



INSTRUCTIONS TO APPLICANTS

This guide outlines the Planning Board process. Applicants should read the entire process before completing and submitting an application. The applicant is solely responsible for following the instructions below and tracking their application through the process. The Village of Scarsdale Planning Board meets monthly, except in the summer when there may only be one meeting in July or August, typically on the fourth Wednesday of the month at 7 p.m. Agendas and Minutes are available on the Village website, [Scarsdale.gov](https://www.scarsdale.gov). Meetings are held in person at Scarsdale Village Hall, 1001 Post Road, Scarsdale, NY 10583.

PRE-APPLICATION MEETING (OPTIONAL): Prior to submitting the application, applicants are encouraged to contact the Planning Department, at 914-722-1137 or PLANNING@SCARSDALE.GOV with any questions.

SUBMISSIONS: All applications shall be complete upon submission, see the application checklist. Applicants shall submit two (2) hard copies to the Planning Department with the applicable fees at least 23 days prior to the Planning Board meeting, per the Village Code Chapter A-319. If the submitted materials are not complete or do not fully address the requirements your application will not be accepted and will not be placed on the upcoming agenda until it is complete.

PUBLIC PORTAL DOCUMENT UPLOAD: If the application is deemed complete, it will be placed on an agenda, emailed instructions and a link to upload the Planning Board Application materials and plans will be sent only to those listed as an applicant on the application. **If applicable, do not upload the tree permit application or stormwater permit application into the Drop Box, these materials are for staff review only.** If the uploaded materials do not reflect the official submission, if an item is submitted through the online portal that was not submitted in paper form prior to the deadline, or if you miss the electronic upload deadline your application will be removed from the agenda and adjourned to a subsequent meeting.

INTERNAL REVIEW PROCESS: Prior to the meeting the applicant will be sent a copy of the staff's memorandum review of the submitted application materials. If revisions are required, the applicant is responsible for making the proper revisions and resubmitting materials addressing all concerns/requests after the meeting. Staff do not accept revisions unless they are formally submitted for the next upcoming meeting. The revisions should provide an itemized response to the staff comments. Revised drawings shall indicate all revisions either highlighted or bubbled for staff to review. If the revisions do not follow this standard your application will be delayed. Amended plans must be signed and sealed by the appropriate design professionals. The revised application/plans are again reviewed by Village staff to confirm that the applicant has properly addressed all concerns and met the requirements of the Village Code. The Department does not accept partial applications.

NOTICE TO NEIGHBORS: Applicants to the Planning Board must give written notice to the **owners** of every property within two hundred (200) feet of the boundary of the property involved in the application. The Planning Department staff will provide an Affidavit of Notice to Neighbors form, mailing list in label format and a sample neighbor notification letter that are all required to be submitted. The **neighbor notification letter must be sent by certified mail**, not less than **ten (10) days** prior to the date of the hearing, or served personally with signee receipts, not less than **seven (7) days** prior to the date of the hearing. Return receipts are NOT required. If the notices are not mailed or served, the hearing cannot be held. In the event the hearing is continued to a subsequent meeting, further notice is not generally required, unless the Board specifically directs such notice. The applicant must upload a copy of the letter sent to the neighbors, the **notarized** Affidavit of Notice to Neighbors that notice has been served, and proof of mailing (certified mail receipts) or the signatures of affected owners to the **provided upload link**.

SITE INSPECTION: When a completed application is placed on the Planning Board agenda, the Board and staff



PLANNING DEPARTMENT

PLANNING BOARD APPLICATION

will visit the site prior to the meeting. All staking should be completed by the applicant at least two weeks prior to the upcoming Planning Board meeting. If staking is not completed in a timely manner your application may be held over to another meeting.

PUBLIC HEARING: The Village will place the meeting agenda on its website and advertises the public hearing in the Town's designated newspaper pursuant to New York State Open Meetings Law. The applicant must notify neighbors of the Public Hearing in accordance with the Village Code. The Planning Board will open the Public Hearing at the first meeting the applicant attends. Applicants or their representatives are required to attend the Planning Board Meeting to present the project and answer questions. New application presentations should not be longer than 10 minutes and revised presentations should not be longer than 3 minutes. If the Board or staff require additional information there will be staff notes and the Public Hearing will be continued pending the requested and potentially additional information.

DECISION OF THE PLANNING BOARD: After the close of the Public Hearing, the Planning Board will approve, deny or approve with conditions the application via a resolution. The Applicant then works with Village Staff to comply with all Planning Board conditions of approval. If your application is referred to another Land Use Board you must submit the plans labelled as "Reviewed" signed and dated by Village Staff. If your application is approved you must submit the plans labelled with the Approval Stamp signed and dated by the Village staff for a Building Permit and Stormwater and Erosion Control Permit. Failure to submit the approved, stamped plans will result in a delay to your project.

AMENDED SITE PLAN APPROVALS

Approval of amendments to an approved site plan or wetland permit shall be acted upon in the same manner as an application for the approval of an original site plan or wetland permit.

ACTIVE APPLICATIONS: If your application is not actively making progress through the Land Use Board process you will be removed from the Planning Board agenda and will need to resubmit your application, pay the associated fees and re-notice your neighbors.

PLANNING DEPARTMENT CONTACT INFORMATION

Village of Scarsdale

Planning Department, 2nd floor
1001 Post Road Scarsdale,
NY 1053 (914) 722-1137

TIMELINE FOR APPLICANTS

	DAYS PRIOR TO MEETING DATE			
	23 days	12 days	7 days	5 days
ACTION				
Applicant submission (A319-19)	X			
Submission materials electronically uploaded		X		
Applicant to serve notice by certified mail		X		
Applicant to serve notice personally (A319-13)			X	
Notice of Hearing in Official Newspaper*				X

RESPONSIBLE PARTY:

APPLICANT

VILLAGE*



APPLICATION CHECKLIST

This form is to be completed, signed, dated and included in the Application Submission Package

Address of Application _____

Section, Block and Lot of Application _____

Required Materials	Check Box
1) Application checklist	☐
2) Cover Letter/Narrative Statement	☐
3) Two (2) sets of full-sized plans containing at a minimum (as applicable)	☐
a) Existing built and natural conditions	☐
b) Proposed built and natural conditions (At least 25' into adjoining properties)	☐
c) Zoning compliance table	☐
d) Lot and Building Coverage	☐
e) FAR	☐
f) Landscape Plan	☐
g) Tree/vegetation removal and replacement	☐
h) Lot dimensions	☐
i) Existing and Proposed structural dimensions	☐
j) Architectural plans	☐
k) Setback and height analysis for new homes (200' radius)	☐
l) Streetscape profile of new home and adjacent homes and homes within neighborhood	☐
m) Demolition and Construction Management Plan (Chapter 251)	☐
4) Planning Board Application (signed & notarized)	☐
5) Adjoining Property Buffer Narrative (as applicable Chapter 254-10.1D)	☐
6) Floor Area Ratio Form	☐
7) Tree Removal Permit, Report and Plans (2 copies, one to be filed with Engineering)	☐
8) Short or Full Environmental Assessment Form	☐
9) Affidavit of Property Ownership	☐
10) Applicant Acknowledgement	☐
11) Copies of all Easements, Covenants, restrictions, contracts	☐
12) Application & Legal Notification Fee	☐
13) SWEC Permit, Plans and Fee (2 copies, one to be filed with Engineering)	☐
14) Survey with current topography (less than 1 year old)	☐
15) Photographs of the property and Project Area	☐
16) Property is staked	☐

*** If any of the above-referenced required information, or additional requested information, is missing the application will be deemed incomplete and returned to the applicant for proper completion. Additional information may be required by Staff or the Planning Board**

Signature of Applicant, Professional or Owner
acknowledging that all required materials have
been submitted.

Printed Name

Date



PLANNING
DEPARTMENT

PLANNING BOARD
APPLICATION

Description of Work: _____

Owner's Name: _____

Street: _____ City: _____

State: _____ Zip _____

Applicant (Professional) Name Making Application: _____

☐ Architect ☐ Attorney ☐ Engineer ☐ Landscape Architect ☐ Planner

Street: _____ City: _____

State: _____ Zip: _____

Subject Property Address: _____

Parcel ID: _____

Zoning District: _____

	Required	Existing	Proposed
Lot Size (Quadrilateral)			
Total Gross Floor Area sq. ft. (FAR)			
Front Yard Setback			
Rear Yard Setback			
One Side Yard Setback			
Second Side Yard Setback			
Combined Side Yard Setback			



LOT COVERAGE IN RESIDENCE A DISTRICTS

Area of Lot (1)	Maximum Coverage Permitted For All Buildings on the Lot (2)	Maximum Coverage Permitted For All Buildings, Structures and Impervious Surfaces on the Lot (3)	Village-Designated Wetland, Maximum Coverage Permitted for All Structures and Impervious Surfaces on the Lot (4)
More than 43,560 Sq. Ft.	4,642 Sq. Ft. plus 4% of lot area in excess of 43,560 Sq. Ft.	13,100 Sq. Ft. plus 10% of lot area in excess of 43,560 Sq. Ft.	8,750 Sq. Ft. plus 6.7% of lot area in excess of 43,560 Sq. Ft.
20,001 to 43,560 Sq. Ft.	3,700 Sq. Ft. plus 4% of lot area in excess of 20,000 Sq. Ft.	6,000 Sq. Ft. plus 30% of lot area in excess of 20,000 Sq. Ft.	4,000 Sq. Ft. plus 20% of lot area in excess of 20,000 Sq. Ft.
15,001 to 20,000 Sq. Ft.	3,100 Sq. Ft. plus 12% of lot area in excess of 15,000 Sq. Ft.	5,250 Sq. Ft. plus 15% of lot area in excess of 15,000 Sq. Ft.	3,500 Sq. Ft. plus 10% of lot area in excess of 15,000 Sq. Ft.
10,001 to 15,000 Sq. Ft.	2,500 Sq. Ft. plus 12% of lot area in excess of 10,000 Sq. Ft.	4,000 Sq. Ft. plus 25% of lot area in excess of 10,000 Sq. Ft.	2,670 Sq. Ft. plus 16.7% of lot area in excess of 10,000 Sq. Ft.
7,501 to 10,000 Sq. Ft.	2,100 Sq. Ft. plus 16% of lot area in excess of 7,500 Sq. Ft.	3,000 Sq. Ft. plus 40% of lot area in excess of 7,500 Sq. Ft.	2,250 Sq. Ft. plus 16.7% of lot area in excess of 7,500 Sq. Ft.
5,001 to 7,500 Sq. Ft.	1,500 Sq. Ft. plus 24% of lot area in excess of 5,000 Sq. Ft.	2,250 Sq. Ft. plus 30% of lot area in excess of 5,000 Sq. Ft.	30%
Up to 5,000 Sq. Ft.	30%	45%	30%



LOT COVERAGE IN RESIDENCE A DISTRICTS FORM

ADDRESS _____

SECTION _____ BLOCK _____ LOT(S) _____

WETLANDS ON THE PROPERTY: YES NO

SCOPE OF WORK IS WITHIN ANY REGULATED WETLAND AREA SPECIFIED IN CHAPTER 171: YES NO

		Required (in sq. ft.)	Existing (in sq. ft.)	Proposed (in sq. ft.)
1.	Area of Lot (quadrilateral if applicable)			
2.	a) Footprint of buildings (includes garages and accessory buildings such as toolsheds and playhouses.)			
	b) Maximum permitted building coverage (see column 2 above)			
3.	Area of Detached Structures (includes tennis courts, pools and decks)			
4.	Impervious Surfaces (includes blacktop, concrete or masonry walks, driveways, parking areas, patios, terraces, etc.)			
5.	Total Coverage = a)Footprint of Buildings (2a) + Area of Detached Structures(3) + Impervious Surfaces (4)			
	b) Maximum permitted lot coverage (calculation from column 3 or 4)			
6.	Attach copy of Calculations			

I attest that the above information is correct.

Signature of Owner

and/or

Signature of Licensed
Architect, Surveyor, or
Landscape Architect

Date



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ADDRESS _____

SECTION _____ BLOCK _____ LOT _____

SITE DISTURBANCE IN RESIDENCE A DISTRICT

ZONING DISTRICT	Site Disturbance Threshold	lot Area	Proposed Disturbance (in square feet)	Percentage
☐ A-5: 5,000 SF MIN.	50%	_____	_____	_____
☐ A-4: 7,500 SF MIN.	45%	_____	_____	_____
☐ A-3: 10,000 SF MIN.	40%	_____	_____	_____
☐ A-2A: 15,000 SF MIN.	40%	_____	_____	_____
☐ A-2: 20,000 SF MIN.	35%	_____	_____	_____
☐ A-1: 1 ACRE	30%	_____	_____	_____
☐ AA-1: 2 ACRES	30%	_____	_____	_____

Aggregate Disturbance in the past 36 months _____

OPEN SPACE IN RESIDENCE A DISTRICTS

ZONING DISTRICT	Open Space Threshold	lot area	Proposed open space (in square feet)	Percentage
☐ A-5: 5,000 SF MIN.	30%	_____	_____	_____
☐ A-4: 7,500 SF MIN.	35%	_____	_____	_____
☐ A-3: 10,000 SF MIN.	40%	_____	_____	_____
☐ A-2A: 15,000 SF MIN.	45%	_____	_____	_____
☐ A-2: 20,000 SF MIN.	50%	_____	_____	_____
☐ A-1: 1 ACRE	55%	_____	_____	_____
☐ AA-1: 2 ACRES	65%	_____	_____	_____

I attest that the above information is correct.

Signature of Owner

and/or

Signature of Licensed Architect, Engineer,
Surveyor, or
Landscape Architect

Date



CONSTRUCTION MANAGEMENT PLAN

Section 1: Property Information

Address of Site _____

Section Block and Lot _____

Zoning District _____

Section 2: Owner/Representative Information

Owner Name _____

Contact Name (Engineer, Architect, Contactor) _____

Telephone _____

Email _____

Section: 3 Construction Activity

Use of outdoor power tools and construction activity only permitted during the following days and times:

- Monday – Friday between 8AM – 6PM.
- Saturday between 10AM – 5PM.
- No work permitted on Sundays and legal holidays.

Section 4: Type of Construction Management Plan and Checklist (Check all that apply)

- ☐ Work costs \$25,000 to \$99,999 or no more than five (5) calendar days. (skip to signature)
- ☐ Work costs \$100,000 or more than fourteen (14) calendar days. (must complete entire form)
- ☐ Stone cutting, regardless of cost or time to complete. (must complete entire form)

Check one

The following must be indicated on site plan:

- | | Yes | N/A |
|---|--------------------------|--------------------------|
| 1. Project schedule. | ☐ | ☐ |
| 2. Protection to adjoining property buffer (fencing). | ☐ | ☐ |
| 3. No work will be performed in the Adjoining Property Buffer Area. | ☐ | ☐ |
| 4. Planning Board Approval for Adjoining Property Buffer work was received. | ☐ | ☐ |
| 5. Protection to area of construction (6' high fence). | ☐ | ☐ |
| 6. Silt fencing shall be installed at the limit of construction. | ☐ | ☐ |



- | | | |
|--|--------------------------|--------------------------|
| 7. Silt fencing shall be inspected daily and repaired. | ☐ | ☐ |
| 8. Tree protection. | ☐ | ☐ |
| 9. Staging area's locations to include delivery and construction vehicles staging for the duration of the project. | ☐ | ☐ |
| 10. The Staging Plan shall estimate the number of truckloads, number of heavy equipment deliveries, etc. expected and their timing and duration for each stage of the project. | ☐ | ☐ |
| 11. Stone cutting should indicate the following: | | |
| a. designated area | ☐ | ☐ |
| b. approximate number of days | ☐ | ☐ |
| c. mitigation measures | ☐ | ☐ |
| 12. If excavating: | | |
| a. Indicate estimated quantity of soil being excavated | ☐ | ☐ |
| b. Indicate disposed off-site | ☐ | ☐ |
| c. Indicate stockpiled location | ☐ | ☐ |
| d. Indicate how much soil | ☐ | ☐ |
| e. if any will be reused on site | ☐ | ☐ |
| 13. Is traffic control plan required. Traffic control plan shall identify the following | | |
| a. the path of travel for delivery trucks, emergency vehicles to and from the project site. | ☐ | ☐ |
| b. identify all on- and off-site workers parking locations shall be identified, including any carpool pickup and drop off locations. | ☐ | ☐ |
| 14. Material and equipment storage area. | ☐ | ☐ |
| 15. Stabilized construction entrance. | ☐ | ☐ |

I attest that the above information is correct and is accurately represented on the plans and materials I have submitted.

Signature of Owner

and/or

Signature of Licensed Architect,
Engineer, Surveyor, or
Landscape Architect

Date



SITE PLAN CHECKLIST - VILLAGE CODE CHAPTER 251-5

Included on Site Plan
or in Application
Materials

N/A

Required Site Plan Information where applicable

		Legal Data
☐	☐	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 Assessor's office.
☐	☐	Title of the drawing, including the name and address of the applicant and person responsible for preparation of such drawing and the date, and date of revision, if any.
☐	☐	North arrow, scale, and location map drawn to a scale of not less than one inch equals 1,000 feet.
☐	☐	Survey map accurately reflecting existing conditions and defining precisely the boundaries of the property, setbacks of all structures, location of easements, and such other information as required by the Building Inspector or Village Engineer, including a topographical survey. Such survey shall be certified by a New York State licensed land surveyor no more than one year prior to the date of the application.
☐	☐	The locations, names, and existing widths of adjacent streets, including curblines.
☐	☐	The location and owners of all adjoining lands as shown on the latest tax records.
☐	☐	Copies of: The deed to the property; All easements; and
☐	☐	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.
☐	☐	Existing and proposed zoning compliance table. Calculations of lot coverage shall be performed pursuant to §§ 310-22 or 310-23 using the prescribed online forms.
☐	☐	Any prior land use approvals with respect to the subject property.
☐	☐	Any other legal agreements, documents, or information required by the Planning Board.
		Natural Features (defined in Chapter 171 of the Code)
☐	☐	The location of all existing watercourses, intermittent streams, freshwater wetland/watercourse buffer areas, and springs.



Included on Site Plan
or in Application
Materials

N/A

Required Site Plan Information where applicable

☐	☐	Topographic data at a minimum contour interval of two feet, showing existing and proposed contours on the property and a minimum of 25 feet into all adjacent properties.
☐	☐	Approximate boundaries of any areas subject to flooding or stormwater overflows, including areas of special flood hazard and coastal high-hazard areas.
☐	☐	Rock outcroppings and areas of steep slope.
☐	☐	Pursuant to § 281-25 of this Code, a tree inventory plan, tree preservation plan, and, if required, a tree removal and replacement plan. In addition, such plans shall show the location and characteristics and tree canopies, including the identification and species of all individual trees 6 or more inches in diameter at breast height ("DBH") requiring a tree removal permit pursuant to § 281-4, protected and heritage trees of any size, as well as stands of trees and wooded areas, and tree canopies within areas of proposed disturbance.
		Existing structures and utilities
☐	☐	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.
☐	☐	Location of all existing public and private roads, paved areas, and sidewalks.
☐	☐	Locations, dimensions, grades, and flow direction of existing sewers, culverts, waterlines, as well as other underground utilities within and adjacent to the property.
☐	☐	Other existing site improvements, including, but not limited to, fences, landscape walls, retaining walls, landscaping, and screening.
☐	☐	Location of all existing drainage infrastructure, including but not limited to, swales, drainage easements, dry wells, and basins.
		Proposed development
☐	☐	Grading and drainage plan, showing existing and proposed contours, new grades indicating clearly how such grades will meet existing grades of adjacent properties or the street, and calculations of expected storm drain loads to be accommodated by the proposed drainage system.
☐	☐	Any stormwater management plan required by Chapter 254 of this Code, or that will be required.
☐	☐	Location, design, type of construction, proposed use, and exterior dimensions of all buildings, including length, width, ground floor elevation, and height.
☐	☐	Location, design, and type of construction of all parking and truck loading areas, showing access and egress.



**Included on Site Plan
or in Application
Materials**

N/A

Required Site Plan Information where applicable

☐	☐	Provision for pedestrian access.
☐	☐	Location, size and proposed screening of outdoor storage areas, if any.
☐	☐	Location, design, and construction material of all existing or proposed site improvements, including drains, culverts, retaining walls, landscape walls, and fences.
☐	☐	Description of the method of sewage disposal and storm drainage location, design, and construction material of such facilities.
☐	☐	Description of the method of securing public water and location, design, and construction material of such facilities.
☐	☐	All proposed above and underground utilities.
☐	☐	Location of fire and other emergency zones, including the location of fire hydrants.
☐	☐	Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy.
☐	☐	Location, size, wording, design, color, illumination, and type of construction of all proposed signs.
☐	☐	Location and proposed development of all buffer areas, including existing vegetative cover.
☐	☐	Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
☐	☐	Landscape plan with a plant schedule that includes the common name, scientific name, height and/or spread, nursery condition, and quantities of all plant material proposed and specifications and details for plant installation and post planting maintenance.
☐	☐	Landscape plan shall include all plantings within 5 feet of the subject property line and/or within the Adjoining Property Buffer, as defined in § 254-4 of this Code. The landscape plan shall also show all mature trees on neighboring properties that are within 10 feet of the subject property line and have a diameter at breast height ("DBH") of 12 or more inches.
☐	☐	Estimate of earthwork showing the quantity of any material to be imported to and/or removed from the site.
☐	☐	Description of measures planned to assure proper erosion and sedimentation control.
☐	☐	An estimated project construction schedule.
☐	☐	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, and environmental review procedures mandated by Article 8, Environmental Quality Review, of the Environmental Conservation Law (SEQRA).



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Included on Site Plan
or in Application
Materials

N/A

Required Site Plan Information where applicable

☐	☐	The outlines of any proposed easements, deed restrictions, or covenants.
☐	☐	Details outlining tree removal, protection, and replacement plan(s).
☐	☐	Other elements integral to the proposed development as deemed necessary by the Planning Board.

Signature of Applicant, Professional or Owner
acknowledging that all required materials have
been submitted.

Printed Name

Date

*** If any of the above-referenced required information is missing or inadequate the application will be deemed incomplete and returned to the applicant for proper completion.**



AFFIDAVIT OF OWNERSHIP

State of New York)ss.

County of Westchester)

_____ being duly sworn, deposes and says that (s)he resides at
_____ in the Town of _____ in the County
of _____ in the State of _____ that (s)he is the
owner in fee of all that piece or parcel of land situated and lying in the Village of Scarsdale
aforesaid and known and designated Section _____, Volume _____, Sheet _____, Block _____,
Lot(s) _____ and that (s)he hereby authorizes _____ to make
application in his/her (its) behalf and that the statement of facts contained in said application is true.

Signature of Owner

Sworn to me before this _____

Day of _____ 20_____

Notary Public



APPLICANT ACKNOWLEDGEMENT

By making this application, the undersigned Applicant agrees to permit Village officials and their designated representatives to conduct on-site inspections in connection with the review of this application.

The Applicant also agrees to pay all expenses for the cost of professional review services, if required, for this application.

Printed Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Printed Name of Owner: _____

Signature of Property Owner: _____ Date: _____

***MUST HAVE BOTH SIGNATURES**