



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

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.**



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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## *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.

<b>Part 1 - Project and Sponsor Information</b>			
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.			<b>NO</b>
			<b>YES</b>
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:			<b>NO</b>
			<b>YES</b>
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			



<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><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></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><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></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><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		