



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3199

CHECKLIST FOR SITE PLAN SUBMISSION

Applicant Name: _____ Proposed Project Address: _____

A building permit must be filed and reviewed by the Building Department prior to submitting a site plan application

Checks for Applicable fees and for Escrow

Applicant must Submit Twelve (12) copies of the following:

Cover letter: (a) describing/introducing the Project; (b) listing all materials submitted; and (c) providing a narrative: (i) detailing the reasons the Board should consider granting any requested waivers; and (ii) giving further detail on Environmental Clearance Form items

Completed Site Plan Application Form with Completed Checklist

Completed Building Permit Application with Denial Letter

Completed Environmental Assessment Form (use Long Form EAF for Type I Actions)

Completed Zoning Compliance Form indicating any necessary variances

Completed Environmental Clearance Form

Copy of all easements and restrictive covenants both in place and proposed

Proposed site plan set complying with Village of Tarrytown Zoning Code Article XVI and prepared by a N.Y.S. licensed professional (with plans folded to 8 1/2" x 11" with title box showing) that should include the following:

- ___ a. Cover Sheet
- ___ b. Boundary and certified topographical survey of property, including survey of existing trees and structures
- ___ c. Site Plan (must have any steep slopes (slopes 25% or greater), wetlands and wetland buffers, ridge lines and hilltops clearly delineated)
- ___ d. Detailed elevation plans for any proposed buildings/structures
- ___ e. Streetscape (photo montage or line drawing showing elevations)
- ___ f. Stormwater/Drainage Plan (must consider green infrastructure)
- ___ g. Site Grading/Utility plan
- ___ h. Erosion and Sediment Control Plan
- ___ i. Separate Landscaping plan (all plantings should be of non-invasive native species and new trees must be 4" caliper or greater)
- ___ j. Tree removal plan
- ___ k. Lighting Plan
- ___ l. Details
- ___ m. Projection of Utility Costs

Letter of Explanation: if all plans (a-m) are not submitted, a letter from a N.Y.S. licensed professional must be provided detailing the reason (for example: "f, h, i, j, k not submitted as the application involves only interior renovation to an existing commercial space.")

Applicant's Signature

Date

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: \$600.00 + \$60.00 each dwelling unit + \$30.00 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 (note that this Application must be made in the name of the person or entity that has a possessory interest in the Property such as the property owner, tenant or contract vendee and not in the name of the Applicant's representatives such as an architect):

1. Property:

a. Description of Property (tax map designation):

Sheet _____ Block _____ Lot _____ or Parcel _____ Zone _____

b. Property's Post Office Address: _____

2. Record Owner of Property:

Name: _____

Address: _____

Daytime Telephone: _____

****If title was acquired within the past two years, a copy of the Deed must be submitted**

3. Applicant:

Name: _____

Address: _____

Daytime Telephone: _____

4. Applicant's Interest in the Property:

a. Is the Applicant the Record Owner of the Property? ___ YES or ___ NO
IF YES, SKIP TO QUESTION 5

b. If Applicant is not the Record Owner of the Property, provide the information requested in subsections 1 and 2 below

1. Describe your relationship to the property (i.e. tenant, contract vendee, etc.) and the date said relationship commenced:

2. The following CONSENT OF OWNER STATEMENT must be completed and signed by the Record Owner of the Property:

CONSENT OF OWNER STATEMENT

I, _____, am the Record Owner of the Property identified in this application or a duly authorized officer, shareholder or member of the Record Owner of the Property identified in this application. I have reviewed the completed application packet seeking site plan approval and acknowledge that the Applicant is seeking site plan approval in connection with my property (or the Property I retain a duly authorized interest in). I consent and authorize _____ (the Applicant) to seek site plan approval for the property from the Village of Tarrytown Planning Board.

PRINT NAME: _____

Sworn to before me this
___ day of _____, 20__

NOTARY PUBLIC

5. Description of Project:

A. Fully describe the proposed project. Attach additional information and drawings as required by Chapter 305 of the Zoning Code (see also Checklist Requirements for Site Plan submission).

A topographic map MUST be included with this application and slopes of 25% or greater must be delineated:

B. Does the project propose 5,000 square feet or more of new or renovated floor area or 10,000 square feet or more of land disturbance? _____ YES or _____ NO

C. Check the box if the subject property is within 500 feet of:

- A boundary of a city, town, or village
- A boundary of an existing or proposed state or county park or any other state/county recreation area
- The right-of way of an existing or proposed state or county road
- An existing or proposed county drainage channel line
- The boundary of state or county owned land on which a public building/institution is located
- The boundary of a farm located in an agricultural district

6. Historic Designation:

Is the Property or any building or feature on the Property historically designated?
___ YES or ___ NO

IF YES, specify the nature of the historical designation and provide specific details:

7. Duly Authorized Representatives:

For both the Record Owner and Non-Record Owner Applicants, if someone else is authorized to act as your representative before this Board (including an attorney, architect, engineer or other consultant), provide his or her contact information:

Name: _____
Address: _____
Telephone: _____

Name: _____
Address: _____
Telephone: _____

(Use Rider if additional representative information).

8. E-mail address: _____ *Please check if preferred form of communication*

Signature of Applicant: _____ Date: _____



VILLAGE OF TARRYTOWN

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 eighteen (18) 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 ten (10) calendar days prior to the next regularly scheduled meeting.

A topographic map MUST be included with this application; slopes of 25% or greater must be delineated.

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, 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.



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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

AFFIDAVIT OF PUBLIC NOTICE REQUIREMENTS

PLANNING BOARD

I hereby certify that I have read and am fully familiar with the requirements with Section 305-111 of the Zoning Code of the Village of Tarrytown and that in accordance with this code; I have caused written notice to be sent by certified mail, to all interested parties as directed in the Code. In addition, I have caused a sign which complies with requirements of the applicable section of the aforesaid Code to be prominently displayed on the subject property in the required manner, giving notice to the public of the pending application, the date, time and place of the public meeting. The said sign has been continually displayed on the property for a period of ten (10) days immediately preceding the public meeting date and until the application has been approved. A dated photograph of the sign displayed on the property shall be submitted as proof. Once the application has been approved, the sign will be removed. I make this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Zoning Code of the Village of Tarrytown.

Name: _____

Address: _____

Signature: _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		acres		
b. Total acreage to be physically disturbed?		acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ <input type="checkbox"/> NO <input type="checkbox"/> YES	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	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.

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)

PRINT

**VILLAGE OF TARRYTOWN
ZONING COMPLIANCE FORM**

OWNER: _____ DATE: _____

PROPERTY LOCATION: _____

SHEET: _____ BLOCK: _____ LOT: _____ ZONE: _____

	Permitted	Existing	Proposed	Variance
MINIMUM LOT SIZE (SQ. FT.)				
REQUIRED MINIMUM STREET FRONTAGE (FT.)				
PRINCIPAL BUILDING COVERAGE (%)				
ACCESSORY BUILDING COVERAGE (%)				
TOTAL COVERAGE (ALL BUILDINGS) (%)				
MINIMUM FRONT YARD (FT.)				
MINIMUM FOR EACH SIDE YARD (FT.)				
MINIMUM 2 SIDE YARDS (FT.)				
MINIMUM REAR YARD (FT.)				
MINIMUM DISTANCE FROM ACCESSORY BUILDING TO PRINCIPAL BUILDING (FT.)				
MINIMUM DISTANCE FROM ACCESSORY BUILDING TO SIDE LOT LINE (FT.)				
MINIMUM DISTANCE FROM ACCESSORY BUILDING TO REAR LOT LINE (FT.)				
MAXIMUM HEIGHT (STORIES)				
MAXIMUM HEIGHT (FT.)				
MINIMUM FLOOR AREA PER DWELLING UNIT (S.F.)				
MAXIMUM LIVABLE AREA				
TOTAL GROSS FLOOR AREA (F.A.R.)				
IMPERVIOUS SURFACE				
PARKING SETBACKS:				
PRINCIPAL BUILDING				
FRONT				
ONE SIDE				
OTHER SIDE				
TOTAL OF BOTH SIDES				
REAR LOT LINE (FT.)				
TOTAL PARKING SPACES				
LOADING AREA				
BUILDING HEIGHT				
NUMBER OF STORIES				
TOTAL HEIGHT				
CORNER LOTS:				
MINIMUM FRONT YARD (FT.)				
MINIMUM FRONT YARD (FT.)				
MINIMUM SIDE YARD (FT.)				
MINIMUM REAR YARD (FT.)				
AREA OF STEEP SLOPES 25% OR GREATER		S.F.		%



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3199

Environmental Clearance Form

THIS FORM MUST BE COMPLETED BY A N.Y.S. LICENSED PROFESSIONAL

Applicant Name: _____ **Proposed Project Address:** _____

Slope provisions:

a. Does the property contain (as defined in Zoning Code § 305-67(A)(2)):

- | | | |
|--------------|------------------------------|-----------------------------|
| Steep Slopes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| High ground | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hilltops | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

NOTE: Applicants must submit a slope map (see Zoning Code § 305-67(E)) and if applicable, a topographical map depicting hilltop or high ground

- b. If the property contains steep slope areas or high ground, submit separate density calculations to ensure compliance with the required exclusion percentages (see Zoning Code § 305-67(B) & (C)).
- c. If a waiver is sought under the Zoning Code § 305-67(F)'s steep slope waiver provision, submit a separate narrative detailing the basis for such waiver request.¹

Wetlands provisions:

a. Does the property contain (as defined in Zoning Code § 305-67(A)(2) and Chapter 302 entitled "Wetlands and Watercourses"):

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| Wetlands | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wetland/Watercourse Buffer | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Watercourses and/or Watersheds | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- b. If the property contains any of the above, submit a survey prepared by a N.Y.S. licensed professional delineating the above features.
- c. If the property contains wetlands, submit separate density calculations to ensure compliance with the required exclusion percentage (see Zoning Code § 305-67(B)).

Flood Zone provisions:

- a. Is the property in a flood zone according to the Firm Map? Yes No
- b. If yes, specify the flood zone and submit a narrative detailing how the proposed development complies with Chapter 169, Flood Damage Prevention and any other applicable regulations

Critical Environmental Area:

Is the property wholly or partially within, or substantially contiguous to a Critical Environmental Area? Yes No:

Note: see http://www.dec.ny.gov/permits_25161.html for a list of CEAs in Westchester County

¹ Note, the Planning Board cannot grant waivers from Zoning Code § 305-67(D) prohibiting the erection of new structures or buildings on a "hilltop."

Coastal Resources:

- a. Is the property within a Coastal Area, or the waterfront area of a Designated Inland Waterway?
 Yes No
- b. Is the property within a Coastal Erosion Hazard Area? Yes No

Vegetation:

- a. Does the property contain "significant amounts of existing vegetation" (as defined in Zoning Code § 305-67(A)(2)(e)): Yes No
- b. Is there any tree proposed to be removed that exceeds 4" in diameter at a height of 4'6":
 Yes No
If yes, specify such trees to be removed and proposed replacement trees: _____
- c. Is any tree proposed to be removed a "specimen tree" (see Chapter 281)? Yes No
If yes, specify such trees to be removed and proposed replacement trees: _____

Historic District and Landmarks (as such terms are defined in Chapter 191):

- a. Is the property located within or partially within a historic district? Yes No
- b. Does the property contain a historic landmark? Yes No
- c. Is the proposed project wholly or partly within, or substantially contiguous to a historic district or landmark (as such terms are defined in Chapter 191)? Yes No
- d. Is the proposed project wholly or partially within, or substantially contiguous to a site that is listed on the National Register of Historic Places, or that has been proposed by the New York State Board on Historic Preservation for a recommendation to the State Historic Preservation Officer for nomination for inclusion in the National Register, or that is listed on the State Register of Historic Places? Yes No

Involved Agencies; Approvals

- a. Is the proposed action located on property within 500 feet of:
 - (1) The boundary of any adjoining city, town or village Yes No
If yes, state which municipality/ies: _____
 - (2) the boundary of any existing or proposed state or county park, recreation area or road right of way?
If yes, who has jurisdiction? Westchester County NYSDOT NYSOPRHP
 - (3) an existing or proposed drainage channel line? Yes No
 - (4) the boundary of state- or county-owned land on which a public building/institution is located?
 Yes No
 - (5) the boundary of a farm located in an agricultural district? Yes No
- b. Will a sewer district have to be expanded for the project? Yes No

c. Are governmental approvals, funding or sponsorship required from any of the following:

- (1) Village Board of Trustees Yes No
If yes, specify what is required: _____
- (2) Planning Board Yes No
If yes, specify what is required: _____
- (3) Zoning Board of Appeals Yes No
If yes, specify what is required: _____
- (4) Architectural Review Board Yes No
If yes, specify what is required: _____
- (5) Other local agencies Yes No
If yes, specify what is required: _____
- (6) County agencies Yes No
If yes, specify what is required: _____
- (7) Regional agencies Yes No
If yes, specify what is required: _____
- (8) State agencies Yes No
If yes, specify what is required: _____
- (9) Federal agencies Yes No
If yes, specify what is required: _____

Easements/Restrictive Covenants:

Does the property contain any easements or restrictive covenants of record? Yes No
If yes, provide copies and depict any easement on the site plan.

N.Y.S. Professional of Record (P.E., L.S. or R.A.):

I certify that the information provided is true to the best of my knowledge

Professional's Signature: _____

Name: _____

License Number _____

Address:

Telephone number:

Email:

Professional Seal:

