

EDWARD P. MANGANO  
COUNTY EXECUTIVE



SHILA SHAH-GAVNOUDIAS, P.E.  
COMMISSIONER

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

NEW YORK STATE GENERAL MUNICIPAL LAW § 239-f  
MUNICIPAL REFERRAL OF APPLICATION

Referral Date: \_\_\_\_\_

Referring Municipality Name: \_\_\_\_\_ SELECT ONE: CITY, TOWN, VILLAGE

Referring Agency Application # / ID: \_\_\_\_\_  
(Other than the property address / enclose a photocopy of related form)

Property: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

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

Property Owner's Name/Address: \_\_\_\_\_

Phone # \_\_\_\_\_

*The Engineer submitting plans for review under NYS GML § 239F must provide plan drawings to the County which comply with current requirements under the following:*

- Clean Water Act,
- American with Disabilities Act (ADA)
- Manual on Uniform Traffic Control Devices and NY State supplement (MUTCD)
- Association of State Highway and Transportation Officials (ASHTO)
- 10 State Standards for Sanitary Sewers
- Nassau County Specifications for Civil, Traffic, Storm water and Sewers.

Property Owner's Authorized Project Representative: (i.e. Engineer, Project Manager, etc.)

Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Is/was the subject property involved in a recent (past 3 years) subdivision application? If so, please indicate the following:

Subdivision Map Name: \_\_\_\_\_ Subdivision Application #: \_\_\_\_\_

Approving Agencies: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Submitted herewith are five (5) sets of site plan drawings for NCDPW review.

These plans indicate the property lines, dimensions depicted in Feet & decimal Feet, Compass North arrow, plat scale, detail scale(s), parcel identification(s), existing conditions and proposed land-use, utility connections, building setbacks, grading with references to street grades, means of onsite stormwater retention, locations of existing and proposed sidewalks, curb, curb-cuts, driveways, layouts of parking, vehicle ingress / egress, traffic control and safety features.

Referring Agency Contact: Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**(HAND DELIVERIES MUST BE ACCOMPANIED BY A SIGNED LETTER FROM THE AUTHORIZING MUNICIPALITY)**

Fees – Please indicate: Checks made payable to "NASSAU COUNTY TREASURER"

Estimated Construction Cost Fee to be provided directly to the County by the applicant along with Notarized affidavit of expected construction costs completed by the project engineer. Fee must be submitted prior to release of plans to the municipality *Cost of Construction fee = 0.75 % of total Construction cost for projects over \$250,000.00 – if the property is not a recent subdivision (indicate above)*

- \_\_\_\_\_ Initial Submission (\$1,500.00 Fee Enclosed)
- \_\_\_\_\_ Resubmission 239F # \_\_\_\_\_ (\$740.00 Fee Enclosed, Not due if Cost of Construction fee is paid)