



Village of Larchmont
Procedures for Application's Submission
To the Planning Board under
Code Sections 361-5(F) and 361-6

Address of Proposed _____

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. Site plans showing Zoning Board approval date. 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



Village of Larchmont

ATTENTION APPLICANTS!!

Notification Process for Planning Commission Hearing

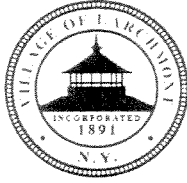
These procedures must be completed by the applicant, as indicated below, in order for the Public Hearing to be held for the application.

No neighbor notification required for Pre-submission Conference

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 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 to 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 Board Application
(Type of Planning Board Application)

Zoning Approval Date: _____

Preliminary Review

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: _____

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)

State of New York
County of Westchester

I, _____ being duly sworn,

(PRINT NAME)

(agent, owner, corporate officer)

Deposes and says: that

_____ is the owner in fee of the premises which this application applies; that the applicant is duly authorized to make this application; and that the statements obtained here are true to the best of the applicant's knowledge and belief, and that the work will be performed in the manner set forth in the applications filed therewith, and in accordance with all applicable laws, ordinances and regulations.

Signature _____

Sworn to before me this _____ day of _____, 20____

Notary



**Village of Larchmont
Planning Board of Appeals**

Address of Proposed: _____

Position Held on Planning	Name	Vote (Circle One)
Chairman		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present
Member		Yes / No / Abstained / Removed / Not Present

For Office Use Only:

Presentation: _____

Board Action: _____

Approved _____
Signature of Chair

Adjourned _____
Signature of Chair

Short Environmental Assessment Form

Part 1 - Project Information

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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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 <input type="checkbox"/>
			YES <input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: _____</p>		<p>Date: _____</p>
<p>Signature: _____</p>		