

TOWN OF LEWISBORO PLANNING BOARD

79 Bouton Road, South Salem, NY 10590

Email: planning@lewisborogov.com

Tel: (914) 763-5592

Fax: (914) 875-9148

Instructions for Submission of Applications to the Planning Board

All submitted plans and documents shall bear an original signature, seal, and license number of the professional responsible for preparing each item. All plans shall be collated into stapled and folded sets. Unless otherwise requested, a full-size original plus five (5) full-size copies and three (3) half-size copies (11" x 17" – if legible) are required for each submission; a total of nine (9) total sets (6 with full-size plans and 3 with half-size plans).

Please also provide a digital submission (PDF) of all plans and documents via email, CDROM, flash drive, DropBox or as directed by the Planning Board Administrator.

For meeting dates and submission deadlines refer to separate schedule prepared annually.

The following Materials Shall Be Submitted:

- All relevant Planning Board application forms – completed and signed
- Written narrative describing the environmental character, physical features and scope of the proposed action
- Site Development Plan or Subdivision Plan and related construction plans and details, as applicable
- Boundary and topographical survey
- Wetland delineation per Chapter 217 Wetlands and Watercourses Law (if applicable)
- SEQR Environmental Assessment Form (EAF); unless otherwise instructed, please provide the Short EAF - http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf
- Completed Affidavit of Ownership Form certifying owner of record at date of application
- Completed Tax Payment Affidavit certifying payment of all taxes and assessments due
- Filing Fee: See attached Fee & Escrow Schedule. Check(s) payable to the Town of Lewisboro
- Escrow
 - An Escrow must be established for each applicant and will be utilized to reimburse the Town's cost for Professional Consultant review of applications throughout each step of the process.
 - The applicant is responsible for replenishing depleted escrows.
 - Payment into an established escrow can exceed the initial estimate, especially if incomplete application materials are submitted.
 - **Project reviews will not be continued and an application will not be placed on an agenda if the escrow balance is not sufficiently maintained.**

NOTE: All deep and percolation soil tests shall be witnessed by the Town Engineer.

Review memos from the Town's consultants will be available to the applicant no later than the Friday prior to the Planning Board meeting at which the project is scheduled to appear. The applicant is not expected to respond to comments at this meeting.

TOWN OF LEWISBORO PLANNING BOARD

Summary of Application Process

STEP I

Waiver of Site Development Plan Approval
Site Development Plan Approval
Special Use Permit Approval
Subdivision Plan Approval

Please note that each step requires the submission of an application and associated fees.

STEP I: Sketch Plan Review and Establishment of Escrow Account

The Sketch Plan shows the proposed site development concept, including the location of existing and proposed buildings, driveways, parking areas, utilities, landscaping, zoning conformance, lighting, signs, etc. The Sketch Plan needs to be of sufficient detail to show existing environmental conditions of the site, adjacent street conditions, site access, and development constraints such as topography and wetlands.

A Waiver of Site Development Plan Procedures is required for the following applications:

- A change from one use to another use
- Revision of an approved site development plan
- Conforming improvement not requiring physical site work subject to review
- An agricultural use on a property located within a county-adopted, state-certified agricultural district

Experience has shown that with the submission of more detailed and complete information (wetlands delineation, topography illustrating two-foot contour, existing condition survey information, construction details, and a complete Environmental Assessment Form) earlier in the planning process, the faster, more efficient and less expensive the overall process will likely be.

Site Visit

Typically, a site visit is scheduled to inspect the property during the Sketch Plan review process.

Escrow

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Project reviews will not be continued, and an application will not be placed on an agenda if the escrow balance is not sufficiently maintained.

Please refer to Chapter 195, Article III and §220-46 of the Town Code for detailed information regarding the application process.

TOWN OF LEWISBORO PLANNING BOARD

Summary of Application Process

STEP II

Site Development Plan Approval
Special Use Permit Approval
Preliminary Subdivision Plat Approval

Please note that each step requires the submission of an application and associated fees.

STEP II: Site Development Plan Approval, Special Use Permit Approval, and Preliminary Subdivision Plat Approval

The project plans for ***Site Development Plan Approval, Special Use Permit Approval, and Preliminary Subdivision Plat Approval*** applications show in detail existing and proposed site conditions and improvements, including: grading and layout plans; zoning conformance; location and design of buildings and parking areas; drainage and utility plans; landscaping plans; erosion and sedimentation controls; lighting and signs; street and traffic related improvements; and building floor plans and elevations. In the case of Special Permit Use Approval proposals, specific adherence to the provisions for the requested Special Permit Use must be clearly documented (refer specifically to Article V, Supplemental Regulations, of the Zoning Ordinance for requirements pertaining to individual Special Permit Uses).

All site development plans, special use permit plans, subdivision plats, and construction drawings shall include the information required by §195-15 and §195-16 of the Town Code, as applicable.

Public Hearing

A Public Hearing is *typically* required for all Site Development Plans and *is* required for all Special Use Permits.

Each proposal should carefully consider the existing conditions, surrounding environment and neighborhood character in proximity to the project site. Each proposal should strive to provide a development compatible with the scale and character of its surroundings and which pays particular attention to details relating to landscaping buffering and screening, architectural design, signs, lighting, traffic conditions, adjacent streetscape design, etc.

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Summary of Application Process

STEP III

Final Subdivision Plat Approval

Please note that each step requires the submission of an application and associated fees.

STEP III: Final Plat Review and Approval

The Final Plat and associated Final Construction Plans show the proposed subdivision in final detail, based on the requirements of the Land Subdivision Regulations and any conditions of Preliminary Plat Approval. These final plans, once certified by the applicant's land surveyor and/or engineer, and approved by the Westchester County Department of Health, will then be endorsed by the Planning Board to permit filing with the Westchester County Clerk, Division of Land Records, as well as with the Town of Lewisboro.

All final subdivision plats and final construction drawings shall include the information required by §195-15 and §195-16 of the Town Code, as applicable.

Public Hearing

A Public Hearing is **required** for all Preliminary Plats, including Lot Line Changes.

State Environmental Quality Review Act (SEQRA)

A complete *Environmental Assessment Form* must be submitted which evaluates potential impacts of the proposed subdivision, such as potential impacts relating to: increased runoff, wetlands and buffer areas, water quality, open space resources, neighborhood character, construction activities, aesthetics, tree clearing, traffic, etc.

Each subdivision should carefully consider the inclusion of features which help preserve the Town's rural residential character and which further the goals of land conservation. The following planning techniques are suggested:

- Establishment of Trails, Trail Connections and Trail Easements
- Dedication of Conservation Easements or Establishment of Development Restriction Areas
- Development of a Cluster Subdivision which avoids wetlands and buffer areas, steep slopes, hilltops and ridges
- Dedication of public or private Open Space parcels
- Utilization of common driveways

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Site Development Plan/Subdivision Plat Application – Check all that apply:

Waiver of Site Development Plan Procedures

Site Development Plan Approval

Special Use Permit Approval

Subdivision Plat Approval

Step I

Step I

Step I

Step II

Step II

Step II

Step III

Project Information

Project Name: _____

Project Address: _____

Gross Parcel Area: _____ Zoning District: _____ Sheet(s): _____ Block (s): _____ Lot(s): _____

Project Description: _____

Is the site located within 500 feet of any Town boundary?

YES

NO

Is the site located within the New York City Watershed?

YES

NO

Is the site located on a State or County Highway?

YES

NO

Does the proposed action require any other permits/approvals from other agencies/departments?

Town Board

ZBA

Building Dept.

Town Highway

ACARC

NYSDEC

NYCDEP

WCDH

NYSDOT

Town Wetland

Town Stormwater

Other _____

Owner's Information

Name: _____ Email: _____

Address: _____ Phone: _____

Applicant's Information (if different)

Name: _____ Email: _____

Address: _____ Phone: _____

Authorized Agent's Information

Name: _____ Email: _____

Address: _____ Phone: _____

THE APPLICANT understands that any application is considered complete only when all information and documents required have been submitted and received by the Planning Board. The applicant further understands that the applicant is responsible for the payment of all application and review fees incurred by the Planning Board.

THE UNDERSIGNED WARRANTS the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief, and authorizes visitation and inspection of the subject property by the Town of Lewisboro and its agents.

APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____

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Affidavit of Ownership

State of : _____

County of: _____

_____, being duly sworn, deposes and says that he/she
resides at _____
in the County of _____, State of _____
and that he/she is (check one) ____ the owner, or ____ the _____
of _____
Name of corporation, partnership, or other legal entity

which is the owner, in fee of all that certain log, piece or parcel of land situated, lying and being in the
Town of Lewisboro, New York, aforesaid and know and designated on the Tax Map in the Town of
Lewisboro as:

Block _____, Lot _____, on Sheet _____.

Owner's Signature

Sworn to before me this

_____ day of _____, 2_____

Notary Public - affix stamp

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Tax Payment Affidavit Requirement

This form must accompany all applications to the Planning Board.

Under regulations adopted by the Town of Lewisboro, the Planning Board may not accept any application unless an affidavit from the Town of Lewisboro Receiver of Taxes is on file in the Planning Board office. The affidavit must show that all amounts due to the Town of Lewisboro as real estate taxes and special assessments on the total area encompassed by the application, together with all penalties and interest thereon, have been paid.

Under New York State law, the Westchester County Clerk may not accept any subdivision map for filing unless the same type of affidavit from the Town of Lewisboro Receiver of Taxes is submitted by the applicant at the time of filing.

This form must be completed by the applicant and must accompany all applications to the Planning Board. Upon receipt, the Planning Board Secretary will send the form to the Receiver of Taxes for signature and notarization. If preferred, the applicant may directly obtain the signature of the Receiver of Taxes and notarization prior to submission.

To Be Completed by Applicant (Please type or print)

Name of Applicant

Project Name

Property Description

Property Assessed to:

Tax Block(s): _____

Name

Tax Lot(s): _____

Address

Tax Sheet(s): _____

City

State

Zip

The undersigned, being duly sworn deposes and says that a search of the tax records in the office of the Receiver of Taxes, Town of Lewisboro, reveals that all amounts due to the Town of Lewisboro as real estate taxes and special assessments, together with all penalties and interest thereon, affecting the premises described below, have been paid.

Signature - Receiver of Taxes: _____

Date

Sworn to before me this

_____ day of _____, 2_____

Signature - Notary Public (affix stamp)

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PLANNING BOARD APPLICATION FEE & ESCROW SCHEDULE

<u>Application Type</u>	<u>Application Fee</u>
Sketch Plan Review (Step I)	\$205
Waiver of Site Development Plan Procedures	\$205
Site Development Plan Approval (Step II)	\$255 Seasonal Outdoor Seating \$505 All Others Plus: \$0.50 per square foot of gross floor area of new or modified building structure AND \$25 per new, modified or relocated parking AND \$300 per dwelling unit
Special Use Permit (Step II)	\$1,505 Cell Tower Applications \$1,505 Fast Food Establishments \$ 505 All Others
Preliminary Subdivision Approval (Step II)	\$400 per lot on plat Plus \$5 records management fee
Final Subdivision Approval (Step III)	\$150 per lot on plat Plus \$5 records management fee \$255 Amendment Approval \$ 35 per lot – Tax Map Fee
Recreation Fee	\$10,000 per single-family new “buildable lot” \$7,500 per multi-family density unit
Wetland Activity Permit	\$255
Town Stormwater Permit	\$155

Effective April 11, 2017

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