VILLAGE OF MAMARONECK
PLANNING BOARD APPLICATION AND INSTRUCTIONS
FOR SITE DEVELOPMENT PLAN

1. It is the applicant's responsibility to fully complete this application carefully and to provide, together with the application, all the necessary information, including certified plans, surveys, photographs, maps and proof supporting your application. Failure to submit certified drawings and a survey within the past 12 months by a licensed surveyor, or any other information, will only delay your application, since the Board cannot review incomplete applications.

2. All applications to the Planning Board are to be submitted to the Building Department. The Building Department will determine the amount of and collect the fees to be paid in connection with the application. Plans will be reviewed for conformance to the Village Zoning Code and applicable building codes to the satisfaction of the Building Inspector.

3. Site Development plans must meet the requirements of Chapter 342 Article XI of the Village Code and be submitted at least (15) days in advance of the next Planning Board meeting.

4. Planning Board Meetings are regularly scheduled for the Second and Fourth Wednesdays of each month at 7:00 pm in the Village Hall located at 169 Mt. Pleasant Avenue, Mamaroneck, New York. There are **NO** meetings scheduled in the month of August.

5. Thirteen (13) Copies of a full application accompanied by a digital copy, supporting plans, surveys, and other documents shall be filled with the Building Department, along with the prescribed fees. (All applications must be individually collated.)

6. Notice Requirements

6a. Whenever site plan approval of the Planning Board is sought by an applicant, the applicant, in addition to any other notice required by law, shall notify, in writing, all property owners within 200 feet of any boundary line of the proposed site affected by the pending application.

6b. The notice shall be served personally or by certified mail, return receipt requested, upon all affected property owners at least 10 days prior to the scheduled hearing date, and an affidavit of service shall be filed with the Secretary of the Planning Board at least five days prior to the scheduled hearing date. In the event that service is effectuated by certified mail, then the return receipt shall be submitted to the Planning Board at the first hearing date.

6c. The applicant shall post one notification sign on the property which is the subject of said application at least 10 days prior to the scheduled hearing date and must maintain the posted sign in place until the Planning Board has rendered its final decision approving or denying said application. The sign shall be erected not more than 10 feet from the front yard boundary of the property that abuts a public road and must be conspicuous to the public. The bottom edge of the sign so erected shall be positioned no less than 2.5 feet and no more than (3) feet above the ground. If the sign's visibility is obscured by vegetation, the applicant must cut the vegetation to a degree sufficient to maintain clear visibility of the sign from the road. If the front yard of the property does not abut a public road, a sign shall be posted in a location that can readily be seen by the public. A sign erected under this provision must be removed within 10 days after the Planning Board has rendered its final decision approving or denying said application.

6d. Said sign shall be at least 30 inches by 20 inches in size, consist of sturdy and serviceable material containing a white background with black letters and shall read as follows, in legible lettering at least two inches high. Said sign must say **"ON THIS SITE A (describe action set forth in the application) IS PROPOSED. THIS MATTER WILL BE DISCUSSED AT A PLANNING BOARD MEETING ON (give date) AT (give time) AT (give location)."** The applicant shall update the sign at least two weeks prior to every Board meeting in which the applicant's matter will be heard.

6e. Prior to the commencement of any public hearing or, if no public hearing is required, prior to the rendering of any decision disposing of any application, the applicant shall submit a sworn certification verifying placement and maintenance of the required notice sign. If the certification is not timely submitted, any scheduled public hearings shall be cancelled, subject to rescheduling, and any dispositive action by the Planning Board shall be deferred until timely certification is submitted. In the event of repeated or continued noncompliance with the sign posting and certification requirements, the application may be dismissed at the discretion of the Planning Board.

Failure to comply with any of the provisions hereof shall be a basis for denying any approval sought by the applicant.

7. At the time of submission of an application to the Village Planning Board, the applicant shall deposit funds with the Village sufficient to reimburse the Village for all reasonable costs of planning, environmental, engineering, legal, architectural, accounting and/or other consultants deemed appropriate by the Planning Board in connection with the review of the application. When an application is filed, the Building Inspector shall fix the amount of the initial deposit (escrow) to be made by the applicant. <u>If at any time during the review process the amount of the escrow account falls below **50%** of the initial escrow</u>, then the applicant shall be required to submit an additional deposit to bring the total escrow up to the full amount of the initial deposit (as determined by the Building Inspector). In the event an applicant fails to make any escrow payment required and/or fails to pay the full amount billed for consultant fees, the Planning Board shall adjourn any pending application and/or withhold final approval until such payment is made. In the event final approval has been granted and an outstanding balance for consulting fees remains unpaid, the Building Inspector shall not grant a building permit and/or certificate of occupancy until payment of approved outstanding consulting fees has been made in full**. NO MEETINGS WITH ANY CONSULTANT CAN BE HELD UNTIL AN ESCROW ACCOUNT HAS BEEN ESTABLISHED**.

8. Escrow Deposits.

New Site Plan	$8,500.00
Revised Site Plan (Major)	$6,000.00
Revised Site Plan (Minor)	$3,000.00
Change of use	$3,000.00

* Any amount that is not listed please contact the Building Inspector for the proper amount.

9. Upon the submission of a complete application the following application fees shall be paid.

Residential

Per housing unit	$263.00
Per parking space	$15.00

Nonresidential

Per 1000 Sq. Feet	$105.00

Any Questions can be directed to the Building Inspector and or the Secretary to the Planning Board at (914) 777-7731.

Village of Mamaroneck
Planning Board Application

1. Zone: _____ Section: _____ Block: _____ Lot: _____

2. Project Address: _____

_____

3. Owner's Address: _____

_____

Phone #: _____ Cell #: _____

Email: _____

4. Applicant or Owner's Representative:

Address: _____

_____

Phone #: _____ Cell #: _____

Email: _____

5. Description of work being proposed or action be requested:

_____

_____

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_____

_____

_____

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_____

6. Use of site: Present, if any: _____

_____

_____

_____

Proposed: _____

_____

_____

_____

7. Covenants, easements or other restrictions to which site is subject, if any. List here, and submit pertinent documents, or state "None"

_____

_____

_____

_____

8. Area of site: _____ sq., or _____ acres

9. Application relates to: an existing building erected: (Date) _____that (is) or (is not) conforming to Zoning Ordinances; a proposed use, or a Cert. of Occupancy. For existing building, CO issued: (date) _____; (No.) _____.

10. Proposed gross floor area: _____ Existing gross floor area: _____

11. Number of existing parking spaces if any: _____

12. Proposed parking spaces: _____ Total spaces: _____

13. Coastal Assessment Form

(See Sec. 240-28 of the Village code for additional information.)

13A.

Will the proposed action be located in, or contiguous to, or to have a significant effect upon any of the resource areas identified in the Local Waterfront Revitalization Program? (Numbers following each item refer to the LWRP policy which may be affected by the proposed activity):

	(Check) Yes	or No
1. Significant fish/ wildlife habitats (7, 7A, 44)	_____	_____
2. Flood Hazard Areas (11, 12, 17)	_____	_____
3. Tidal or Freshwater Wetland (44)	_____	_____
4. Scenic Resource (25)	_____	_____

5. Critical Environmental Areas (7, 7A, 8, 44) _____ _____

6. Structures, sites or sites districts of historic, Archeological or cultural significance (23) _____ _____

13B.

Will the proposed action have a significant effect on any of the following?

1. Commercial or recreational use of the fish and wildlife resource (9, 10) _____ _____
2. Development of the future or existing water-dependent uses (2) _____ _____
3. Land and water uses (2, 4) _____ _____
4. Existing or potential public recreation opportunities (2, 3) _____ _____
5. Large physical change to a site within the coastal area which will require the preparation of an environmental impact statement (11, 13, 17, 19, 22, 25, 37, 38) _____ _____
6. Physical alteration of one or more areas of land along the shoreline, land under water or coastal waters (11, 13, 17,19,22,25,37,38) _____ _____
7. Physical alteration of three or more acres of land located elsewhere in the coastal area (11, 12, 17, 33, 37 ,38) _____ _____
8. Sale or change in use of state-owned lands, located under water (2,4,19,20,21) _____ _____
9. revitalization/redevelopment of deteriorated or underutilized waterfront site (1) _____ _____
10. Reduction of existing or potential public access to or along coastal waters (19, 20) _____ _____
11. Excavation or dredging activities or the placement of fill materials in coastal waters of Mamaroneck (35) _____ _____
12. Discharge of toxic, hazardous substances, or other pollutants into coastal waters of Mamaroneck (34, 35, 36) _____ _____
13. Draining of storm water runoff either directly into coastal waters of Mamaroneck or into any river or tributary which empties into them (33, 37) _____ _____
14. Transport, storage, treatment or disposal or solid waste or hazardous materials (36, 39) _____ _____
15. Development affecting a natural feature which provides protection against flooding or erosion (12) _____ _____

13C.

Will the proposed activity require any of the following:

1. Waterfront site (2, 4, 6, 19, 20, 21, 22) _____ _____
2. Construction or reconstruction of a flood or erosion control structure (13, 14) _____ _____

14. Has this property been a subject of past Village Board, Planning Board or Zoning Board applications and/or approvals? If yes, please explain:

_____

_____

_____

_____

_____

15. Are there any other discretionary actions before any other board within the Village? If yes, please explain:

_____

_____

_____

_____

_____

Note: By signing this document the owner of the subject property grants permission for Village Officials and Planning Board members to conduct a site visit in connection with the review of this application.

The statements contained herein, as well as all information submitted in the application and any other supporting documents, are true to the best of my belief.

Applicant signature: _____ Date: _____

Owner's signature: _____ Date: _____

617.20

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR

2. PROJECT NAME

3. PROJECT LOCATION:
Municipality County

4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)

5. PROPOSED ACTION IS:
☐ New ☐ Expansion ☐ Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

7. AMOUNT OF LAND AFFECTED:
Initially _____ acres Ultimately _____ acres

8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?
☐ Yes ☐ No If No, describe briefly

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?
☐ Residential ☐ Industrial ☐ Commercial ☐ Agriculture ☐ Park/Forest/Open Space ☐ Other
Describe:

10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?
☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals:

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?
☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals:

12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?
☐ Yes ☐ No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: _____ Date: _____

Signature: _____

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

Reset

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.

☐ Yes ☐ No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.

☐ Yes ☐ No

C. COULD ACTION RESULT IN **ANY** ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?

☐ Yes ☐ No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

☐ Yes ☐ No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

☐ Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

☐ Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (If different from responsible officer)

Reset

AFFIDAVIT OF NOTICE TO NEIGHBORS

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) Ss:

I_____, be duly sworn dispose and say:

That I am over the age of eighteen years and reside at _____ _____ (City) _____ (State) _____ (Zip code)_____

That on the_____day of_____, the enclosed Notice of Hearing in connection with an application for _____was sent Certified Mail to the persons and parties set forth on the enclosed receipts which are annexed hereto and made a part hereof OR hand delivered(signatures acknowledging receipt attached).

(NOTE: Two methods of service are permitted. Cross out method of service **NOT** used.)

That such persons and/ or parties are the owners of all properties within 200 feet of any part of the property which is the subject matter of this application as indicated on the tax records of the Village of Mamaroneck, New York.

_____
(SIGNATURE OF OWNER OR REPRESENTATIVE)

Sworn to me this _____ day of_____,20_____.

_____
Notary Public

Application #_____

AFFIDAVIT VERIFYING PLACEMENT OF REQUIRED NOTICE SIGN

STATE OF NEW YORK)
COUNTY OF
WESTCHESTER) Ss:

I_____, being duly sworn, deposes and say: That I am the _____ of the above-refranced application to the Planning Board of the Village of Mamaroneck with respect to the property located at:_____ and, that I have placed , and will maintain, the required notification sign in accordance with the provisions of subsection B (2) of section 342-94 of chapter 342 of the code of the Village of Mamaroneck, as may have been modified by the Planning Board Chairman.

_____

Sworn before me this _____
day of _____, 200____

_____
Notary Public

Appication #_____

Village of Mamaroneck Planning Board

Letter of notification to adjoining property owners within the prescribed distance.

Application # _____

Name of Applicant: _____

Site location address: _____

_____

Detailed description of proposed application:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date of Planning Board meeting: _____

Time and location of meeting:

Village Hall

169 Mt. Pleasant Avenue

Mamaroneck, N.Y. 10543

7:00 PM

Date: _____ Signature of applicant: _____

The application can be viewed at the Village of Mamaroneck Building Department 169 Mt. Pleasant Avenue, Mamaroneck, N.Y. 10543. Third floor. Hours of operation Mon.-Fri. 9-4 pm.