

BUILDING DEPARTMENT
VILLAGE OF RYE BROOK
938 KING STREET RYE BROOK, NY 10573
(914) 939-0668 FAX (914) 939-5801
www.ryebrook.org

FOR OFFICE USE ONLY:

BOT Approval Date: _____

PB Approval Date: _____

BOT Disapproval Date: _____

PB Disapproval Date: _____

Attach Resolution Hereto: BOT [] PB [] ZBA []

Chairman: _____

SITE PLAN FEE: _____ DATE PAID: _____

ENVIRONMENTAL FEE: _____ DATE PAID: _____

OTHER: _____

APPLICATION FOR SITE PLAN APPROVAL

Submission of this application does not assure placement on any Planning Board Agenda. The Applicant will be notified of such placement.

This application references but is not limited to the following sections of the Code of the Village of Rye Brook; §250 ZONING, §209 SITE PLAN REVIEW, §235 TREES, §107 DEMOLITION OF BUILDINGS, §224 SWIMMING POOLS, §121 EXCAVATION & TOPSOIL REMOVAL, §118 EROSION & SEDIMENT CONTROL, §213 STEEP SLOPES PROTECTION, §219 SUBDIVISION OF LAND, §250-40 NOTIFICATION REQUIREMENTS. **Applicants and their Design Professionals are strongly advised to review the above mentioned code sections online at, www.ryebrook.org prior to completing and/or submitting this application.**

APPLICATION FEE SCHEDULE:

Residential Dwellings - \$325.00, plus \$200.00 per additional dwelling unit.

Non-Residential Buildings - \$475.00, plus \$30.00 per parking space.

Planned Unit Development - \$600.00, per acre

PUD Amendment - \$300.00

Site Plan Amendment - \$575.00

Wetlands & Watercourse - \$1,150.00, permit \$250.00

Consultant Review (Escrow) Fee: Minimum fee \$250.00 - maximum fee \$2,500.00 to be determined by the Village Engineer.

Application fees are non-refundable. The applicant's Escrow Account must have a positive balance at all times prior to any Consultant, Attorney, or Village review. Escrow Fees and Site Plan Fees must be paid on separate checks made payable to the Village of Rye Brook.

1. Site Address: _____ Parcel ID#: _____ Zone: _____

2. Property Owner: _____

Address: _____ E-Mail: _____

Tel. #: _____ Other: _____

3. Applicant: _____

Address: _____ E-Mail: _____

Tel. #: _____ Other: _____

4. Design Professional: _____

Address: _____ E-Mail: _____

Tel. #: _____ Other: _____

5. Designate to whom correspondence is to be sent: _____

Note: If applicant is a "Contract Vendee", please attach a copy of the contract summary with financial and confidential terms deleted.

6. Street which property abuts: _____
7. Does property connect directly into State or County highway? () NO () YES: _____
8. Is site within 500 feet of Village Boundary? () NO () YES If yes note all bordering municipalities: _____

9. Total area of site: _____ Area of site activity: _____
10. Site coverage: _____%; Building coverage: _____%
11. Existing building size: _____ New/additional building size: _____
12. Existing parking spaces: _____ New parking spaces: _____
13. Nature of proposed activity: _____

Please note that this application must include the notarized signature(s) of the legal owner(s) of the above-mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.

STATE OF NEW YORK, COUNTY OF WESTCHESTER) as:
 _____, being duly sworn, deposes and states that he/she is the applicant above named,
 (print name of individual signing as the applicant)
 and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the
 _____ for the legal owner and is duly authorized to make and file this application.
 (indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this _____
 day of _____, 20____

 Notary Public

 Signature of Property Owner

 Print Name of Property Owner

Sworn to before me this _____
 day of _____, 20____

 Notary Public

 Signature of Applicant

 Print Name of Applicant

SITE PLAN SUBMITTAL REVIEW CHECKLIST

This form shall serve as a checklist for site plan submittal and review by the Village of Rye Brook. The use of this plan review checklist by the applicant is to ensure compliance with the technical provisions of §209 of the Code of the Village of Rye Brook entitled, Site Plan Review, pertaining to preliminary and final plan preparation. The Village Code is available on the Village Website at: www.ryebrook.org. Prior to the appearance before ANY meeting or hearing of the Planning Board, the applicant must comply with all Notification Requirements of Code Section 250-40.

SITE PLAN SUBMITTAL SHALL INCLUDE:

1. **APPLICATIONS.** Completed and signed including correspondences.
2. **CHECKLIST.** Completed and signed.
3. **PLANS.** Signed, Sealed & Dated. Four paper (4) copies and one (1) electronic version. One (1) record set with original signatures, dates and seals shall be provided and submitted with two (2) copies that clearly indicate the signatures, dates, and seals shown on the record set.
4. **FEES:** All application fees and Environmental fee. A separate check for filing fee and Environmental fee.
5. **Environmental Assessment Form.** Form available on the NYS DEC website and mapper.
6. **Electronic Copy.** Complete copy of all plans and shall be submitted electronically at time of submission.
7. **Notarized Affidavit of Sign Posting & Mail Notification.**

I, _____ (Applicant's Signature) have read the Notification Requirements of Code Section 250-40 and will provide notification as required.

IDENTIFICATION OF APPLICANT(S):

Identification of Applicant: _____

Applicant: _____

Address: _____

Tel. #: _____ Fax: _____ E-Mail: _____

Project Name: _____

Project Address: _____

Current Property Owner: _____

Address: _____

Tel. #: _____ Fax: _____ E-Mail: _____

IDENTIFICATION OF PROPERTY:

Identifying Title: _____

Tax Designation: Section: _____ Block: _____ Lot: _____ Zoning District: _____

Street which property abuts: _____

Plan Submission Date: _____

Y N NA PLAN REQUIREMENTS

- O O O** 4 copies of plans prepared and signed by a registered Land Surveyor, Engineer or Architect.
- O O O** One (1) electronic copy of all submitted plans and surveys.
- O O O** Topographic Survey stamped by New York State Land Surveyor with license number and seal.
- O O O** Topographic survey scale of one (1) inch per twenty (20) feet or larger.
- O O O** Section, block and lot numbers of the property taken from the latest tax records along with a copy of the most recent property card on file with the Town of Rye Tax Assessor's office.
- O O O** Name of the proposed subdivision plan.
- O O O** Name and address of the owner of record.
- O O O** Name and address of the applicant.
- O O O** Deed reference(s).
- O O O** Names, addresses and signature of every Engineer, Architect, Land Surveyor or Soil Scientist whose professional seal appears on any site plan submitted to the Board.
- O O O** North arrow and scale.
- O O O** Location map at the minimum scale of 1" equals 1,000 feet.
- O O O** Area of all lots, in square feet.
- O O O** Engineering notes on plans as stated in application packages.
- O O O** Copies of all existing and proposed deed restrictions or covenants applying to the property, including, but not limited to, covenants and agreements restricting the use and establishing future ownership and maintenance responsibilities for all private roads, recreation, and open space areas.
- O O O** Any prior land use approvals with respect to the subject property.
- O O O** Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the originals of the revised sheets. Additional paper copies are to be made & submitted for the Planning Board & Building Dept. to replace those sheets previously submitted.
- O O O** Other existing site improvements, including, but not limited to, fences, landscape or retaining walls, landscaping & screening.
- O O O** Location of all buildings and structures on the premises and approximate location of all neighboring buildings or structures within 100 feet of the lot line.
- O O O** Fees paid to The Village of Rye Brook Building Department.
- O O O** Any revisions to plans shall be identified with a revision cloud and numbered revision triangle

Y N NA ABUTTING PROPERTY INFORMATION

- O O O** The names and addresses of all abutting property owners within 250 ft as indicated in the Municipal records.
- O O O** Zoning and use of abutting properties noted on plans.
- O O O** Shape, size, height and location of existing buildings and driveways within one hundred (100) feet of the site.
- O O O** Location and description of existing easements within one hundred (100) feet of the site.
- O O O** Location of existing private or public trails within one hundred (100) feet of the site.
- O O O** Location of existing roads, scenic roads and/or driveways within two hundred (200) feet of the site.
- O O O** Location of proposed parkland. If none state nearest recreation facility
- O O O** Location of existing septic system leach fields within two hundred (200) feet of the site.
- O O O** Locations, dimensions, grades and flow direction of existing sewers, culverts, waterlines as well as other underground utilities within and adjacent to the property.

- O O O** The location of all existing watercourses, intermittent streams, wetland areas and springs, consistent with the definitions set forth in Chapter 245, Wetlands and Watercourses, of the Code of the Village of Rye Brook.

Y N NA *PROPOSED SITE PLAN INFORMATION*

- O O O** Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line.
- O O O** Location of all building setback lines.
- O O O** Topographic data at a minimum contour interval of 2'-0" increments, showing existing and proposed contours on the property and extending a minimum of 25 feet into all adjacent properties.
- O O O** The location and characteristics of the different areas of vegetation, including the identification of all individual trees 12 or more inches in diameter at breast height ("DBH"), protected trees of any size, as well as stands of trees and wooded areas, within areas of proposed disturbance, consistent with the provisions of Chapter 235, Trees, of the Code of the Village of Rye Brook.
- O O O** Location and proposed development of all buffer areas, including existing vegetative cover.
- O O O** Location and description of any zoning district and municipal boundaries including a zoning compliance chart for the existing and proposed lots.
- O O O** Shape, size, height and location of all existing and proposed buildings.
- O O O** Location and description of any existing and proposed easements.
- O O O** Location and dimensions of all existing and proposed streets, driveways, sidewalks, parking spaces, bicycle parking, loading areas and other facilities associated with the proposed use.
- O O O** Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
- O O O** Location of existing and proposed utilities (water, sewer, gas, electrical, telephone, oil tank etc.).
- O O O** Design and location of all existing and proposed wells, septic tanks and leach field systems, or methods of waste water disposal.
- O O O** Location, type and size of all existing and proposed landscaping and screening including fences and walls.
- O O O** Location, size and proposed screening of outdoor storage areas, if any.
- O O O** Location, design and construction material of all existing or proposed site improvements, including drains, culverts, retaining walls, landscape walls and fences.
- O O O** Exterior lighting plan and proposed signs to be located on site, including sign orientation, size, height, and elevation view.
- O O O** Storm drainage plan and plans for snow removal and storage.
- O O O** Pedestrian and automobile circulation plan.
- O O O** Construction drawings for pavements, walks, steps, curbing, drainage & other structures associated with the proposed use.
- O O O** Erosion and sedimentation control plan, including installation details of proposed control measures, directive construction notations and a schedule for the installation and maintenance of proposed control measure.
- O O O** Description of measures planned to assure proper erosion and sedimentation control in accordance with the requirements of Chapter 118 entitled "Erosion and Sediment Control," of the Code of the Village of Rye Brook.
- O O O** Drawing and computation for storm water detention design for a 25-year storm in accordance with the Westchester County Best Management Practices
- O O O** Rock outcroppings and areas of steep slope consistent with the definitions set forth in Chapter 213, Steep Slope Protection, of the Code of the Village of Rye Brook.
- O O O** Location of any common lands and/or public lands.
- O O O** Phasing or an estimated project construction schedule.
- O O O** Supporting documents, including deeds, maintenance, condominium agreements, etc.

- ☐ ☐ ☐ Location of proposed construction or area of disturbance and its relationship to any property line, easement, building, structure, road, wall, fence, sewage disposal system, well, wetland feature or tree exceeding six inches in diameter measured at a height of four feet from the ground
- ☐ ☐ ☐ Estimate of earthwork showing the quantity of any material to be imported to and/or removed from the site including a chart with the number/species and size of any trees to be removed.
- ☐ ☐ ☐ Location and size of areas of soils by soil types in the area of proposed disturbance and to a distance of 100 feet surrounding the area of disturbance.
- ☐ ☐ ☐ Cross sections of steep slope areas.
- ☐ ☐ ☐ Retaining walls or like constructions, with details of construction.
- ☐ ☐ ☐ Approximate boundaries of any areas subject to flooding or stormwater overflows, including areas of special flood hazard and coastal high-hazard areas, consistent with the definitions set forth in Chapter 130, Flood Damage Prevention, of the Code of the Village of Rye Brook. Approximate Wetlands and wetland buffer boundaries shall be clearly delineated.
- ☐ ☐ ☐ Location of fire and other emergency zones, including the location of fire hydrants.
- ☐ ☐ ☐ Studies to include, but not necessarily limited to: environmental impact analysis, wildlife, traffic, stormwater management, recreation, public service, fiscal impact, visual impact and historic significance documentation, or a written request to waive the submission requirements for these studies.
- ☐ ☐ ☐ Amount of any bonds required.
- ☐ ☐ ☐ Amount of excavated material to be removed from site, if any.
- Y N NA** ***OTHER (as applicable)***
- ☐ ☐ ☐ Record of application for and approval status of all necessary permits from state and county officials and local utility companies.
- ☐ ☐ ☐ Identification of any federal, state or county permits required for the project's execution, including project referrals, if any, & environmental review procedures mandated by Article 8, Environmental Quality Review, of the Environmental Conservation Law (SEQRA).
- ☐ ☐ ☐ Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration & to make an informed decision.

DEVELOPMENT REVIEW CHECKLIST **WESTCHESTER COUNTY PLANNING BOARD**

Notice to Applicants/Developers: At some point during the development review process your project may be referred to the Westchester County Planning Board for review and comment in accordance with state and county laws that require local planning boards, zoning boards of appeals and governing bodies to refer certain development applications to the County Planning Board. Referral to the County Planning Board may not occur until your project has progressed well along through the design process. Since the Planning Board's comments may impact project design, this checklist is provided to encourage early consideration of these areas of concern by applicants to avoid project changes later.

For information on the County Planning Board review process and to access an electronic copy of this checklist, go online to www.westchestergov.com/planningreferrals or contact Lukas Herbert at lah5@westchestergov.com.

I. COUNTY PLANNING BOARD POLICIES: Written policies underlie all recommendations of the County Planning Board. *Westchester 2025 - Context for County and Municipal Planning and Policies to Guide County Planning*, adopted by the County Planning Board on 5/6/08, amended 1/5/10, can be found at www.westchestergov.com/2025.

☐ **Westchester 2025:** Policies should be reviewed to determine how they relate to the development proposal.

II. IMPACTS TO COUNTY FACILITIES AND SERVICES: The County Planning Board coordinates the review of development projects with Westchester County departments to identify and address potential impacts on County services and infrastructure. **In some situations, permits and approvals may be required that could change project design.**

☐ **Map of County Facilities:** Review the State & County Roads and Parks map (which also includes county channel lines) to identify proximity to County facilities at: www.westchestergov.com/planningdocs/pdfmaps/countystateroadsparks.pdf. Other useful map links for information about environmental features, septic/sewer map, county sewer districts map, etc can be found at: www.westchestergov.com/maps

☐ **COUNTY ROAD:** Applications for development on sites that abut a County road must be submitted for review by the County Department of Public Works. Information and forms can be found at: www.westchestergov.com/dpw/bldgperm.htm. Former County Roads do not need review by the Department of Public Works, but will still likely trigger a review by the County Planning Board.

☐ **COUNTY CHANNEL LINES:** Applications for development on sites within 100 feet of a designated County Channel Line require a stream control permit from the County Department of Public Works. Information and forms can be found at: www.westchestergov.com/dpw/bldgperm.htm

☐ **COUNTY PARK:** New construction & land alteration projects adjacent to County parks are expected to address screening & buffer of new uses from the park, as appropriate. Stormwater should not drain from a developed site onto a County park without acceptable quantity and quality controls. County parks are designated as Critical Environmental Areas.

☐ **SEWAGE TREATMENT AT COUNTY TREATMENT PLANT:** Local municipalities are required to reduce and eliminate inflow and infiltration (I&I) into the sanitary sewage systems tributary to County treatment plants. New development will be expected to reduce I&I in relation to generation of new flow at a ratio of three to one. **This requirement must be discussed with local officials.**

☐ **BEE-LINE BUS SERVICE:** Bee-Line bus stops serving a development site should be identified on plans or noted if located off-site. **If a bus stop is located along the site's frontage, the applicant should contact the County Department of Transportation to discuss impacts and the need for improvements.** Safe and separate pedestrian access should be provided to link a bus stop and sidewalk with building entrances. Information on County bus service and design guidelines can be found at: westchestergov.com/transportation/images/Bus%20Service%20Guidelines.pdf

☐ **FAIR AND AFFORDABLE HOUSING:** Many municipalities require inclusion of fair & affordable units in new developments. Financial assistance to achieve fair & affordable housing development is available through Westchester County & other sources. **Applications that include new residential units to be affirmatively marketed & sold or rented subject to fair & affordable housing provisions should be tied to Westchester County guidelines on affordability including income guidelines of eligible households that can be found at: <http://homes.westchestergov.com/>.** If County funding is sought to develop fair & affordable housing, the County Board of Legislators must be included as an involved agency under SEQR.

☐ **RECYCLING:** New buildings must contain a designated area of sufficient size for separation and storage of recyclables and trash. Building expansions should also include sufficient space for separation and storage of recyclables. For more information about County recycling requirements go to: www.westchestergov.com/environment_recycling.htm

☐ **STORM SEWER SYSTEM:** Any connections to a County storm sewer line will require a permit from the Department of Public Works in accordance with the County Illicit Discharge Detection and Elimination (IDDE) law. Information & forms can be found at: www.westchestergov.com/dpw/bldgperm.htm Non-stormwater discharges to the County storm sewer system are prohibited.

III. DEVELOPMENT STANDARDS

The County Planning Board's land use policies focus attention on several aspects of development that may have intermunicipal and quality of life impacts. The list below includes areas most frequently commented on by the County Planning Board.

☐ **WATER:** All development plans should include sufficient provisions for stormwater management, water quality measures and mitigation of flooding.

☐ Plans should identify the major drainage basin or watershed the site is located in (Croton River, Upper Hudson River, Lower Hudson, Upper Long Island Sound, Bronx River and Lower Long Island Sound). An interactive map with watershed boundaries can be found at www.westchestergov.com/planning/maps&lists/drainbasins11x17.html

☐ Watershed plans have been developed for several of the County's watersheds - the Croton, Indian Brook-Croton Gorge, Bronx River & Long Island Sound watersheds - that include specific recommendations that apply to development projects. See recommendations in watershed plans at: planning.westchestergov.com/index.php?option=com_content&task=view&id=1231&Itemid=2204

- ☐ Development that involves filling, creation of impervious surfaces or buildings and substantive loss of natural vegetation in a floodplain or flood prone area should be avoided.
- ☐ Above ground, vegetated retention/detention basins or devices are preferred because they perform better, are easier to inspect and maintain and provide additional environmental benefits over subsurface structural devices. Any such treatments should not be constructed within wetlands or buffer areas around wetlands.
- ☐ The development should treat and retain as much stormwater on-site as possible, particularly when the site is located in a drainage basin with known flooding problems. A Construction Stormwater Toolbox with tools and sources of technical information related to the construction activities and stormwater management best practices is available from the New York State Department of Environmental Conservation at: www.dec.ny.gov/chemical/8694.html
- ☐ New development should include protection of aquatic resources. For more information about protection of aquatic resources & buffer areas, go to: planning.westchestergov.com/index.php?option=com_content&task=view&id=1491&Itemid=2458
- ☐ Impervious cover should be minimized. Permeable paving surfaces should be used where feasible. Vegetative rain gardens should be used, particularly in areas of overland or channelized stormwater flow, to improve stormwater quality and reduce runoff volume. For more information, go to: www.westchestergov.com/stormwater
- ☐ Buildings along coastlines and low lying area should consider the impacts of sea level rise. Specific consideration is required of potential impacts to surface and subsurface drinking water supplies.
- ☐ **SITE LAYOUT.** Aesthetic design, building orientation and community character should be considered in the site layout and building appearance.
- ☐ In most locations, buildings should face the street and have pedestrian access from the street.
- ☐ Commercial buildings should be located near the front street line with the majority of parking located in the rear of the building. Even gas stations and convenience stores should be upfront in a landscaped setting with parking, pumps and canopy toward the rear.
- ☐ Buildings should be of pedestrian-scale when seen from the sidewalk.
- ☐ Building facades should contribute to and enhance the character of the community.
- ☐ Driveway and pathway connections should be provided to adjacent sites when possible and crosseasements provided.
- ☐ **STREETS.** Street design should reduce unwarranted paving and promote connectivity.
- ☐ New streets should connect with adjacent streets wherever feasible to prevent the proliferation of dead-end streets and promote neighborhood integration.
- ☐ Connections could be vehicular or pedestrian/bicycle only, where appropriate.
- ☐ Street widths should be minimized for streets with low traffic volume to reduce speeds and impervious surfaces. Lane widths of 12 feet are only appropriate for major roadways.
- ☐ Driveway widths should be no more than 9 feet to reduce impervious surfaces.
- ☐ Permeable paving surfaces should be used where feasible.
- ☐ **GREEN TECHNOLOGY.** New development should include as many green building elements as possible, such as: renewable building materials, energy efficient heating/cooling systems and fixtures, water saving devices, green roofs and permeable paving surfaces. Information can be obtained from the U.S. Green Building Council at: www.usgbc.org.
- ☐ **LANDSCAPING AND LIGHTING.** The site improvements should enhance community character.

- ☐ Landscaping should consist of native plant species appropriate for the location. Invasive plant species should be prohibited. Invasive plant information available at: www.westchestergov.com/planning/environmental/Reports/InvasivePlantsBroch08.pdf
- ☐ Pollutant tolerant plantings should effectively shield parking, loading areas and refuse collection sites.
- ☐ Site lighting should be provided at the lowest safe levels and lowest heights, avoiding all spillage off site.
- ☐ **PEDESTRIANS.** Safe, convenient and ADA accessible pedestrian access is provided.
- ☐ A sidewalk should be provided along the site frontage along each street.
- ☐ Direct pedestrian connections should be made from the front of the building to the sidewalk. Pedestrian crossings of drive-ways & parking lots should be minimized or avoided. If they must be provided, painted crosswalks should be provided through parking lots.
- ☐ ADA accessibility must be provided.
- ☐ **BICYCLISTS.** Provisions for bicyclists should be incorporated into project design.
- ☐ Bicycle parking should be provided in commercial and residential developments. Guidelines can be found at: www.apbp.org/resource/resmgr/publications/bicycle_parking_guidelines.pdf
- ☐ If near a trailway or bicycle route, extra consideration should be given to bicycle accessibility such as bike lanes on internal roadways, bicycle parking and other amenities.
- ☐ Drive-thru lanes at uses such as banks and fast-food restaurants should also be accessible for bicycles.

Waiver: Upon finding by the Building Inspector, Village Engineer, Planning Board or Board of Trustees that, due to the particular character or limited nature of development or change in use or to special conditions peculiar to a site, the submission of a final site plan, or certain portions of information normally required as part of the site development plan, is inappropriate or unnecessary or that strict compliance with said submission requirements will cause extraordinary and unnecessary hardship, such official or Board may waive such submission requirements wherever, in the opinion of such official or Board, such waiver will be consistent with the goal of promoting the public health, safety and general welfare of the community. The findings for granting such waiver shall become a part of the public record. **Any waiver request must be made in writing, and include sufficient detailed information for the appropriate authority to make an informed decision.**

Design Professional's Certification of Completion of Checklist

I have fully reviewed the Village of Rye Brook's requirements and certify this application to be a complete submission. I understand that an incomplete plat or incomplete checklist shall be deemed an incomplete submission and shall be returned to the applicant upon determination of such by the appropriate authority.

Name (Print) _____

Signature _____

Date _____



Professional Seal