

Planning Application #: \_\_\_\_\_

Application Received: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

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

(For Village Use Only)

**VILLAGE OF TARRYTOWN**

**SUBDIVISION APPLICATION**

Application Fees: \$1,000.00 + \$1,350 Per Lot (Increased each year based on CPI)

TO THE PLANNING BOARD:

Application is hereby made for review of the following proposed subdivision:

1. Description of property (tax map designation):

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

2. Subdivision name or address: \_\_\_\_\_

3. Property owner: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

4. Agent's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

5. Size in acres: \_\_\_\_\_ Proposed number of lots: \_\_\_\_\_ Fee: \_\_\_\_\_

6. Is the entire parcel to be subdivided at this time? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is any land to be dedicated to public use? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, number of acres to be dedicated: \_\_\_\_\_

8. Will zoning changes, variances or subdivision waivers be requested? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

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

10. E-mail address: \_\_\_\_\_  Please check if preferred form of communication

\*\*\*\*\*

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 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, 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.

**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.

<b>Part 1 - Project and Sponsor Information</b>			
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			



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"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
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:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<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**

AFFIDAVIT OF PUBLIC NOTICE  
REQUIREMENTS

PLANNING BOARD

I hereby certify that I have read and am fully familiar with the requirements with Section 9-8 of the Code of the Village of Tarrytown and that in accordance therewith I have caused written notice to be sent by certified mail, return receipt requested, 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. I make this affidavit knowing that it shall be relied upon by the appropriate officials as proof of compliance with the requirements of the Code of the Village of Tarrytown.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**VILLAGE OF TARRYTOWN**

Building Department

One Depot Plaza

Tarrytown, NY 10591

Phone 914-631-3668

Fax 914-631-1571

www.tarrytowngov.com

**PROXY STATEMENT**

\_\_\_\_\_ is the owner of the property located at  
\_\_\_\_\_ and has authorized  
\_\_\_\_\_ to make the attached application  
for \_\_\_\_\_ and to represent them at  
all Board meetings.

\_\_\_\_\_  
Signature of Owner

**Sworn to before me**

**this \_\_\_\_\_ day of \_\_\_\_\_**

**Notary Public: \_\_\_\_\_**



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*FAX NO. 914-631-1571*

## 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

**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.		%