@nassaucountyny.gov
<input type="checkbox"/> Fees	<ul style="list-style-type: none"> - Initial Submittal Fee Check in the amount of <u>\$1,500.00</u>. - Cost of Construction Affidavit An accurate breakdown of the total construction cost for this project, outlining estimates for all site work, the core/shell of the building(s) or structure(s), and all right-of-way work. Cost of Construction Total: \$ _____. - 239f Approval Fee Check Amount indicated on the Cost of Construction affidavit, multiplied by 0.75%. This fee is applicable when the project cost of construction exceeds \$250,000.00. 239f Approval Fee Amount: \$ _____. <p style="text-align: center;">All checks to be made payable to: <u>NASSAU COUNTY TREASURER</u> <small>*Include the property address/location and a phone number on the memo line of the check(s).*</small></p> <p style="text-align: center;"><u>All fees are to be hand delivered or mailed to:</u> NCDPW Permits Office - Room 102 1194 Prospect Avenue, Westbury, NY 11590</p>
<input type="checkbox"/> If application is part of a subdivision, provide the following information:	<input type="checkbox"/> Minor Subdivision (2 to 4 lots) <input type="checkbox"/> Major Subdivision (5 or more lots) - Nassau County Planning Commission Resolution No. _____

IMPORTANT NOTES:

- In addition to submitting the items in the checklist below, please review the civil site water resources comment sheets, “drainage requirements for 239f review on-site storage of storm water” and traffic comment sheet **before** the preparation civil/site engineering plan set. These documents can be found at the following webpage: <https://www.nassaucountyny.gov/4857/239-F-Plan-Reviews>
- **The undersigned licensed design professional/project representative is to be the single, authorized point of contact with the 239f administrator.** Unauthorized persons with inquiries regarding this application will be directed to the authorized licensed professional named on this application.
- Hard copies of the plan set or a flash drive containing digital files of the plan set will **not** be accepted.
- A building permit **must** be obtained by the Town/City/Village **prior to** any construction related to this project.
- **Prior to performing any site work or construction work within NCDPW’s right-of-way**, please contact the Permit Office at 516-571-6840 to schedule a Pre-Construction meeting and to submit and secure a Road Opening Permit.
- **Resubmittal Fee(s)** – Should the cost of construction be less than \$250,000.00, the applicant is charged \$740.00 per resubmittal. The resubmittal fee is requested at the time of approval and due before the release of approved plans.
- **Traffic Impact Fee** (if applicable) - As per Nassau County Local Law §9-16, Ordinance §180-16, a Transportation Impact Fee (TIF) is required for future transportation needs resulting from the proposed site. The TIF is to be determined upon review of the site plan.
- **Any deviation from the NCDPW Approved Civil Plan Package requires an amended plan set submitted to our office for review and approval.**

**THE FOLLOWING MUST BE INCLUDED IN THE COMPILED
CIVIL SITE PLAN PACKAGE PROVIDED FOR 239-F REVIEW:**

TITLE PAGE:

- Seal and signature of NYS registered design professional
- Project title, including property type and use
- Description of Project Scope of Work – to include existing and proposed conditions
- Address, including section, block, and lot number(s)
- Nassau County General Notes
- Nassau County Pavement Marking Notes
- General project notes
- Key map
- Legend – a legend shall be on each sheet to include all existing and proposed symbols, line weights, etc. utilized **as they apply to each sheet**
- Drawing list
- Owner/Operator contact information

- Engineering/Architecture firm contact information

PAGE 2 – EXISTING/REMOVALS SITE PLAN:

- Seal and signature of NYS registered design professional
- Title, page number, scale (Engineer's), north arrow, legend
- Roadway jurisdictions for each roadway shown on plans
- Survey – showing meets and bounds with distance to nearest intersection, including the entire County and Town right-of-way, property line to property line on which the property has frontage, and also including the full width of all roadways to include curb-cuts on the opposite side of the street to ensure no conflicts for any proposed signs/utilities
- Structures – all buildings, kiosks/booths, garages, sheds, decks/patios, pools
(Gas Stations - Pump islands, tanks, tank pads, canopies, vents)
(Restaurants/fast food – Drive-through queues, menu boards, pick up location, post pick up queue)
- Hardscape – existing driveways, curbs, curb aprons, curb returns, sidewalks, walkways, handicap ramps, mow strips
- Utilities – water, gas and sewer connections and infrastructure, on-site sanitary systems, oil or gas tanks if not enclosed in a structure, utility poles, light poles, fire hydrants, drainage structures along County right-of-way
- Traffic – All existing traffic signal equipment and pavement markings, including but not limited to:
 - Traffic signals, mast arms, span wire, traffic controller, conduit, loops, traffic pullboxes, pedestrian buttons and signals, signs, bus stop locations
- All existing signs within the County right-of-way are to be called out and labeled
- Pavement markings including all lane lines, arrows, crosswalks, hatching. Existing pavement markings are to be labeled as per Nassau County Pavement Marking Notes abbreviations
- Parking – show all on-street parking, on-site parking stalls, lane lines, arrows stop bars, crosswalks, handicap stalls

PAGE 3 – PROPOSED SITE PLAN:

- Seal and signature of NYS registered design professional
- Proposed changes shown in darker/heavier line weight overlaid on the existing conditions
- Proposed parking on-site must adhere to the following standards:
 - Minimum of 3' between property line and roadway curb or sidewalk to perpendicular or angular parking
 - When parking is along property line, a permanent physical barrier must be installed. No part of a car can encroach into the County right-of-way or sidewalk including bumper overhang and open doors
 - Minimum of 20' between the property line and the first parking stall for on-site parking parallel to a Nassau County road

- If there is only one access/curb-cut to on-site parking, the first parallel parking stall is to be a minimum of 1’ from the property line and a physical barrier must be installed (ie: curb) to provide separation
- If more than two curb cuts exist (typically corner property), 20’ shall be provide from the property line to the edge of the parking space(s)
- Show proposed driveways/curb-cuts/curb returns and indicate if any existing curb-cuts are to be closed or modified – Check all which are applicable
 - All proposed site access points shall be a minimum of 100’ from a signalized intersection
 - Driveway distance to property line – existing curb-cut 3’, proposed curb-cut 5’
 - Driveway apron distance to utility pole, signs, hydrants, drainage structure, etc. is to be a minimum of 3’ from the edge of the splay to the edge of the utility/feature
 - Driveway curb return distance to utility pole, signs, hydrants, etc. is to be 3’ from end of curb radius or ramp radius to edge of feature/structure
 - Residential: 13’ – 20’, excluding splays
 - Commercial for Two-Way Traffic: 30’ – 40’, excluding splays
 - Commercial for One-Way Traffic: 20’, excluding splays

Note: If curb-returns are proposed (used for shopping centers, higher traffic volume locations) maintain above widths and provide 20’ corner radii and for signalized intersection(s) provide 30’ corner radii
- Provide proposed ADA ramp isometric detail with dimensions, existing utilities and spot elevations. Specify NYS ADA ramp type.

Note: All ramps, and landings shall be within Nassau County right-of-way. If site is a corner property, existing, non-ADA compliant handicap ramps must be replaced to conform to the latest ADA standards and NYSDOT curb ramp design standards within the right-of-way.

 - A 4’x4’ minimum, 5’x5’ preferred, landing/turning space must be provided for ADA compliant ramps. At corner ramps, if there is currently not enough space for the landing in the right-of-way, provide a dedication to Nassau County to allow for the installation of a new ramp to meet current ADA guidelines
- If ‘No Left Turn’ or ‘Right Turn Only’ restrictions are necessitated for the safety of vehicles entering and/or exiting the site, the signs shall be properly installed as per the MUTCD and NYS Supplement.
 - *Per the New York State Vehicle and Traffic Law (NYS VAT) Title 8, Article 39, §1640, Notes 2 and 6 and Article 41, §1660, Notes 13 and 18, the local city/town/village by local law, ordinance, order, rule or regulation is responsible for traffic regulations prohibiting the turning of vehicles or specified types of vehicles at intersections or other designated locations. **Therefore, provide documentation of correspondence with local municipality, including the final determination on the proposed turning restriction recommendations.***
 - Municipality: _____
 - Final Determination: _____

PAGE 4 – GRADING AND DRAINAGE:

- Seal and signature of NYS registered design professional

- Show 1ft contour lines (sites exceeding 1 Acre Show 2 ft contour)
- Existing topo survey in gray
- Existing drainage infrastructure in gray
- Proposed topo in Bold
- Top of Curb and Bottom Of curb elevations along Curb Line in ROW and on site.
- Spot elevations shown at property line both sides of Driveways and walks and center of driveways.
- Proposed drainage infrastructure in bold including, Wells, catch basins, inlets, infiltration chambers, connections, swales, and Drainage reserve areas.
- Line types and symbols should be clearly defined and must include a legend.
- Estimated existing storage volume calculations
- Proposed storage volume calculations
- Provide onsite storage for 8" of stormwater runoff from the tributary area
- The required stormwater volume should be determined by using applicable runoff coefficients. Run-off coefficients are 1.0 for impervious areas and 0.3 for grass or landscaped areas.
- Storage Waiver:** Provide onsite storage for 5" of stormwater runoff from the tributary area.
 - The Department of Public Works is aware that site conditions may exist that could affect the potential of providing the storage required by Nassau County's review. A waiver of the storage requirement can be requested. A letter outlining the hardship is to be forwarded with plan submittal for consideration. The letter shall include the following information:
 - Volume of stormwater runoff to be retained onsite.
 - Destination of storm water overflow from property.
 - Municipality responsible for accepting the overflow.
 - Justification for the failure to meet the County's storage requirement.
 - A brief description shall also be added to the Grading and Drainage plans under the calculations.
- R.O.W. Sidewalk Cross Slope does not exceed 1.5% by design and 2% for work acceptance.
- Adequately provide proposed spot elevations and/or contour lines to clearly demonstrate water flow. Show high points at the Property Line (minimum of a 2% pitch) to establish storm water runoff is being collected in on-site drainage structures. Clearly show grade elevations that are existing to remain and proposed.
- Driveway gradient profiles shall conform with the latest NYSDOT Residential and Minor Commercial Driveway Standard Sheets.
 - Proposed driveway and County roadway elevations are to be clearly shown on the grading and drainage plan. The proposed driveway gradient shall demonstrate safe vehicular access and pedestrian travel across driveway. A profile(s) plan may be required.
 - Roadway grades shall be shown by centerline elevations, water line grades and top of curb grades.
 - Driveway Profile shall show locations of proposed drainage structures and proposed drainage pipe. Information shall be consistent.

- Provide proposed ADA ramp isometric detail with dimensions, existing utilities and spot elevations. Specify NYS ADA ramp type.
 - Provide spot elevations on ramp(s) drop curb, edges of flares, and each corner of ramp and landing area. ADA isometric ramp(s) detail shall clearly indicate scale and dimension.
 - Proposed or existing elevations shall demonstrate that there will be no ponding occurring within the pedestrian path of ramp.
 - All ramp construction shall be monolithically poured with curb.
- Provide geological boring charts and boring locations on plans
- Indicate elevation of groundwater
 - Bottoms of drywells, linear storm chamber beds, etc., should be a minimum distance of 2' above encountered groundwater.
- Drywells are to be installed with a 3' collar consisting of appropriate graded leaching material acceptable to the Municipality holding jurisdiction.
- Separation distances of drywells, linear storm chambers, on-site sewage disposal devices, etc., from building structures, and on-site surface or subsurface utilities shall be determined by design professionals and shall follow the requirements of the Nassau County Department of Health and the local building municipality. NCDPW requires that any infiltration device maintain a 10' minimum setback from property line. Set back dimensions shall be indicated on plans.
- Floor drains and Trench drains require their own drywells and shall be shown on plans.
- Trench drains and catch basins on the Property Line are not permitted. The location of trench drains shall be a minimum of 10' from the property line and set at a low point.
- Excavations for drywells shall extend to a depth were a minimum of 6' of good leaching material occurs.
- The maximum depth of drywells and/or diffusion wells is 25'. If suitable leaching material does not occur within the 25', the excavation shall extend 6' into suitable material and the hole shall be backfilled with graded material to the proposed bottom elevation of the drywell.
- Inlet elevations for all structures as well as piped inverts for all connections shall be clearly shown on plans.
- Any proposed drain or conveyance apparatus whether on the surface or subsurface, which allows stormwater discharge entering the MS4 is prohibited. Illicit connections, hazardous activities and discharges are prohibited entering the MS4. All existing connections to the MS4 shall require a permit.

PAGE 5 – SEDIMENT AND EROSION CONTROL PLAN

- Seal and signature of NYS registered design professional
- Include details to be enacted during construction to prevent or limit the migration of sediments from the site as a result of construction practices. The plan shall also include details showing the protection measures to be utilized to prevent sediment contamination of any onsite or applicable offsite drainage structures. The methods proposed shall conform to the “New York State Stormwater Management Design Manual” and the “New York Standards and Specifications for Erosion and Sedimentation Control”. The institution and enactment of these measures during construction is solely the responsibility of the Developer.

- Specific methods and materials employed in the installation and maintenance of erosion control measures shall conform to the “New York State Guidelines for Urban erosion and Sedimentation Control”.
- Sedimentation barriers (silt fence, hay bales or approved equal) shall be installed prior to any grading work along the limits of disturbances and shall be maintained for the duration of the work. No sediment from the site shall be permitted to wash onto adjacent properties or roads. Where sedimentation barriers are required adjacent to streams, ponds or tidal areas, the silt fence is to be supported by a temporary metal post and chain link fence.
- Section 402 for Storm Water Discharges from Construction Sites involving the disturbance of one or more acres of land, SPDES General Permit GP-02-01, a Notice of Intent (NOI) is to be filed with the New York State Department of Environmental Conservation. It is the responsibility of Developer or Engineer to determine if the project falls within the requirements of this program. If it is determined an NOI is required, the Developer or the Engineer will be responsible for including measures required by compliance within the plan documents . The following note is to be included on the plans:
 - *I certify that I have read or have been advised of the permit conditions and believe I understand them. I am aware of the requirements of the SPDES General Permit No. 02-01 for Storm Water Runoff from the construction activity and will comply with the preparation of a Notice of Intent (NOI), Sedimentation and Erosion Control Plan and Storm Water Pollution and Protection Plan.*

PAGE 6 – EXCAVATION PROTECTION

- Seal and signature of NYS registered design professional
- Tie backs are prohibited from being installed underneath county roads.
- All Support of Excavation (SOE) methods shall remain within the applicants’ property line.
- Any damage occurring during excavation and construction outside the property line shall be restored to equal or greater than existing conditions.

PAGE 7 – AUTOTURN, ON-SITE TRAFFIC CIRCULATION, AND SIGHT DISTANCE

- Seal and signature of NYS registered design professional
- Provide AutoTURN for the following:
 - All vehicle types anticipated to utilize the site
 - Adequacy of traffic circulation within the site for all vehicle types
 - Entering and exiting maneuvers for each vehicle type
 - **AutoTURN to show passenger vehicles turning into and out of the site without encroaching into any other lane of traffic**
 - Appropriate vehicle profile details from AASHTO
- Queuing space for 7 vehicles on site prior to the menu board, if applicable
- Provide the following information per AASHTO’s intersection sight distance (ISD) requirements:
 - Dimensioned sight lines/triangles with pavement markings extended to the full length of sight lines/triangles
 - Sight lines on Landscape Plan (if provided) and remove any landscape whose mature height and width obstructs sight lines or grows into the right-of-way
 - If sight line analysis results in parking restriction recommendations to improve sight distance

entering/exiting the site, show all required proposed on-street parking restrictions (ie: pavement markings and signage) that fall within sight lines.

- Per the *New York State Vehicle and Traffic Law (NYS VAT) Title 8, Article 39, §1640, Notes 2 and 6 and Article 41, §1660, Notes 13 and 18*, the local city/town/village by local law, ordinance, order, rule or regulation is responsible for traffic regulations prohibiting the turning of vehicles or specified types of vehicles at intersections or other designated locations and is responsible for prohibiting, restricting or limiting the stopping, standing, or parking of vehicles. **Therefore, provide documentation of correspondence with local municipality, including their final determination on the proposed parking restriction recommendations.**
- Municipality: _____
- Final Determination: _____
- A summary table that includes:
 - Existing speed limit
 - 85th percentile speed utilized for ISD sight distance calculation
 - 85th percentile speed to be obtained from NYS Traffic Data Viewer (<https://gisportalny.dot.ny.gov/portalny/apps/webappviewer/index.html?id=28537cbc8b5941e19cf8e959b16797b4>)
 - If there is no 85th percentile speed available on the website, utilize and show empirical data collected as the 85th percentile speed AASHTO's ISD individual requirements for left- and right-turns, respectively

PAGE 8 – UTILITY PLAN

- Seal and signature of NYS registered design professional
- All existing and proposed utilities, including but not limited to sewer, gas, water, electric, or traffic signal equipment
- Locations for utility connections and disconnects
- Limits of restoration
- All existing and proposed traffic signal equipment
- Indicate if any interconnect cable or loop detectors are to be broken during construction or restoration

PAGE 9 – LANDSCAPING

- Seal and signature of NYS registered design professional
- Show and call out all existing landscaping to be removed, if applicable
- Show all proposed landscaping scaled to mature width
- Provide landscape table including mature height and width
- Show sight distance triangles on Landscape Plan based on mature widths of plantings and remove any landscape that obstructs sight lines
- Designate landscaping responsibility – note that no plantings are to be proposed within the County right-of-way

- Show removal of any plantings or trees within the County right-of-way, if applicable

PAGE(S) 10(+) – **DETAILS**

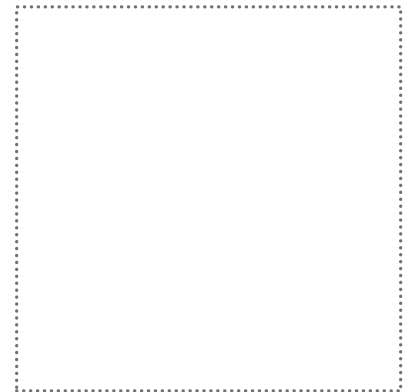
- Seal and signature of NYS registered design professional
- All details labeled on-site or in Nassau County R.O.W.
- Nassau County standard details or, curbs, aprons, sidewalks, driveways, pavement restoration
- Details shall include “For use in Nassau County ROW” in the title description.

Example: Typical Curb Detail
 (For use in Nassau County R.O.W.)

- Town Standard details with appropriate jurisdiction labeled and location to be used
- On-site standard details
- Drainage structure details
- Sanitary details
- Erosion and sediment control details
- NYSDOT Driveway (if applicable) and ADA Ramp type(s) details

I, the authorized, licensed design professional for this project, hereby certify that the plans provided have been created using the format described in the above pages and they include each individual item and detail listed above, unless otherwise noted.

Signed, _____
 (Print Name) (Signature)



Licensed Professional Seal/Stamp

Sworn to before me this _____ day of _____ 20_____

Notary Public Signature



Notary Public Seal/Stamp