

**VILLAGE OF TARRYTOWN**

**APPLICATION FOR SITE PLAN REVIEW  
BY THE PLANNING BOARD**

Application Fees: \$500.00 + \$50.00 each dwelling unit + \$25.00 per parking space +  
Escrow \$2,500.00 - \$10,000.00 as determined by Planning Board

**TO THE PLANNING BOARD:**

Application is hereby made for site plan review of the following proposed project:

Description of property (tax map designation)

Sheet \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ or Parcel \_\_\_\_\_ Zone \_\_\_\_\_

2. Record owner of property: \_\_\_\_\_

3. Post office address of property: \_\_\_\_\_

4. Record owner's address if different: \_\_\_\_\_

5. Name of applicant: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

6. Address of applicant: \_\_\_\_\_

7. Interest of applicant, if not the owner of record (i.e. contract vendee):  
\_\_\_\_\_

8. Fully describe the proposed project. Attach additional information and drawings as required by  
Chapter 305 of the Zoning Code:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
for UNLISTED ACTIONS Only

PROJECT ID NUMBER
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**PART 1 - PROJECT INFORMATION** ( To be completed by Applicant or Project Sponsor)

1. APPLICANT / SPONSOR	2. PROJECT NAME
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3. PROJECT LOCATION: Municipality	County
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4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map

5. IS PROPOSED ACTION :  New  Expansion  Modification / alteration

6. DESCRIBE PROJECT BRIEFLY:

7. AMOUNT OF LAND AFFECTED:  
Initially \_\_\_\_\_ acres      Ultimately \_\_\_\_\_ acres

8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS?  
 Yes  No      If no, describe briefly:

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.)  
 Residential  Industrial  Commercial  Agriculture  Park / Forest / Open Space  Other (describe)

10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local)  
 Yes  No      If yes, list agency name and permit / approval:

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?  
 Yes  No      If yes, list agency name and permit / approval:

12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION?  
 Yes  No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant / Sponsor Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

**If the action is a Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

**A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4?** If yes, coordinate the review process and use the FULL EAF.  
 Yes  No

**B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6?** If No, a negative declaration may be superseded by another involved agency.  
 Yes  No

**C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING:** (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:  
 \_\_\_\_\_

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:  
 \_\_\_\_\_

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:  
 \_\_\_\_\_

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:  
 \_\_\_\_\_

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:  
 \_\_\_\_\_

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:  
 \_\_\_\_\_

C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:  
 \_\_\_\_\_

**D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?** (If yes, explain briefly:  
 Yes  No \_\_\_\_\_

**E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?** If yes explain:  
 Yes  No \_\_\_\_\_

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

\_\_\_\_\_  
 Name of Lead Agency

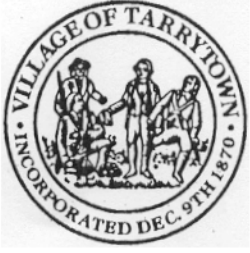
\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
 Title of Responsible Officer

\_\_\_\_\_  
 Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
 Signature of Preparer (If different from responsible officer)



# TARRYTOWN-ON-HUDSON

21 Wildey Street • Tarrytown, New York 10591-3199

Planning and Zoning Office  
(914) 631-1652

Building Department  
(914) 631-3668

## VILLAGE OF TARRYTOWN POLICIES AND PROCEDURES OF THE PLANNING BOARD

### PLANNING BOARD MEETINGS

The Planning Board (the "Board") meetings are as follows unless otherwise specified or noticed by the Board:

Fourth Monday of each month - regular working meeting, at which time a review of applications will occur. Review of site specific applications and environmental issues will be discussed at these meetings.

Special meetings may be scheduled from time to time. These meetings are subject specific and may take the form of a work session or official meeting. The public and applicants on the agenda will be notified in advance when this type of meeting is scheduled.

In the event that the regularly scheduled Monday night meeting will not serve the purposes of a Planning Board meeting (i.e. holiday), the Secretary to the Planning and Zoning Boards will announce a schedule change and issue a public notice thereof.

On the Monday prior to the meeting, the Planning Board agenda will be finalized. Applications will be scheduled on the agenda based on chronological order of submission.

Meetings begin at 8:00 p.m. The Board shall not undertake review of an application after midnight. If an application does not appear before the Board on the scheduled agenda due to this time limit, such application(s) will automatically be postponed to the start of the next regularly scheduled meeting.

### SUBMISSIONS

The Tarrytown Village Code, specifically Chapters 263 (Subdivision of Land) and 305 (Zoning), outline the information/documentation that is required to be submitted by an applicant. All required application information must be submitted to the Village Clerk's Office at least ~~fourteen~~ 17 (14) calendar days prior to the next regularly scheduled meeting. Twelve (12) complete sets of an

application or modified submittal must be submitted for distribution. All drawings must be folded by the applicant.

New applications will be placed on the agenda for Board determination of completeness and initial review based on chronological order of submission. If a public hearing is scheduled and required materials have not been submitted, the Planning Board reserves the right to remove the item from the assigned agenda and reschedule the hearing.

#### NOTICE OF PUBLIC HEARING - §305-45 OF THE TARRYTOWN VILLAGE CODE

All applicants, at least 10 days prior to the public hearing, shall send written notice by certified mail, return receipt requested, to all owners within 100 ft. of the affected property and to any other such persons as the applicable Board may deem necessary, all at the expense of the applicant. Property owners entitled to notice shall be those listed as owners on the record in the Village of Tarrytown Tax Assessor's office as of the date of mailing. The written notice shall contain information equal to the notice published in the newspaper, and proof of mailing receipts must be furnished prior to the public hearing. Any person making an application is further required to erect a sign facing each public street on which the property abuts, giving notice that such application has been made and that a public hearing will be held. Such signs shall be obtained from the Building Inspector. Signs are to be displayed for a period of not less than ten days immediately preceding the hearing date or any adjourned hearing date. The sign shall not be set back more than ten feet from any property or street line and shall not be less than 2 ft. or more than 6 ft. above the grade at the property line. Said sign shall be affixed to a suitable frame which will assure visibility from the street at all times. At the commencement of the public hearing, the applicant is required to file an affidavit, which states that the aforementioned public notice requirements have been complied with.

#### ESCROW ACCOUNTS – §305-58B OF THE TARRYTOWN VILLAGE CODE

At the time of submission of any application before the Planning Board, the Planning Board may require the establishment of an escrow account from which withdrawals shall be made to reimburse the village for the cost of professional review services. The applicant shall then provide funds to the village for deposit into such account in the amount to be determined by the Planning Board based on its evaluation of the nature and complexity of the application. The applicant shall be provided with copies of any village voucher for such services as they are submitted to the village. When the balance in such escrow account is reduced to 1/2 of its initial amount, the applicant shall deposit additional funds into such account to bring its balance up to the amount of the initial deposit. If such account is not replenished within 30 days after the applicant is notified, in writing, of the requirement for such additional deposit, the Planning Board may suspend its review of the application. A building permit or certificate of occupancy shall not be issued unless all professional fees charged in connection with the applicant's project have been reimbursed to the village. After all pertinent charges have been paid, the village shall refund to the applicant any funds remaining on deposit.

**RECREATION FEES - §305-58E OF THE TARRYTOWN VILLAGE CODE**

- (1) All development subject to site plan review and approval pursuant to §§ 305-52 through 305-61 may be conditioned upon the payment of a recreation fee contribution to a Village Recreation Fund which may be established by the Board of Trustees pursuant to New York State Village Law § 7-725-a, Subdivision 6(a), (b), (c) and (d).
- (2) All fees and fee structures shall be defined and established by resolution of the Board of Trustees.
- (3) The fee to be placed in a recreation fund shall be \$7,000 per lot or per unit, whichever is greater, with annual cost-of-living adjustments based on the CPI as of January 1 of each calendar year.