



Village of Larchmont  
Procedures for Application Submission  
to the Planning Board

Applicant should be represented by the owner, architect and any other person or entity that the owner deems necessary to clearly explain the proposal.

Applicant has the following options:

Option A.

Filing for a full review under the Site Plan Review Law, which requires, but is not limited to, delineation of existing topography and proposed grade elevations, description of water, sewage and disposal, easements and all other items required under the application procedure for Site Plan Approval under Section 361, A **complete application**, including everything required for an “**Option B**” application (see below), is also required, except that a Notice of Public Hearing is not required prior to first meeting with the Planning Board.

**or**

Option: B.

Filing for “short version” review (only available if no zoning variance is required), which requires a completed Village of Larchmont Planning Board Option B submission cover sheet (see attached) and all of the items listed thereon.

**Note:** Eight (8) sets of plans and presentation items are required for both Option A & Option B.

Nothing herein shall preclude the Planning Board from requesting additional environmental, shadow and other studies, plans, etc.

**Note:** Only eight (8) Cases will be heard at the monthly meeting,... Whether you submit prior or on the due date. (8 cases will include adjourned cases)

**FEE: \$500.00- Check payable to Village of Larchmont**



**ATTENTION APPLICANTS!!**

**NOTIFICATION PROCESS FOR PLANNING COMMISSION HEARINGS**

**These procedures must be completed by the applicant, as indicated below, in order for the Public Hearing to be held for the application.**

**NO NEIGHBOR NOTIFICATION REQUIRED FOR PRELIMINARY REVIEW**

**NOTIFICATION PROCEDURE FOR PLANNING BOARD PUBLIC HEARING**

1. Obtain list of neighboring properties online from Westchester County GIS/Interactive mapping 250' radius or purchase a list from the Village of Larchmont Building Department for \$40.00.
2. The name of the property owner and "or current resident" on the second line of the label must be used when addressing envelopes.
3. A copy of the agenda will be available on our web-site [villageoflarchmont.org](http://villageoflarchmont.org) and should be mailed out to the neighboring properties.
4. Enclose the correct Public Hearing notice and seal envelopes.
5. Provide proper postage (regular mail) for each envelope and mail all required envelopes at the Post Office **before the deadline of ten (10) calendar days prior to** the Planning Board Public Hearing.
6. Obtain from the Post Office a certificate of mailing (Postal Service Form 3877) for the mailing list. This must be stamped with the required mailing date ten (10) calendar days prior to the Planning Board Public Hearing.
7. Submit to the Building Department the Certificate of Mailing list, certified by the Post Office. Certificate of Mailing list must be submitted at least 2 days prior to the Planning Board public hearing.

**FAILURE OF THE APPLICANT TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN CANCELATION OF THE PUBLIC HEARING FOR THE SUBJECT APPLICATION. RE-SCHEDULING WILL REQUIRE COMPLETION OF THE PROCESS FOR THE NEXT AVAILABLE DATE.**



**PLANNING APPLICATION**  
**(TYPE OF PLANNING BOARD APPLICATION)**

- Pre-Submission Conference( \$200) 4 copies       Site Plan  
 Subdivision       Site Plan Modifications  
 Other \_\_\_\_\_

Location of project \_\_\_\_\_  
Tax map description:    Block \_\_\_\_\_ Lot \_\_\_\_\_  
Current zoning classification \_\_\_\_\_

Applicant Name: \_\_\_\_\_      Owner: \_\_\_\_\_

Address: \_\_\_\_\_      Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_      Telephone: \_\_\_\_\_

Plans Prepared by architect/engineer contact name and number \_\_\_\_\_  
\_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State and federal permits needed (list type and appropriate department): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed use(s) of site \_\_\_\_\_  
\_\_\_\_\_

Total site area (square feet or acres) \_\_\_\_\_

Anticipated construction time \_\_\_\_\_

Will development be staged \_\_\_\_\_

Current land use of site (agriculture, commercial, undeveloped, etc.) \_\_\_\_\_

Current condition of site (building, brush, etc.) \_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands, etc.) \_\_\_\_\_

Estimated cost of proposed improvement \$ \_\_\_\_\_

Anticipated increase in number of residents, shoppers, employees, etc. ( as applicable) \_\_\_\_\_

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

For residential buildings, include number of dwelling units by size (efficiency, one-bedroom, two- bedroom, three- or more bedrooms) and number of parking spaces to be provided.

For non-residential buildings, include total floor area and total sales area: number of automobile and truck parking spaces.

Other proposed structures.

(Use separate sheet if needed)

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Village of Larchmont Planning Board

Submission Check List

In connection with the attached "Option B" submission, I/we hereby submit Eight (8) complete sets of the following (put a check next to each) and of this Check List:

- 1. "Short version" Application for Site Development Plan Approval, plus Short Environmental Assessment Form;
- 2. Dimensional architectural preliminary plans (including elevations) showing all proposed modification to (including, without limitation, all proposed demolition of) the existing structure;
- 3. A copy of the letter from the applicable Village of Larchmont building official confirming that no variance is required.
- 4. A dimensional site plan showing the existing and the proposed modified structure and its relationship to all structures within 200 feet of any corner of the subject property;
- 5. Clear, composite photograph(s) of the existing structure as seen from the street and showing the structures on the immediately adjacent properties and their proximity to the existing structure;
- 6. Clear photographs of all existing structures on the property, from all sides (to the extent possible);
- 7. Clear photographs from the property to all immediately adjacent properties (including properties across the street), showing all structures visible from the subject property, existing landscaping, etc;
- 8. A sketch, by an architect or other licensed professional, showing existing and proposed landscaping between the proposed addition and the immediately adjacent properties, as well as all landscaping to be moved or removed and all proposed changes in elevation, if any;
- 9. A drainage plan, with calculations, as to all runoff resulting from the proposed modification to structures and/or to the property;
- 10. (1) original survey signed and sealed with 7 copies for additional sets



## Planning Board Procedure for Approved Plan Submission

When the Planning Board gives approval, applicant has the following options:

1. **At the hearing** the applicant may bring two (2) plans stamped and signed by the architect/engineer to hearing and the Chairman may stamp and sign both copies at the end of the hearing. The applicant can then deliver both copies to the Building Department.

or

2. **After the hearing**, the applicant may bring two plans stamped and signed by the architect/engineer to the Building Department, after which Building Department will deliver them to the Chairman for his stamp and signature.

Note: If the Board deems that there are too many conditions attached to the Planning Board approval, or that these conditions cannot adequately be described in words, they may require a new set of plans be brought to the next hearing for Board review, to reflect those changes.

With issuance of a Building Permit, one of the Planning Board signed plans will be given to the applicant and the other will remain in the Building Department.

