

**VILLAGE OF MAMARONECK  
PLANNING BOARD APPLICATION AND INSTRUCTIONS  
FOR SPECIAL PERMIT**

1. It is the applicant's responsibility to 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. Special permits must meet the requirements of Chapter 342 Article X of the Village Code and be submitted at least (10) 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. Sixteen (16) Copies of a full application accompanied by a digital copy, supporting plans, surveys, and other documents shall be filed with the Building Department, along with the prescribed fees. (All applications must be individually collated.)
6. Public Hearing and Notice Requirements
  - 6a. A public hearing shall be held by the Planning Board on any application for a special permit. Notice of such hearing shall be published by the Planning Board in one issue of the official newspaper of the Village and posted in at least three prominent places in the Village at least five days preceding the date of the hearing.
  - 6b. In addition to any other notice required by law, the applicant shall notify, in writing, all property owners within 400 feet of any boundary line of the proposed site affected by the pending application.
  - 6c. 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 public 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 public 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.
  - 6d. 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 public 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.

6e. 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.

6f. Prior to the commencement of any public hearing, 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 the special permit 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 utilized 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. If at any time during the review process the amount of the escrow account falls below 50% of the initial escrow, 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.

Special permit \$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.

Special permit application (Commercial/ Industrial) \$368.00

Special permit or variance, application for extension of \$105.00

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

### Special Permit Application

1. The following are the provisions of the Village Code under which a special permit is required from the Planning Board (Please check one).

- Article VI, Section 342-32 C (1) Home improvement design centers \_\_\_\_\_
- Article VI, Section 342-32 C (2) Indoor recreation facility \_\_\_\_\_
- Article VI, Section 342-32 C (3) Art, film, music and dance instruction \_\_\_\_\_
- Article VI, Section 342-32 C (4) Adult uses \_\_\_\_\_
- Article VI, Section 342-32 C (5) Motor vehicle, service, repair, body stations and public garages \_\_\_\_\_
- Article VI, Section 342-32 D Temporary educational uses \_\_\_\_\_
- Article VII Section 342-41 Agricultural use \_\_\_\_\_
- Article VII, Section 342-50 A (4), Infill housing \_\_\_\_\_
- Article VII, Section 342-52.1 Nursing homes \_\_\_\_\_
- Article XVI, section 342-116 Wireless Telecommunications Facilities \_\_\_\_\_

\* Anything not listed , please fill out below \*

Article \_\_\_\_\_, Section \_\_\_\_\_

2. List all permits you must obtain in order to complete the project requested in this application (include all permits or approvals necessary from any state, federal, county, or local agency or department.)

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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)		_____		_____



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

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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: \_\_\_\_\_

## 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: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> 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**

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

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4?  Yes  No If yes, coordinate the review process and use the FULL EAF.

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-referenced 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 # \_\_\_\_\_

