

APPLICATION FOR SITE PLAN, SPECIAL PERMIT, SUBDIVISION APPROVAL

Application Checklist

- Application
- Two (2) Sets of Plans (If this application is submitted at the same time as the application for Building Permit a total of 2 sets of plans shall be submitted)
- Electronic version of Plans in PDF format.
- Short or Long Form EAF
- 2 Copies of Completed Checklist
- Fees

Note: Incomplete applications will be returned without review.

A standard two (2) week review timeframe by the Building Department is typical for all applications. Additional time is required based on the extent and scope of work proposed.

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 345-1553

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 592-6555
Fax (914) 592-8129

APPLICATION FOR SITE PLAN AND/OR SPECIAL PERMIT APPROVAL

SITE PLAN (NEW)

SITE PLAN (AMENDMENT)

SPECIAL PERMIT

SITE DATA:

Date: _____

Zone: _____ Area of lot(s): _____ Section - Sheet - Block - Lot(s): _____ - _____ - _____ - _____

Street Address: _____

Project Description _____

Variance or Special Use Granted (If any): _____

APPLICANT:

Name: _____

Address: _____

Phone: _____

OWNER:

Name: _____

Address: _____

Phone: _____

ARCHITECT / ENGINEER / SURVEYOR

Name: _____

(New York State Registration #)

Address: _____

Phone: _____

ATTORNEY

Name: _____

Address: _____

Phone: _____

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

State of New York) ss:
County of Westchester)

_____ hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Sworn to before me this

_____ day of _____

Signature of Applicant

Notary Public or Commissioner of Deeds

FOR VILLAGE USE ONLY

APPLICATION No.: _____

DATE RECEIVED: _____

FEE: _____

MEETING DATE: _____

PUBLIC HEARING: _____

ACTION DATE: _____

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 592-6555
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APPLICATION FOR SUBDIVISION APPROVAL

(Submit in duplicate to Village of Elmsford Board of Trustees,
Village Hall, 15 South Stone Avenue, Elmsford, New York)

THIS PAGE FOR BOARD OF TRUSTEES USE ONLY

Preliminary application rec'd _____, 20____ by _____

Application fee \$ _____ for _____ lots paid

Preliminary plat approved _____, 20____

Final application rec'd _____, 20____ by _____

Application fee \$ _____ paid

Public notice published _____, 20____

Public hearing held _____, 20____

Plat approved by resolution _____, 20____

Recreation fee \$ _____, paid _____, 20____

Inspection fee \$ _____, paid _____, 20____

Performance bond \$ _____, posted _____, 20____

Construction plans signed _____, 20____

Subdivision plat signed _____, 20____

Plat filed with County Clerk _____, 20____

Filed map number _____

Improvements completed _____, 20____

I. IDENTIFICATION OF APPLICANT

a. Name of owner _____

Address _____

Phone _____

b. Name of subdivider, if other than owner _____

Address _____

Phone _____

c. Name of surveyor _____

II. IDENTIFICATION OF PROPERTY

a. Subdivision name or identifying title _____

b. Streets which property abuts _____

c. Tax Map Section _____ Sheet _____ Block _____ Lot(s) _____

d. Property lies in _____ zoning district(s).

e. Property (does) (does not) connect directly into (State) (County) highway.

f. Proposed drainage (does) (does not) connect directly into channel lines established by the County Commissioner of Public Works.

g. Land in subdivision (is) (is not) within 500 feet of a municipal boundary.

h. Total area of property is _____ acres.

III. COMPLETE THIS SECTION FOR PRELIMINARY APPLICATION ONLY

i. Submitted herewith are 10 copies each of the: Preliminary Plat _____ and Preliminary Construction plans _____.

j. The center line of each proposed road has been staked _____, or will be staked no later than _____, 20____.

k. Lot corners have been identified with appropriate stakes _____.

l. The required fee is computed to be as follows:

m. Base Fee\$_____.

n. Number of lots shown on plat _____ x \$_____ = _____.

o. Total Fee\$_____.

p. The undersigned applicant hereby requests approval by the Board of Trustees of the Preliminary Plat and Construction Plans:

Signature of Applicant

Date

(Make check payable to the Village of Elmsford)

IV. COMPLETE THIS SECTION FOR FINAL SUBDIVISION PLAT APPLICATION ONLY

a. Identification of Adjoining Owners. Give name and address of abutting property owners and owners directly across any and all adjoining streets (including in adjoining communities):

NAMES	ADDRESSES
_____	_____
_____	_____
_____	_____
_____	_____

(attach separate sheets if necessary.)

b. Submitted herewith are:

- (1) Ten copies each of the final subdivision plat _____ and final construction plans _____.
- (2) Proof of ownership by the applicant of the premises affected by this application _____, and certificate of title company covering all interests, liens and objections to title, if any _____.
- (3) Stamped envelopes addressed to each of the owners of property abutting and across the street from this subdivision (the same persons listed in "a" above) _____.
- (4) The engineer's estimate of the cost of construction of the subdivision streets and all other improvements shown on the final construction plans _____.
- (5) Formal offers of cession to the village of all streets and park areas not to remain private _____.
- (6) Written agreement permitting entry by the village _____.
- (7) List of waivers requested _____.
- (8) Final application fee, computed as follows:
- (9) Base fee \$_____
- (10) Number of lots shown on plat: _____ x \$_____ = _____
- (11) Total Fee: \$_____
- (12) Cost estimate fee of \$_____.
- (13) Recreation fee of \$_____ per lot _____.
- (14) Proof of approval by the State Department of Transportation or County Department of Public Works, as appropriate, of the design and proposed construction of any intersection of a proposed street on the plat with a state or county highway, if any _____.
- (15) Proof of approval by Westchester County Department of Public Works of drainage lines where they will connect directly into channel lines established by the Commissioner _____.
- (16) Proof of approval by the appropriate utility companies and/or special districts having jurisdiction of the proposed locations of underground utilities and equipment _____.

c. The undersigned applicant hereby requests approval by the Board of Trustees:

Signature of Applicant

Date

(Make check payable to the Village of Elmsford)

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
Building Dept (914) 345-1553
Fax (914) 592-8129

PLANNING OR ZONING BOARD OF APPEALS APPLICATION CHECKLIST

The following applications must be completed as required:

- Application for Site Plan Approval
- Application to Board of Appeals

Copies of Building Permit Application with denial of permit

The following must be submitted along with your application(s):

- Short or Long Form EAF
- Two (2) Copies of Plan(s) sealed by a NYS Licensed Land Surveyor identifying all Existing conditions.
- Two (2) Copies of Plan(s) sealed by a NYS Licensed Design Professional (Architect, Engineer) identifying all Existing and Proposed Improvements. (Additional copies will be required after the submission is reviewed and accepted by the Engineering and Building Department and deemed complete for referral to Village Commissions and Boards for review and/or approval.)
- 2 Copies of this Completed Checklist Signed by the Licensed Design Professional who prepared the drawings. The Applicant can only prepare and sign when drawings by a Licensed Design Professional are not required for the submission.

Special Permit Checklist.

The drawings must be drawn to scale. All maps shall be at a scale of not less than 50 feet to the inch.

A. Basic data.

(1) Legal data.

- The names of all owners of record of the property in question and of all adjacent property and the lot, block, sheet, and section number of such properties as shown on the Official Village Assessment Maps.
- Existing zoning and special district boundaries
- Boundaries of the property
- Building or setback lines
- Lines of existing streets and lots as shown on the Official Assessment Maps.
- Reservations, easements and areas dedicated to public use.

(2) Existing buildings.

- A drawing showing the location of existing buildings on the site and on adjacent property if within 50 feet of the property line.

(3) Development data.

- Title of development
- Date
- North point
- Scale
- Name and address of record owner
- Name and address of engineer, architect, land planner or surveyor preparing the plan.
- The proposed use or uses of land and buildings and proposed location of buildings.
- The number, location, and proposed means of egress from the building(s) to a Public Way.
- All means of vehicular ingress and egress to and from the site onto public streets.
- The location and design of any off-street parking areas or loading areas.

APPLICATIONS CAN NOT BE FORWARDED TO BE INCLUDED ON THE BOARD'S AGENDA UNLESS ALL INFORMATION IS PROVIDED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE VILLAGE OF ELMSFORD.

- The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water supply and sewage disposal and treatment.
- The proposed location, direction, power and hours of operation of proposed outdoor lighting.
- The proposed screening and landscaping plan.
- Proposed stormwater drainage system.

B. Additional data which may be required.

Where, due to special conditions peculiar to a site or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Commission finds that all or portions of the additional data listed below are necessary for proper review of the application, it may require any or all of the data below to be included in the required submission.

- (1) Legal data.
 - A survey of the property showing all lengths in feet and decimals of a foot and all angles to the nearest minute, or closer if deemed necessary by the surveyor.
 - A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
- (2) Existing features.
 - Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
 - The location of existing natural features, such as watercourses, marshes, rock outcroppings and trees with a diameter of more than eight inches.
- (3) Topographic data.
 - Existing contours with intervals of five feet or less, referred to a datum satisfactory to the Commission.
 - Proposed grading with a contour interval of two feet.
- (4) Development data.
 - All proposed lots, easements and public and community areas.
 - All proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk and location and size of utility lines. All lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest 10 seconds, or closer if deemed necessary to the surveyor.

Site Plan Approval Checklist.

The drawings must be drawn to scale. All maps shall be at a scale of not less than 50 feet to the inch.

A. Basic data.

- (1) Legal data.
 - The names of all owners of record of the property in question and of all adjacent property and the lot, block, sheet, and section number of such properties as shown on the Official Village Assessment Maps.
 - Existing zoning and special district boundaries
 - Boundaries of the property
 - Building or setback lines
 - Lines of existing streets and lots as shown on the Official Assessment Maps.
 - Reservations, easements and areas dedicated to public use.
- (2) Existing buildings.
 - A drawing showing the location of existing buildings on the site and on adjacent property if within 50 feet of the property line.
- (3) Development data.
 - Title of development
 - Date
 - North point
 - Scale
 - Name and address of record owner
 - Name and address of engineer, architect, land planner or surveyor preparing the plan.
 - The proposed use or uses of land and buildings and proposed location of buildings.
 - The number, location, and proposed means of egress from the building(s) to a Public Way.
 - All means of vehicular ingress and egress to and from the site onto public streets.
 - The location and design of any off-street parking areas or loading areas.
 - The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water supply and sewage disposal and treatment.

- The proposed location, direction, power and hours of operation of proposed outdoor lighting.
- The proposed screening and landscaping plan.
- Proposed stormwater drainage system.
- Proposed location of all commercial and industrial solid waste dumpsters or other trash receptacles.
- Proposed method of screening all dumpsters as required.
- Signage locations, sizes, and details.

B. Additional data, which may be required.

Where, due to special conditions peculiar to a site or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Commission finds that all or portions of the additional data listed below are necessary for proper review of the application, it may require any or all of the data below to be included in the required submission.

- (1) Legal data.
 - A survey of the property showing all lengths in feet and decimals of a foot and all angles to the nearest minute, or closer if deemed necessary by the surveyor.
 - A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
- (2) Existing features.
 - Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
 - The location of existing natural features, such as watercourses, marshes, rock outcroppings and trees with a diameter of more than eight inches.
- (3) Topographic data.
 - Existing contours with intervals of five feet or less, referred to a datum satisfactory to the Commission.
 - Proposed grading with a contour interval of two feet.
- (4) Base Flood Elevation
 - The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the flood insurance rate map (FIRM).
- (5) Development data.
 - All proposed lots, easements and public and community areas.
 - All proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk and location and size of utility lines. All lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest 10 seconds, or closer if deemed necessary to the surveyor.

Checklist completed by:

(Print or type name here)	(Title)
(Signature)	(Date)

(Do not write below this line - for official use only)

Application/Permit Number	<input type="checkbox"/> Accepted <input type="checkbox"/> Denied
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Checklist Reviewed by:

(Print or type name here)	(Title)
(Signature)	(Date)

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- 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.

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)