



PLANNING BOARD SUBDIVISION APPLICATION

PRIOR TO SUBMITTING SUBDIVISION APPLICATION		
Date of Zoning Approval:	Date of Planning Consultant:	Fee Paid:
SITE IDENTIFICATION INFORMATION		
Application or Project Name:		
Site Address: <i>No. Street:</i>		
Property Location: <i>(Identify landmarks, distance from intersections, etc.)</i>		
Village of Larchmont Tax Map Designation: <i>Section Block Lot(s)</i>	Zoning Designation of Site:	
APPLICANT/OWNER INFORMATION		
Property Owner:	Phone #: Fax#:	Email:
Owners Address: <i>No. Street: Town: State: Zip:</i>		
Applicant (If different than owner):	Phone #: Fax#:	Email:
Applicant Address (If different than owner): <i>No. Street: Town: State: Zip:</i>		
Individual/ Firm Responsible for Preparing Site Plan:	Phone #: Fax#:	Email:
Address: <i>No. Street: Town: State: Zip:</i>		
Other Representatives:	Phone #: Fax#:	Email:
Owners Address: <i>No. Street: Town: State: Zip:</i>		
PROJECT DESCRIPTION		
Describe the project, proposed use and operation thereof:		



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

PROJECT INFORMATION

Size of existing parcel to be subdivided:
 Acres: _____ Square Feet: _____

Minor Subdivision Major Subdivision

Number of proposed lots: _____ Size of proposed lots: _____

Conventional Subdivision Cluster Subdivision

- Are existing easements or covenants present? Yes: No:
- If yes, will they remain, or are new C&R's proposed? Yes: No:
- If yes, attach copies.

Will all new lots have frontage on a mapped street? Yes: No: If not, how will this deficiency be addressed? _____

Is the site served by the following public utility infrastructure:

- Sanitary Sewer Yes: No:
- Water Supply Yes: No:
- Storm Sewer Yes: No:
- Electric Service Yes: No:
- Gas Service Yes: No:
- Telephone/Cable Lines Yes: No:

Will any common areas be created outside of individual lots (road rights-of-way, recreation areas, stormwater management areas, etc.)? Yes: No:

Is a homeowners association proposed? Yes: No:

Is the site located in a designated Critical Environmental Area? Yes: No:

Is the site located in a designated floodplain? No: Yes 100 year: Yes 500 year:

Is the site located in a Hurricane Storm Surge Zone No: Yes: Category 1 Category 2 Category 3 Category 4

Is the property located within 100' of a freshwater or tidal wetland? Yes: No:

Is the site located within 500' of:

- The boundary of an adjoining city, town or village Yes: No:
- The boundary of a state or county park, recreation area or road right-of-way Yes: No:
- A county drainage channel line. Yes: No:
- The boundary of state or county owned land on which a building is located Yes: No:

ZONING COMPLIANCE INFORMATION

Zoning Provision	Required	Existing	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5
Minimum Lot Area							
Minimum Lot Width							
Principal Building Setbacks:							
Front Yard							
Side Yard (one)							
Side Yard (both)							



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Side Front Yard							
Rear Yard							
Accessory Building Setbacks:							
Side Yard							
Rear Yard							
Percentage of Lot Occupied:							
% Principal Building							
% 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							
Accessory Building							
F.A.R. and Coverage:							
Floor Area Ratio (F.A.R.)							
Gross Residential Floor Area							
Lot Coverage							
<i>(if more than 5 lots are proposed, include additional zoning compliance information on a separate sheet)</i>							
Will variances be required? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If yes, identify variances required for each lot:					

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

SUBDIVISION/APPLICATION



Submission Check List

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