

Planning Application #: _____

Application Received: _____

Fee Amount: \$ _____

Check #: _____

Date: _____

(For Village Use Only)

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:

1. 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:

Signature of Applicant: _____

Date: _____



TARRYTOWN-ON-HUDSON

One Depot Plaza, Tarrytown, New York 10591-3199

Planning and Zoning
914-631-1487

Building/Engineering
914-631-3668

FAX NO. 914-631-1571

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 schedule from time to time. These meetings are subject-specific. These meetings will be noticed on the Village's scroll and website.
- In the event a regularly scheduled meeting of the Planning Board falls on a holiday, the regular meeting will be held the following day.
- On the Monday prior to the meeting, the Planning Board agenda will be finalized. Applications will be schedule on the agenda in order of submission.
- Meetings begin at 7:00 p.m.

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 new application information must be submitted to the Planning and Zoning Office at least twenty-one (21) days prior to the next regularly scheduled meeting. Twelve (12) complete assembled sets of an application must be submitted for distribution. All drawings must be folded by the applicant and be part of the assembled packet. Modified submittal information must be received by the Planning and Zoning Office at least eighteen (18) calendar days prior to the next regularly scheduled meeting.

New applications will be placed on the agenda for Board determination of completeness. When the Board determines the materials submitted are sufficient to move an application forward, a public hearing will be scheduled.

NOTICE OF PUBLIC HEARING - §305-141 OF THE TARRYTOWN VILLAGE CODE

All applicants, at least ten (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 Department. Signs are to be displayed for a period of not less than ten (10) days immediately preceding the hearing date or any adjourned hearing date. The sign shall not be set back more than ten (10) feet from any property or street line and shall not be less than 2 feet or more than 6 feet 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 - §305-138C 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 ½ 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.

PROJECT ID NUMBER

617.20

SEQR

APPENDIX C

STATE ENVIRONMENTAL QUALITY REVIEW

SHORT ENVIRONMENTAL ASSESSMENT FORM

for UNLISTED ACTIONS Only

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

1. APPLICANT / SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality	County
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map	
5. IS PROPOSED ACTION : <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input type="checkbox"/> Other (describe)	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> 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)



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PLANNING BOARD ESCROW AGREEMENT

The undersigned does hereby agree to the following:

1. I (WE) am (are) the owner(s) of premises located at:

For which application is being submitted to the Village of Tarrytown Planning Board for review.

2. I understand and agree that there are certain consulting fees for which I am responsible in conjunction with said application.
3. I understand that the Planning Board may seek the consultation of professional planners, engineers, surveyors, etc., as well as any special counsel that the Board deems necessary. I will be responsible for any and all costs incurred by the Planning Board for such consultations and professional opinions at the prevailing hourly rate agreed upon by the Village. I understand that no employee of the Village or any member of the Planning Board can advise me, in advance, of what the total consulting fees might be. I also understand that I may be obligated to pay recreation fees based upon the number of parking spaces required for site plan approval at the rate of \$7,000.00 per parking space or per lot, as determined by the Planning Board.
4. I shall provide a minimum retainer of \$2,500.00 up to a maximum initial amount of \$10,000.00, as determined by the Planning Board, payable to the Village of Tarrytown to be held in escrow and applied toward the payment of consultation and professional fees incurred by the Village with regard to my application. When the balance of the escrow account is \$2,500.00 or less, I shall deposit additional retainer funds into the escrow account so that the minimum balance in said account in the Village Treasurer's Office is never less than \$2,500.00. The Village Treasurer shall record the amount of expenses incurred and the amount of monies withdrawn from said account. A replenishment letter will be sent, when necessary, requesting additional funds.

5. I understand that if at any time the minimum balance in said escrow account falls below \$2,500.00 and is not timely replenished, the Planning Board may refuse to issue permits and/or certificates with regard to the premises.

6. I understand that if I withdraw my application prior to any action being taken by the Planning Board, I am still responsible for any expenses incurred by the Village with regard to my application prior to such withdrawal.

7. I understand that it is my responsibility to request the return of the unexpended escrow fund balance by submitting a letter to the Building Department. The refund, if any, will be made approximately two (2) months from receipt in order to allow for the consultants' bills to be presented.

8. If at the termination of the Planning Board process, I still am indebted to the Village of Tarrytown for any fees mentioned herein above, I understand that the amount of money still owed may be added to my property tax bill and become a lien against the property, or the Village may take whatever legal action necessary against each owner, either individually or jointly, to collect such funds.

9. Be advised that this agreement is subject to Local Law No. 7 – 2004 Village of Tarrytown Policy on Resolution of Violations and Payment of Fees. No permits, variances, licenses, subdivision, site plan or other approvals or authorizations shall be issued, no applications therefore shall be considered and no informal conference, preliminary review or other procedure in relation thereto shall be conducted by the Village Board, the Planning Board, Architectural Review Board, Zoning Board of Appeals, the Building Inspector, or any other board, commission or agency of the Village unless and until (1) all outstanding code violations chargeable to the owner, possessor, contractor, contract vendee or applicant together with all penalties thereon shall have been paid or resolved, and (2) all outstanding fees including but not limited to inspection, consult and recreation fees due the Village from the owner, possessor, contractor, contract vendee or applicant are paid.

Date: _____

Owner

Owner

Owner