

# COUNTY OF SUFFOLK



STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING  
DIVISION OF PLANNING AND ENVIRONMENT

## SUFFOLK COUNTY FARMLAND COMMITTEE

JOANNE MINIERI  
DEPUTY COUNTY EXECUTIVE AND COMMISSIONER

SARAH LANSDALE  
CHAIRPERSON, SCFC

### SUFFOLK COUNTY PURCHASE OF FARMLAND DEVELOPMENT RIGHTS PROGRAM

#### *Special Use Permit Application for Special Events for “Minor and Routine Agricultural Practices”*

This application form is to be completed by the landowner(s) or applicant(s) seeking permission for a “Minor and Routine Agricultural Practices” special event on agricultural land to which the County has purchased farmland development rights. Attached to this application is a “List of Minor and Routine Agricultural Practices” permit items that are eligible for review by staff of the Division of Planning and Environment. Information contained in this completed application form will be used by staff to evaluate requests and make permit decisions pursuant to Chapter 8-4.G.(5) of the Suffolk County Administrative Local Laws.

Each application shall include a \$100.00 non-refundable application fee, pursuant to § 8-8(F) of the Suffolk County Administrative Local Laws. Checks should be made payable to the *Suffolk County Treasurer*. Applications submitted without the application fee shall be deemed incomplete.

Applications should be sent to the address below:

Suffolk County Farmland Committee  
Ms. Sarah Lansdale, Director  
Suffolk County Department of Economic Development and Planning  
Division of Planning and Environment – 2<sup>nd</sup> Floor  
P.O. Box 6100  
Hauppauge, NY 11788-0099

In order to process your application as quickly as possible, we suggest that you use the checklist on the last page of this application to make sure you include all of the required information.

Please fill in the landowner's information requested below:

<b>LANDOWNER NAME (If the landowner is not an individual, identify the representative of the entity specified below)</b>		
<b>ENTITY NAME (i.e., Land holding company, L.L.C., etc.) (If applicable)</b>		
<b>MAILING ADDRESS (Include Street No. and Name, Apt. No., and/or P.O. Box No.)</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIPCODE</b>
<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>		

If the applicant or operator is different than the landowner, please include the applicant's information below:

<b>APPLICANT NAME (If the applicant is not an individual, identify the representative of the entity specified below)</b>		
<b>ENTITY NAME (i.e., Official business name of applicant/farm operator) (If applicable)</b>		
<b>MAILING ADDRESS (Include Street No. and Name, Apt. No., and/or P.O. Box No.)</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIPCODE</b>
<b>TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>		

Enter the name of the operation (e.g., Smith Family Farm) and the physical address of the subject parcel in the space provided below:

<b>NAME (d/b/a)</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIPCODE</b>



g. Plan for parking (*Depict on the site plan*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. What will be done to minimize disturbance to the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For all permit requests, please attach a site plan, drawn to scale for the Special Event. Please also include floor and elevation plans, if applicable. The Applicant may also choose to include additional information (photos, diagrams, environmental reviews, letters of support, etc.) that will help the Division of Planning and Environment and the Farmland Committee assess your application.

*Please Note: In addition to Division of Planning and Environment approvals, the applicant must receive approvals from all other applicable regulatory agencies, and shall be responsible for compliance with all applicable federal, state, county, town, and village regulations, rules and guidelines.*

If there is anything else you would like staff to be aware of when considering your application, you may include it in the space provided below:

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

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**LANDOWNER CERTIFICATION & AUTHORIZATION OF APPLICATION**

I, \_\_\_\_\_ (print full name), the undersigned, certify that I am the owner of the land identified in this application and authorize the submission of this application by either myself, my attorney \_\_\_\_\_ (print full name, if applicable) or a lessee/tenant \_\_\_\_\_ (print full name, if applicable) or a designated agent \_\_\_\_\_ (print full name, if applicable). I, the undersigned LANDOWNER, certify that this application form including any attached documentation constitutes a true statement of facts to the best of my knowledge.

LANDOWNER Signature \_\_\_\_\_

**ATTORNEY CERTIFICATION (If applicable)**

I, the undersigned ATTORNEY \_\_\_\_\_ (print full name), certify that this application form, including any attached documentation, constitutes a true statement of facts to the best of my knowledge.

ATTORNEY Signature \_\_\_\_\_

**LESSEE/TENANT CERTIFICATION (If applicable)**

I, the undersigned LESSEE/TENANT \_\_\_\_\_ (print full name), certify that this application form, including any attached documentation, constitutes a true statement of facts to the best of my knowledge.

LESSEE/TENANT Signature \_\_\_\_\_

**DESIGNATED AGENT CERTIFICATION (If applicable)**

I, the undersigned DESIGNATED AGENT \_\_\_\_\_ (print full name), certify that this application form, including any attached documentation, constitutes a true statement of facts to the best of my knowledge.

DESIGNATED AGENT Signature \_\_\_\_\_

**Please Use the checklist below to ensure you have included all the necessary items:**

- \$100.00 Application fee
- Landowner Name and Information
- Operator Name and Information (if different from landowner)
- Name of the Operation and Physical Address of subject parcel(s)
- Tax Map Information (SCTM#(s))
- Detailed* description of the special event
- Site Plan Survey
- Floor and elevation plans (if applicable)
- Written permission or Certification Statement from the landowner authorizing the lessee/tenant, attorney, or agent (e.g., relative) to represent the application and confirming that the landowner authorizes the proposed application (if applicable)
- Certification Statement from the landowner/attorney/lessee/tenant/agent certifying the information contained in the application.
- Any *additional* supporting documentation (photographs, environmental reviews, letters of support, etc.)

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### **LIST OF MINOR AND ROUTINE AGRICULTURAL PRACTICES FOR REVIEW AND DETERMINATION BY DIVISION OF PLANNING AND ENVIRONMENT STAFF** *(Adopted by SCFC Res. No. FC-37-2015)*

Pursuant to Chapter 8, Section 8-4.G.(5) of the Suffolk County Code, the staff of the Division of Planning and Environment will review applications and issue permits for the “Minor and Routine Agricultural Practices” listed below and proposed on Suffolk County Farmland Purchase of Development Rights lands. Should staff deem it appropriate, an application regarding an activity listed below may be brought before the Suffolk County Farmland Committee for review and permit determination. Landowners are still responsible and are required to file a complete Agricultural Development/Special Use Permit Application or a Special Use Permit Application for review by Division of Planning and Environment Staff. As with all approved permits, landowners shall be responsible for compliance with all issued permit conditions, the deed of development rights, the contract of sale, and all applicable federal, state, county, and town regulations, rules and statutes.

**1. Deer Fencing for the purposes of deer control, as specified by NRCS-NY FOTG CTA Construction Specification 382A – Fence – Woven Wire Deer Control (revised 10/07/2009)**

Staff will review and issue a preliminary permit that will be effective for one year with the condition that final approval be obtained from the Suffolk County Soil and Water Conservation District (SWCD) office and/or Natural Resources Conservation Service (NRCS) office in Riverhead. Prior to the preliminary permit’s expiration date, a letter of approval from SWCD and/or NRCS will be provided to the Suffolk County Division of Planning and Environment confirming that the deer fence structures have been built according to the most up-to-date NRCS Deer Fencing Specifications. At that time, a final permit will be issued by staff of the Division of Planning and Environment.

Please note: If a landowner wishes to install deer fencing that does not meet the most up-to-date NRCS Deer Fencing Specifications, they will need to file an Agricultural Development/Special Use Permit Application for review and approval by the Suffolk County Farmland Committee.

**2. Demolition of an existing structure, under the condition that all demolition debris must be removed off-site**

Staff will review and issue a permit and require that the applicant obtain a permit from the Town or Village for such demolition activities. If there are stormwater and erosion control issues, staff may refer the applicant to the Suffolk County Soil and Water Conservation District and/or Natural Resources Conservation Service for further review prior to permit issuance.

3. **Modification of permits that have been previously approved by the Committee, and have not expired, to re-locate a proposed improvement(s) by not greater than a total of 25 feet in any direction**

Staff will review and issue a permit.

4. **Wooden split-rail fencing (2-rail; maximum of 4 feet in height) that does not obscure views of the subject property, for the purposes of restricting trespassing**

Staff will review and issue a permit.

5. **A Special Event that is the same as one previously reviewed and issued a permit by the Suffolk County Farmland Committee or County staff. A Special Event that is scaled back in size or intensity of use would also be considered.**

Staff will review and issue a permit.