

# Buena Vista Water Supply Protection District (WSPD) Permit Application

Applicant Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

**If the owner of the land is different from the applicant, the landowner must submit written authorization with this application.**

Property Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Legal description of the lot, tract, parcel or other land upon which the development or activity is to occur:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Three (3) copies of each of the following documents must accompany this application to deem it complete:**

1. A written narrative describing the development activity for which the permit is being sought, including a general identification of the environmental characteristics of the subject land and surrounding area.
2. A vicinity map showing the land on which the proposed development is to occur and all lots, tracts, parcels, or other land adjacent thereto, and illustrating any wetlands, lakes, ponds, springs, water courses or other bodies of water and water wells.
3. A boundary and improvements survey of the land subject to the application prepared by a licensed surveyor or engineer at a scale of one inch equals not more than fifty feet (1" = 50'), and illustrating the location of all proposed development activity and existing structures.
4. A listing and copy of all federal, state, or local permits or approvals required or obtained for implementation of the development activity.
5. A detailed description of the impacts or potential impacts the development activity may have on existing vegetation, trees, and groundcover.
6. A detailed description of the impacts or potential impacts the development activity may have on soils, inclusive of a description of the nature and condition of existing soils and any planned grading, excavation, filling or surfacing.
7. A detailed description of the impacts or potential impacts the development activity may have on existing drainage patterns and land contours, inclusive of comparative run-off and absorption calculations for the subject land and any impacted adjacent land, both pre- and post-development.
8. A detailed description of any proposed wastewater or sewage disposal system to be installed and a copy of the design/engineered plans for same.
9. A detailed description of any proposed water supply/delivery system to be installed, inclusive of water source and/or aquifer and anticipated consumptive use, and a copy of the design/engineered plans for same.
10. A detailed description and copy of any and all mitigation plans or measures addressing impacts resulting from the development activity to surface and subsurface water sources, wetlands, vegetation and trees, soils, drainage and slopes.

11. The identification of any activity to be undertaken by the applicant as part of the development that presents, or may present, a foreseeable risk of pollution or injury to the Town's water sources, supply, or waterworks, along with a specific description of the best management practices designed to eliminate or minimize such risk(s) to the maximum extent feasible.

12. Such additional information as the applicant or Town may deem necessary to fully evaluate the proposed development and/or demonstrate or explain why a watershed permit should issue.

Duration of permit requested: \_\_\_\_\_

**OWNER AND APPLICANT READ CAREFULLY BEFORE SIGNING**

This application is not complete until all required and requested information has been filed with the Town of Buena Vista and all permit fees are paid. The basic permit application fee is \$150.00 to be paid with the filing of your initial application. The application will not be approved without requested information and fees. By signing the application, the applicant acknowledges that he/she has had an opportunity to become familiar with Ordinance No. 5, Series 1999; Ordinance No. 1, Series 2000; Ordinance No. 16, Series 2003; Ordinance No. 4, Series 2007 establishing the Buena Vista Water Supply Protection District. The applicant understands that all costs incurred by the Town in processing their application, inclusive of the costs for outside professional services or consultants necessary to evaluate an application, shall be paid by the applicant, inclusive of testing, engineering, inspection and legal fees. Within ninety (90) days following receipt of the complete application and weather permitting for any necessary site visits or inspections, the Public Works Director shall determine whether the permit application should be granted or denied. The issuance of a permit may be conditioned upon the applicant's compliance with such mitigation measures, financial security, performance standards or time deadlines, or such other terms and conditions as the Public Works Director may deem necessary to ensure protection of the Town's water supply sources, watershed and/or waterworks from pollution, disruption or damage. Failure by the applicant to accept or timely adhere to such terms and conditions shall constitute cause to deny or revoke the permit. An applicant dissatisfied with a decision or order made by the Public Works Director may pursue an appeal of same to the Town Board of Trustees by following the provisions outlined in Ordinance No. 5, series 1999, Sec. 13.26, Buena Vista Municipal Code.

**BOTH OWNER AND APPLICANT MUST SIGN THIS APPLICATION:**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR TOWN USE ONLY**

Date initial application filed: \_\_\_\_\_ Completed application filed: \_\_\_\_\_

Application fees received: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Additional fees received: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information required by Public Works Director: Yes \_\_\_\_\_ No \_\_\_\_\_

Date additional information filed: \_\_\_\_\_

Approved Expiration of permit: \_\_\_\_\_  Denied

Date: \_\_\_\_\_ Public Works Director: \_\_\_\_\_

Conditions of approval: \_\_\_\_\_  
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