



Village of Larchmont villageoflarchmont.org
 Building Department Planning Board Application
 120 Larchmont Avenue, Larchmont, New York 10538 Phone (914) 834-4349

PLANNING BOARD SITE PLAN APPLICATION

PRIOR TO SUBMITTING SITE-PLAN APPLICATION			
Date of Zoning Approval:	Date of Planning Consultant:	Planning Consultant Fee: \$525.00 Planning Board Fee: \$500.00	
SITE IDENTIFICATION INFORMATION			
Application or Project Name:			
Site Address: No. Street:			
Property Location: <i>(Identify landmarks, distance from intersections, etc.)</i>			
Village of Larchmont Tax Map Designation: Section Block Lot(s)		Zoning Designation of Site:	
APPLICANT/OWNER INFORMATION			
Property Owner:		Phone #: Fax#:	Email:
Owners Address: No. Street: Town: State: Zip:			
Applicant (If different than owner):		Phone #: Fax#:	Email:
Applicant Address (If different than owner): No. Street: Town: State: Zip:			
Individual/ Firm Responsible for Preparing Site Plan:		Phone #: Fax#:	Email:
Address: No. Street: Town: State: Zip:			
Other Representatives:		Phone #: Fax#:	Email:
Owners Address: No. Street: Town: State: Zip:			
PROJECT DESCRIPTION			
Describe the project, proposed use and operation thereof:			
PROJECT INFORMATION			
Lot size: Acres: Square Feet:		Do any building code violations or open permits exist? If Yes, explain:	
# of existing parking spaces:	# of required parking spaces	# of proposed parking spaces:	
Is a payment in-lieu of parking proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
# of existing dwelling units:		# of proposed dwelling units	
What is the predominant soil type(s) on the site?		What is the approximate depth to water table?	
Existing site slope categories:	15-25% ___%	25-35% ___%	>35% ___%



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Estimated quantity of excavation:	Cut (C.Y.) _____	Fill (C.Y.) _____
Are retaining walls proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is rock removal required? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is the site located in a designated Critical Environmental Area?		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the site located in a designated floodplain?	No: <input type="checkbox"/>	Yes 100 year: <input type="checkbox"/> Yes 500 year: <input type="checkbox"/>
Is the site located in a Hurricane Storm Surge Zone	No: <input type="checkbox"/>	Yes: Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4 <input type="checkbox"/>
Is the property located within 100' of a freshwater or tidal wetland? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Does a curb cut exist on the site? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Are new or modified curb cuts proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is the site located within 500' of:		
▪ The boundary of an adjoining city, town or village		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ The boundary of a state or county park, recreation area or road right-of-way		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ A county drainage channel line.		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ The boundary of state or county owned land on which a building is located		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the site listed on the State or Federal Register of Historic Place (or substantially contiguous) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is the project funded, partially or in total, by grants or loans from a public source? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Are Affordable Alternately Furthering Fair Housing Units (AFFH) proposed? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, how many? _____		
Will municipal or private solid waste disposal be utilized? Public: <input type="checkbox"/> Private: <input type="checkbox"/>		
Is the site burdened by any existing easements, covenants or restrictions? If so, attach a copy		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Are generators or HVAC equipment located in the rear yard? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is the site subject to the design guidelines for Palmer, Chatsworth or Larchmont Avenues or the Boston Post Road? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is the site served by the following public utility infrastructure:		
▪ Sanitary Sewer		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ Water Supply		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ Storm Sewer		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ Electric Service		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ Gas Service		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
▪ Telephone/Cable Lines		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
What is the estimated time of construction for the project?		

ZONING COMPLIANCE INFORMATION

Zoning Provision	Required	Existing	Proposed
Minimum Lot Area			
Minimum Lot Width			
Principal Building Setbacks:			
Front Yard			
Side Yard (One) (Including Additions per 381-37D)			
Side Yard (Both) (Including Additions per 381-37D)			
Side Front Yard			
Rear Yard			
Accessory Building Setbacks:			
Side Yard			
Rear Yard			



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Percentage of Lot Occupied:		Required	Existing	Proposed
% of Lot Occupied by Principal Building				
% of Lot Occupied by Accessory Building				
Minimum Size of Residential Building First Floor:				
1-Story Building				
1 ½ Story Building				
2 – 2 ½ Story Building				
Maximum Height:				
Principal Building Height				
Accessory Building Height				
F.A.R. and Coverage:				
Floor Area Ratio (F.A.R.)				
Maximum Gross Residential Floor Area				
Maximum Lot Coverage				
PROPOSED BUILDING MATERIALS				
Foundation				
Structural System				
Roof				
Exterior Walls				
FLOOR AREAS				
	Existing	Proposed		
1 st Floor				
2 nd Floor				
3 rd Floor				
Upper Floors				
BUILDING DEMOLITION				
Is an existing building proposed to be demolished? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If yes, % of building to be demolished:		
APPLICANTS ACKNOWLEDGEMENT				
I hereby depose and certify that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.				
_____ Applicants Name		_____ Applicants Signature		
_____ Owners Name		_____ Owners Signature		
Sworn before me this _____ day of _____ 20__				
_____ Notary Public				



Address of Proposed

Submission Check List		
Pre-Submission Meeting Date:	Zoning Date:	Pre-Consultant meeting Date:

- 1. Prior to an accepted application, you need to schedule an appointment for the Planning Consultant, call 914-834-4349 to set up an appointment.
Date_____
- 2. (9) sets of copies with application for each set, and PDF available for email.
- 3. Survey updated within 3 years, signed and sealed.
- 4. "Short Version" Application for Site Development Plan Approval, plus Short Environmental Assessment Form;
- 5. Clear, composite photographs 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; Clear photographs of all existing structures on the property, from all sides (to the extent possible); Clear photographs from the property to all immediately adjacent properties (including properties across the street), showing all structures visible from the subject property.
- 6. An overlay drawing showing the existing structure with the proposed modification thereof and its relationship, in plan and elevation, to the structures on all immediately adjacent properties; A dimensional site plan (copies of zoning maps, whether or not enlarged, and "Google photos" are not acceptable) showing the existing and the proposed modified structure and its relationship to all structures within 250 feet of any corner of the subject property.
- 7. Landscape Plan, 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;
- 8. Dimensional architectural preliminary plans (including elevations) showing all proposed modifications to (including, without limitation, all proposed demolition of) the existing structure;
- 9. Existing or Proposed drainage plan, with calculations, as to all runoff resulting from proposed modifications to structures and/or to the property. State if any water issues?
- 10. Construction work plan, showing a schedule; larger projects need CWP.
- 11. Don't forget to hand in your proof of mailings, after the agenda has been posted

____Initial of Applicant
 I have read and provided all requirements



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Village of Larchmont

ATTENTION APPLICANTS!!

Notification Process for Zoning Board of Appeals Hearing

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

Notification procedure for Planning Board Public hearing

- 1. Obtain list of neighboring properties online from (<https://giswww.westchestergov.com/wcgis/Mapping.htm>) **steps; select** Larchmont, **type address, search,** enter 250' buffer distance, **click onto** create labels, **click onto** export CSV file, **click onto** mailing list Prop, **widen columns** to show all information, if name and address is missing and sec/blck/lot is listed, call the building dept. for address and mail to that address, **need to** attach copy with your proof of mailing to the Build Dept. **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, under calendars and date of meeting and should be mailed out to the neighboring properties.
- 4. Enclose the correct Public Hearing agenda and seal envelopes.
- 5. Provide proper postage (regular mail) for each envelope and mail all required envelopes at the Post Office certificate of mailing (Postal Service Form 3877) **before the deadline of ten (10) calendar days prior to** the Zoning Board of Appeals Public Hearing.
- 6. Submit to the Building Department the Certificate of Mailing list, certified by the Post Office. Certificate of Mailing list must be submitted prior to the Zoning Board of Appeals 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.

Submission deadlines are posted on our website

<https://villageoflarchmont.org/building-department-3/>

Scroll down and click onto; Land Use Boards Meeting and Submission Deadline