

Site Plan/Subdivision Review/Change of Use/Special Permit Review and Approval Procedures*

Site Plan/Subdivision Approval/Change of Use/Special Use Permit

The Site Plan/Subdivision/Change of Use/Special Use Permit process incorporates two successive stages - (a) conceptual review and (b) formal review and final approval. The conceptual review is required by the Planning Board. Final approval is required in all cases prior to the issuance of a building permit or certificate of occupancy.

Before an application is submitted to the Planning Board, the applicant must schedule a meeting with the Building Inspector to review the proposed project. This will help to identify any potential issues, ensure zoning compliance and minimize costs to the applicant prior to the actual submission of a project. Appointments can be scheduled by calling the Building Department at 914-864-0019.

a. Conceptual Review

Most applicants will be required to submit an application for conceptual review prior to a formal application. The Conceptual review allows an applicant to present a concept to the Planning Board for discussion and feedback and to pose questions and request guidance from the Planning Board prior to submitting a formal application. It also allows the Planning Board to identify concerns, requirements or regulations pertinent to the application. This discussion is generally confined to one meeting. No vote of approval or disapproval shall be taken with respect to a conceptual application. Applicants must have formalized legal standing with respect to the subject property (i.e., owner, tenant, contractor, etc.).

A conceptual application shall consist of the following:

1. A completed and signed conceptual review application with any supporting documents as needed.
2. 14 sets of the drawings, sketches, or site plans
3. \$400.00 conceptual application fee and \$500.00 conceptual escrow fee
4. Any visual materials that may be helpful or illustrative (i.e., photographs, renderings, maps, etc.) **These must be submitted as two separate checks.**

* All applications shall be subject to the Review and Approval Procedures of the Planning Board as they presently exist and as they may be modified in the future.

b. Formal Review

Any person with legal standing with respect to a property and with permission of the property owner may make a formal application before the Planning Board. Formal applications must be filed for all subdivisions, site plans, site plan amendments, and special use permits at least 21 days before a scheduled meeting of the Planning Board. Applications deemed complete by the Village staff will be placed on the next applicable meeting agenda for initiation of the formal review process.

A formal application shall consist of the following at a minimum:

1. One fully completed Formal Application.
2. Application fee and escrow fee, as required by Village Code (see Planning Board Fees). **These must be submitted as two separate checks.**
3. One fully completed and signed Short Environmental Assessment Form or Long Environmental Assessment Form, whichever is required.
4. Fourteen (14) sets of appropriate professional drawings (site plan, landscape, lighting, drainage, etc.) duly signed and sealed by a NYS licensed architect or engineer. Please see site plan checklist for site plan requirements.
5. A copy of the deed or lease, any easement documents, photographs, specialized studies, (i.e., traffic, wetlands, storm water, etc.) or other supporting documents typically required.
6. A cover letter providing a recap of the proposal and any modifications made subsequent to previous conceptual review comments.

Upon receipt of a complete application, the Planning Board shall first consider the application at a scheduled Meeting. At this meeting, the SEQR process will be initiated. Following the initial formal acceptance of an application, the action will be placed on future Planning Board agendas. The submission deadline for all Planning Board meetings shall be 21 days prior to the Planning Board meeting dates.

Should the final plan differ significantly from the conceptual plan, it shall be treated as a new application, including compliance with applicable SEQR requirements.

The owner and applicant shall be bound by the final approval of the Planning Board, and all construction and development shall occur only in accordance with the final approved plan and any conditions contained in the Planning Board's approving resolution, unless specifically otherwise authorized by the Planning Board.

c. Escrow Accounts

At the time of submission of an application to the Village Planning Board, the applicant shall deposit escrow funds with the Village sufficient to reimburse the Village for all reasonable costs of planning, engineering, legal, and/or other consultants deemed appropriate by the Planning Board in connection with the review of the application. **If at any time during the review process the amount of the escrow account falls below 50% of the initial escrow deposit, then the applicant shall be required to submit an additional deposit to bring the total escrow up to the full amount of the initial deposit.** In the event an applicant fails to make the escrow payment required and/or fail to pay the full amount billed for consultant fees, the Planning Board shall adjourn any pending application and/or withhold final approval until such payment is made. In the event final approval has been granted and an outstanding balance for consulting fees remains unpaid, the Building Inspector shall not grant a building permit and/or a certificate of occupancy until payment of approved outstanding consulting fees has been made in full.

NO MEETINGS WITH ANY CONSULTANT CAN BE HELD UNTIL AN ESCROW ACCOUNT HAS BEEN ESTABLISHED.