



**TOWN OF SHELTER ISLAND**  
**38 North Ferry Road**  
**P.O. Box 1549**  
**Shelter Island, New York 11964**

**AMBER WILSON**  
TOWN CLERK  
REGISTRAR OF VITAL STATISTICS  
FREEDOM OF INFORMATION OFFICER  
RECORDS ACCESS OFFICER  
NOTARY PUBLIC

OFFICE (631) 749-1166  
FAX (631) 749-3436  
[townclerk@shelterislandtown.gov](mailto:townclerk@shelterislandtown.gov)  
<https://www.shelterislandtown.gov>

**APPLICATION FOR PERMIT**

Docks, Dredging, Bulkheads, Groins, Repairs, & Water Control Structures (excluding moorings)

**Fees:** Application - \$1,250.00, Permit - \$3,750.00, Repairs and Dredging - \$175.00

Name \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Description Of Work To Be Done \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Cost Of Work \_\_\_\_\_

Property Location/Street Address \_\_\_\_\_

Tax Map Number \_\_\_\_\_

Name, Address, Telephone # of Contractor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Applicant

## Dock Application Statement

The undersigned certifies the following:

1. The materials and design of the dock will meet all pertinent federal, state, county and town regulations.
2. Acceptance of the permit shall constitute an agreement that the permittee:
  - a) will indemnify and hold the Town of Shelter Island and its authorized representatives harmless from any liability in connection with any property damage or bodily injury that may occur as a result of the issuance of a permit under the Town of Shelter Island Dock Local Law, nor is the Town responsible for the loss, damage or theft to boats and/or their contents;
  - b) Consents to the entry on the property by the Dock Inspector or other authorized representative of the Town in order to make such inspections as the Town may deem necessary to ensure compliance with the terms and conditions of the permit.
3. Applicant agrees that when said permit is issued, it is on the express condition that the work to be performed pursuant thereto will not obstruct the right of the public to pass along the foreshore between the high and low water mark. In the event that such work shall interfere with or obstruct such right of the public, the permittee hereby expressly agrees that (s)he will provide and allow suitable passageway around or over the same so that the public will be given free and unobstructed passage along said foreshore.
4. It is expressly understood and agreed that the applicant hereby agrees to hold the Town of Shelter Island and its authorized representatives completely blameless for any liability in connection with property or bodily damages arising out of or incidental to the performance of the work involved in said permit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Applicant/Agent (if other than Owner)



## Mailing Notice

All Property Owners within 200 feet

VIA CERTIFIED MAIL

YOU ARE HEREBY GIVEN NOTICE:

- 1) That an application has been made to the Shelter Island Town Board;
- 2) That the property, which is the subject of the application, is located near your property and is described as follows (address): \_\_\_\_\_
- 3) That by such application, the undersigned will request to construct, alter, or modify a dock or other water related structure as described in the attached Public Notice.
- 4) That before the permit sought may be granted, a public hearing must be held on the matter by the Shelter Island Town Board; The public hearing is scheduled for (date) \_\_\_\_\_, at \_\_\_\_ p.m. or thereafter, in the Shelter Island Town Hall, 38 North Ferry Road, Shelter Island, NY; that you or representative have the right to appear and be heard at such hearing.
- 5) That you may find further information regarding this application at <https://www.shelterislandtown.gov/257/Upcoming-Hearings-Pending-Laws-Discussio>

PRINT NAME \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_



# Affidavit of Mailing of Notice

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

State of \_\_\_\_\_

County of \_\_\_\_\_

SS:

\_\_\_\_\_, residing at \_\_\_\_\_,

Being duly sworn deposes and says that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ deponent mailed a true copy of the Mailing Notice, directed to each of the above-named persons at the addresses set opposite their respective names; that the addresses are shown on the current assessment roll of the Town of Shelter Island; and that said notices were mailed at the US Post Office at \_\_\_\_\_; that said notices were sent by Certified Mail at least 30 days prior to the hearing.

\_\_\_\_\_  
Applicant's Signature

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## Application Checklist:

*An applicant for new dock construction must be a Resident, as defined by the Chapter 53 of the Shelter Island Town Code, and be the Owner of the subject location for a period of not less than one (1) year immediately preceding their application for a permit hereunder.*

**Submit sixteen (16) copies and PDF of all documents listed below collated in the packets:**

### **New construction, modifications, alterations and permit required repairs:**

- Construction **materials** to be used.
- Copies of **applications and permits** issued by other agencies such as New York State Department of Environmental Conservation and the US Army Corps of Engineers.
- A Dock Application **statement** (Included in the application form)
- The proof of **insurance**:
  - From the Owner, a certificate of insurance for at least \$300,000 liability on the location and operations covered by said permit; and
  - From the contractor performing the operations covered by said permit, an Owner's/contractor's policy issued in favor of the Town of Shelter Island for the liability limits of at least \$500,000 covering operations of the contractor pursuant to said permit.
- The requisite **fee**.
- Any other information which the Town Board may deem necessary.

### **New Construction ONLY:**

- A certified **survey** of the Owner's property on which the proposed dock is to be located, indicating the zoning district and showing property lines, exact location of the proposed dock and other structures, existing in-water structures, any unusual features on the property and adjacent waters and depths to the nearest tenth of a foot at five foot intervals to the end of the dock, measured at mean low water, as determined by a licensed surveyor. In the event the survey provided does not include all in-water structures and unusual features currently existing on the property, then a new survey shall be required.
- An accurately dimensioned scale **drawing** of the proposed dock in plan and elevation format showing the structural design details of the dock, including the location and type of services and utilities (including water, electric, cable, internet and telephone) and the property lines extended in to the water the length of the dock with the distance between the end of the dock and the property line identified.

### **Note:**

- Each extreme seaward corner of the footprint of the offshore location of the fixed or floating portion of the proposed dock must be clearly delineated with a stakes and that additional stakes be placed at the intersection of the mean high water mark with the proposed dock and the upland property boundaries. The location of any dolphin shall also be marked with a stake. The locations to be marked by these stakes shall be specifically labeled and correspond exactly to the configuration of the proposed dock on the scale drawing accompanying the permit application.

*Please refer to the latest version of Chapter 53 (Local Law number 2-2025), amended on April 7, 2025 for updated design criteria and contact the Town Clerk with any questions.*