



TOWN of GREENBURGH

Community Development & Conservation

Paul Feiner
Supervisor

Garrett Duquesne, AICP
Commissioner

Aaron Schmidt
Deputy Commissioner

Planning Board Members

Dylan Pyne, Chairperson
Edwin Weinberg
Emily Anderson
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Natasha Robinson
Vikash Patel

APPLICATION FOR

SITE PLAN AND AMENDED SITE PLAN

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INSTRUCTIONS TO APPLICANTS

TOWN OF GREENBURGH

INSTRUCTIONS FOR SITE PLAN APPLICANTS

All applications may be filed with the Department of Community Development and Conservation in Town Hall from 8:00 am to 4:00 pm Monday through Friday.

BACKGROUND

The application procedure for site plan approval shall involve a five-stage process: presubmission conference, preapplication meeting, preliminary site plan review, Planning Board work session and public hearing by the Planning Board.

It is important to note that any amendment of a site plan shall be subject to the same approval procedure as site plan except where a waiver pursuant to §285-57E(2), 285-57F(3), 285-58F(2) or 285-63 has been granted.

The Town Board shall be the approving agency where a site plan application concerns property which is five (5) acres or more in area, except for those applications filed pursuant to §285-24 PUD Planned Unit Development District and 285-34 PD Nonresidential Planned Development District.

Pursuant to § 274-a of the Town Law, the Town Board has delegated to the Planning Board the approval authority for all site plan applications which concern property less than five (5) acres in area and for those applications filed pursuant to §285-24 and 285-34 of this chapter.

All applications for site plan approval must comply with §285-50 Site Plan Approval. Any application requiring a variance or special permit must show that such variance or special permit has been granted before receiving Planning Board approval.

STEP 1 PRESUBMISSION CONFERENCE

Prior to the submission of a site plan application, the applicant shall meet in person with staff from the Department of Community Development and Conservation. The purpose of such conference shall be to discuss proposed uses or development in order so that the necessary subsequent steps may be undertaken with a clear understanding of the approving agency's requirements in matters relating to site development.

STEP 2 PREAPPLICATION MEETING

This is a second meeting with staff from the Department of Community Development and Conservation to go over the application before it is submitted for preliminary review. Depending on the size of the project this meeting may also involve Legal, Building, Engineering, Fire and Police departments. Typically, this meeting usually involves sitting down with planning staff to check the completeness of the application and look over the site plan drawing to see that the plans contain all pertinent information that the departments and the approving Board are looking for.

STEP 3 PRELIMINARY SITE PLAN REVIEW

Preliminary submissions are filed with the Department of Community Development and Conservation and distributed for internal Departmental review. These departments are Planning, Legal, Building, Engineering, Energy Conservation, Water, Fire and Police. Depending on the location and size of the project, the application could be sent to Westchester County, New York State Department of Transportation and any other local, state, county, regional and/or federal agencies having jurisdiction, as well as to any technical consultant that the Planning Board, in its discretion, deems necessary or appropriate for a thorough review of the application. Applicants must submit twelve (12) collated copies of the entire application package unless otherwise directed by Department Staff. The Applicant will also submit the entire package (including all Maps) in Adobe Acrobat .PDF format. ***Please see the preliminary site plan checklist for a complete listing of information that must be submitted with the plans.***

Once all comments have been received on the proposed site plan, a letter will be sent to the applicant possibly requesting revisions to the information contained in the initial proposed site plan application and site plan drawings. If revisions are required, the applicant is responsible for making the proper revisions and resubmitting materials addressing all concerns/requests for revisions. The revised application/plans are again distributed to the Departments and affected parties to confirm that the applicant has properly addressed all concerns.

If there are no further comments, the applicant will be instructed via letter that they may resubmit the revised application to the Department of Community Development and Conservation who will then transmit the application to the approving Board for consideration at a work session. All applications that are going to the Town or Planning Board must be submitted one week before the meeting. Applicants must submit twelve (12) collated copies of the entire application package. ***Please see the preliminary site plan checklist for a complete listing of information that must be submitted with the plans.***

STEP 4 TOWN OR PLANNING BOARD WORKSESSION

Property over five (5) acres

If the application is for a property over five (5) acres, the application will first be presented to the Town Board for the referral to the Planning Board for a recommendation. The Planning Board, with the assistance of the Department of Community Development and Conservation and other departments, which they deem advisable to consult, shall review the site plan and, within 90 days from the date of referral, shall render a recommendation pursuant to its findings to the Town Board. The Planning Board, at its discretion, may hold a public discussion on the referred application within the ninety-day period allotted for review and recommendation. Notice of such public discussion shall be circulated as specified in §285-57E. The Planning Board may, at its discretion, recommend conditions or improvements in the site plan for review of the Town Board in its decision as to site plan approval.

Property under five (5) acres

This process involves staff briefly going over the application with the Planning Board. The Planning Board will then schedule a work session date for formal review of the application.

At the Planning Board work session, the Planning Board will go over Department's staff report and

look at the any concerns with the site and see if the mitigation that has been suggested is appropriate. The Planning Board could ask the applicant for further information or studies to be preformed on the site. If this happens, the work session will be adjourned to a later date in order to allow staff the time to review the requested information.

Once the Planning Board is satisfied with all aspects of the site plan application, a public hearing will be scheduled.

STEP 5 TOWN OR PLANNING BOARD PUBLIC HEARING

Property over five (5) acres

After review of the recommendations of the Planning Board and within 45 days after the next regular meeting of the Town Board following receipt of those recommendations, the Town Board shall conduct a public hearing on the site plan application. The applicant will make a presentation at the public hearing describing all aspects of the project. At that time the public will have a chance to review and offer comments. The applicant should show to the approving board how the project meets each aspect of §285-54. Standards, of the Town Code.

Public notice shall be as required by the Town Law of the State of New York. The procedures set forth in §285-57F, with the exception of the waiver provision in Subsection F(1) thereof, shall apply equally to the Town Board under this section. The Town Board may, in its discretion, waive the hearing requirement on applications for amendments to previously approved site plans after having made written findings setting forth why such waiver is not inconsistent with the purpose of this article.

Property under five (5) acres

A public hearing on a site plan application shall be scheduled and conducted by the Planning Board, unless such hearing has been waived pursuant to § 285-57B, within 60 days after certification to the Planning Board by the Secretary to the Planning Board of receipt of a properly completed application. Public notices shall be as required by the Town Law of the State of New York.

The applicant will make a presentation at the public hearing describing all aspects of the project. At that time the public will have a chance to review and offer comments. The applicant should show to the approving board how the project meets each aspect of §285-54. Standards, of the Town Code.

The Planning Board may, in its discretion, waive the hearing requirements after having made written findings setting forth why such waiver is not inconsistent with the purpose of this §285.

STEP 6 SITE PLAN APPROVAL

Within 60 days of the date of the public hearing held after the receipt of a properly completed application, or where the hearing is waived within 60 days after the approving Board meeting at which the waiver was granted, the approving Board shall act to either approve, disapprove or approve with conditions the site plan application and shall specify what conditions, if any, are necessary.

A site plan, following approval by the approving agency, shall be valid for a period of 24 months from the date of such approval unless a longer period of time is granted by the approving agency

for cause shown. If there is no substantial change in the condition of the site and/or its environs, site plan approval may be extended by the approving agency for cause shown.

AMENDED SITE PLAN APPROVALS

After approval of a complete site plan, subsequent applications for alterations which are referred to the approving agency by the Building Inspector or Secretary to the Planning Board in accordance with §285-56D herein need only contain documents and information which directly relate to the alteration under consideration. However, the alteration will be considered in relation to the entire site plan as previously approved.

Approval of amendments to an approved site plan shall be acted upon in the same manner as an application for the approval of an original site plan. The fact that a hearing was held or that it was waived upon the original application does not predetermine how an amended site plan application is going to be processed. Each application should be judged on its own merits and by its potential impacts.

APPLICATION SUBMISSION CHECKLIST

REQUIREMENTS FOR SITE PLAN REVIEW

This form is to be included in the Application Submission Package

		<u>Please check the box</u>
1.	Applicants must submit twelve (12) collated copies of the entire application package for submissions, unless otherwise directed by staff, including:	☐
	A. Affidavit of Ownership;	☐
	B. Site Plan Application Form;	☐
	C. Environmental Clearance Form;	☐
	D. Slope Clearance Form;	☐
	E. Wetlands/Watercourse Clearance Form;	☐
	F. Full Environmental Assessment Form (Long Form);	☐
	G. Proposed Site Plan. (All maps must be folded to 8 ½" x 11" with title box showing.) (See attached checklist);	☐
	i. Title Sheet;	☐
	ii. Existing Conditions Plan;	☐
	iii. Proposed Site Plan	☐
	iv. Utilities Plan;	☐
	v. Lighting Plan;	☐
	vi. Grading Plan;	☐
	vii. Steep Slope Analysis Plan	☐
	viii. Stormwater and Soil Erosion Control Plan;	☐
	ix. Tree Protection and Removal and Landscaping Plan;	☐
	x. Wetlands/Watercourse Delineation Impact and Mitigation Plan;	☐
	xi. Construction and Plan Details;	☐
	xii. Certified survey of property	☐
2.	One (1) set of three (3) copies of Steep Slope Analysis Plan and Slope Clearance Form for Engineering Department with a check for \$150.	☐
3.	Appropriate fees (<i>see fee schedule</i>). Please attach a completed fee schedule and separate checks for each section.	☐
4.	Two (2) copies of current deed	☐
5.	Chain of title on subject property(s) subsequent to 1957	☐
6.	Two copies of all easements and restrictive covenants already placed and proposed to be placed on the plat.	☐
7.	List names and addresses of all owners of properties within <u>500 feet</u> of the perimeter of site. Must be typed on labels. Use Avery #5160 copies label format. The application must include a map of adjacent lots indicating the 500' radius line as applicable, measured from all points on the property line (not from the center of the site).	☐
8.	All improvement plan submission for subdivision must be submitted in Auto Cad TM format.	☐
9.	A tree removal permit application, if required, must be made with the Forestry Officer.	☐

*** If any of the above-reference information is missing, the application will be deemed incomplete and returned to the applicant for proper completion.**

ENGINEERING NOTES

TOWN OF GREENBURGH ENGINEERING NOTES
FOR SITE PLANS

NOTES TO BE PUT ON CONSTRUCTION DRAWINGS:

1. All work and materials to conform to Town of Greenburgh specifications.
2. Upon request, the Town Water Department shall locate existing water mains and services but shall not guarantee locations.
3. Provide designed retaining walls on all slopes exceeding (1) foot vertical on two (2) feet horizontal.
4. Underground electric shall be encased in rigid casing for a minimum of six feet (2-4-2) across all water mains.
5. The builder shall furnish and install 6" perforated pipe encased in crushed stone in back of curb wherever directed by the Engineer.
6. The Town Highway Department shall regulate and order what obstructions must be removed by builder for sight distance.
7. The Applicant /Contractor shall be required to comply with all rule and regulations of the Town of Greenburgh Consolidated Water District No. 1.
8. The contractor shall be required to backfill utility trenches in the public right of way with 50 psi controlled density backfill (k-crete).
9. The Applicant/contractor shall be responsible for the proper removal/disposal of existing subsurface structure (i.e. oil tanks, septic fields, fields, etc.), their contents and any remedial measures that may be required.
10. It shall be the responsibility of the Applicant/Contractor to call in Code %#. No work shall commence until a Code 53 field mark out has been performed.

GRADING PLANS:

1. Existing and proposed contours must be shown with spot elevations.
2. All lots must have positive drainage.
3. Provide drain inlets, if low spots cannot be eliminated by positive drainage.
4. Driveways must be shown on grading plans with turnarounds and proper offsets from property line.
5. House leaders must tie into dry wells.

NOTES TO BE PUT ON GRADING PLANS:

1. Provide retaining walls on all slopes exceeding (1) foot vertical on two (2) feet horizontal.
2. Owner must guarantee positive drainage on all lots.
3. Swales may be required along all property lines to minimize rain run-off.
4. All driveways sloping down to garage or house shall have a drain inlet with pipe connected to approved drainage system.
5. All driveways sloping down shall rise 6" the first 5' and then slope down. (Label the driveway slope on the plan.)

NOTES TO BE PUT ON EROSION CONTROL PLANS:

1. The applicant shall be required to clean roadways and existing downstream drainage utilities from all siltation and construction debris as required, and upon completion of the work.
2. All plans should fully incorporate the appropriate recommendations from New York State Department of Environmental Conservation's Standards and Specifications for Erosion and Sediment Control dated August 2005, or the most current version or its successor. The plan and its implementation shall be subject to the approval of the Town Engineer.
3. All storm water control measures for this project are to be consistent with the New York State's Stormwater Design Manual Dated August 2004, or the most current version or its successor.
4. Plans shall note, "*The measures for the control of erosion and sedimentation are undertaken consistent with the New York State's Stormwater Design Manual, dated August 2004, or the most current version or its successor, satisfactory to the Town.*"

FEE SCHEDULE

TOWN OF GREENBURGH FEE SITE PLAN SCHEDULE

This form is to be included in the Application Package

Site Plan Fees	Fee		Totals
Site Plan Application	\$1000		\$1000
Residential Units Proposed	\$100	X _____ Number of Units	
Parking Fee Per Space for proposed use	\$25	X _____ Number of Spaces	
Environmental Clearance Form	\$150		\$150
Wetlands/watercourse Clearance Form	\$100		\$100
Legal	\$500		\$500
Abutters Mailing Labels - If printed labels are provided OR if Applicant prints their own labels	\$85 \$50		\$85 \$50
Public Hearing Transcript & Notice (Escrow)	\$400	(separate check)	\$400
		Subtotal	
Planned Unit Development			
PUD Application	\$1500		\$1500
Residential Units Proposed	\$100	X _____ Number of Units	
Environmental Clearance Form	\$150		\$150
Wetlands/watercourse Clearance Form	\$100		\$100
Legal	\$500		\$500
Abutters Mailing Labels - If printed labels are provided OR if Applicant prints their own labels	\$85 \$50		\$85 \$50
Public Hearing Transcript & Hearing (Escrow)	\$400	(separate check)	\$400
		Subtotal	
Escrow Review			
Site Plan Review (separate check)	\$1,500 or 2% of the total cost of all site improvements, exclusive of the cost of construction of all buildings, whichever is greater		
SEQR	(per NYC RR Part 617)		
		Subtotal	
Residential Development - Recreation Impact Fee			
PUD Unit or Residential Site Plan Unit (separate check)	\$4,320	X ____ dwelling unit	
Rental Unit (deed restricted for 20 years) (separate check)	\$2,160	X ____ dwelling unit	
		Subtotal	
Please include a separate check for each subtotaled portion of the application. All fees must be made payable to the "Town of Greenburgh"			
Town of Greenburgh, Department of Community Development and Conservation – File Use			
	Date Received	Total	Staff initials
Site Plan Fees			
Escrow Review			
Recreational Impact Fee			

AFFIDAVIT OF OWNERSHIP

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 Town of Greenburgh
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

DISCLOSURE FORM

TOWN OF GREENBURGH
DISCLOSURE FORM TO ACCOMPANY CERTAIN APPLICATIONS*

1. This form relates to property located within the Town of Greenburgh. The street address of the property which is the subject of this application is:

Name of Applicant: _____

Address of Applicant: _____

Date(s) of Application(s): _____

Type(s) of Application(s): _____

Project Name: _____

2. Name and address of Owner(s) if different from Applicant: _____

3. Do any officers or employees of the State of New York, County of Westchester, Town of Greenburgh and/or Town of Greenburgh Agency have an interest** in the applicant or owner of the property? _____

If the answer is "yes", please identify the person(s) by name, residence and the nature of extend of such interest.

4. If the application is for a project involving site plan approval of five acres or more and/or for a change of zoning, and either or both the applicant or the owner, if different from the applicant, is not an individual or individuals, list the owners and officers of the corporation, limited liability corporation, partnership or other legal entity.

Name of Applicant Legal Entity: _____

Name(s) and Addresses of Applicant Owners*** and Officers:

*Every application, petition, or request submitted for a variance, amendment, change of zoning, site plan approval, approval of plat, exemption from a plat or official map, license, special permit or permit pursuant to the provisions of any ordinances, local law or rule constituting the zoning and planning of the Town of Greenburgh.

**For the purpose of this paragraph, an officer or employee shall be deemed to have an interest in an applicant when s/he, his or her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them (a) is the applicant or (b) is an officer, director, partner of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such applicant, express or implied, whereby he or she may receive payment or other benefit whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

***With respect to any corporation traded on the New York, American or other stock exchange, any person who is the owner of more than 5% of the outstanding shares of stock or any class of such a corporation, and with respect to other than a publically traded corporation, a limited liability company or other legal entity, any person who is an owner of more than 2% of the equity of such legal entity.

Name of Applicant: _____

Signature: _____

Date: _____

SITE PLAN APPLICATION FORM



Paul Feiner
Supervisor
Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

**TOWN of GREENBURGH
WESTCHESTER COUNTY, NEW YORK
DEPARTMENT OF COMMUNITY
DEVELOPMENT AND CONSERVATION**

SITE PLAN APPLICATION FORM

Name of Application: _____

Description of Action: _____

Owner:

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____

Applicant:

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____

Subject Property:

Name or other identification of site (address): _____
Situating on the _____ side of _____ (Street) _____ feet
from the intersection of _____ (Street)
Parcel ID: _____ Total site area (sq. ft): _____

Conformity With Zoning:

1) Zoning District the property is located in:

	Permitted	Existing	Proposed
Lot Area	_____	_____	_____
Buildable Lot Area * See below for definition	_____	_____	_____
Total Gross Floor Area (F.A.R.) sq. ft.	_____	_____	_____
Percent Coverages			
Principle Building	_____	_____	_____
Accessory Building	_____	_____	_____
* See below for definition Total Impervious Surface	_____	_____	_____
Yard Setbacks (Principle building)			
Front yard setback	_____	_____	_____
Rear yard setback	_____	_____	_____
Length of one side setback	_____	_____	_____

	Length of second side setback	_____	_____	_____
	Total of both(2) sides setback	_____	_____	_____
Yard Setbacks (Accessory Building)	Front setback	_____	_____	_____
	Rear setback	_____	_____	_____
	Length of one side setback	_____	_____	_____
	Total of both(2) sides setback	_____	_____	_____
Parking Setbacks	Principle Building	_____	_____	_____
	Front yard setback	_____	_____	_____
	Length of one side setback	_____	_____	_____
	Length of second side setback	_____	_____	_____
	Total of both(2) sides setback	_____	_____	_____
	Rear setback	_____	_____	_____
Landscape Buffer	Front setback	_____	_____	_____
	Rear setback	_____	_____	_____
	Length of one side setback	_____	_____	_____
	Total of both(2) sides setback	_____	_____	_____
Number of Parking Space (Please state the method used to calculate the number of spaces, i.e. 1 space per 200 sq.f. of retail space, please attach a separate sheet if more room is needed)				
Loading Area		_____	_____	_____
Building Height	Feet	_____	_____	_____
	Stories	_____	_____	_____
	Total Height	_____	_____	_____

2) Slope category of total proposed site: 0%-15% _____ sq.ft. 15%-25% _____ sq.ft.

25%-35% _____ sq.ft. 35%+ _____ sq.ft.

3) Is there an existing curb cut onto the site? Yes No

Will the action require new curb cuts onto the street? Yes No

What street(s) will have the new curb cuts? _____

Has a traffic study been completed for the proposed project? Yes No

4) Does application need a tree removal permit? Yes No

If yes, what are the number of trees that will be removed from the site? _____

5) Does application need wetlands permit? Yes No Flood hazard permit? Yes No

6) If the subject property is located within either of the following, please indicate.

*Critical Environmental Area Yes No

*Conservation District Yes No

7) List all public and private recreational facilities within a 1/4 mile radius of the subject property(s). If none exist, identify closest recreational facilities.

8) List variance or other modifications required. Variances must be verified in writing by the Building Inspector and attached hereto.

Zoning Code Reference _____

Variance sought _____

Zoning Code Reference _____

Variance sought _____

Zoning Code Reference _____

Variance sought _____

9) Have you, or to your knowledge, any predecessor of interest in this property, previously applied to the Planning Board or the Zoning Board of Appeals? Yes No

(Case Histories can be obtained from the Department of Community Development & Conservation)

If yes, case number _____ application for _____ disposition _____

case number _____ application for _____ disposition _____

case number _____ application for _____ disposition _____

case number _____ application for _____ disposition _____

10) Is the action:

a) less than 5,000 square feet of new or renovated floor area	Yes	No
---	-----	----

b) less than 10,000 square feet of land disturbance	Yes	No
---	-----	----

11) Is the action located on property within 500 feet of:

a) The boundary of an adjoining city, town or village	Yes	No
---	-----	----

b) The boundary of an existing or proposed state or county park, recreation area or road right-of-way	Yes	No
---	-----	----

c) An existing or proposed county drainage channel line	Yes	No
---	-----	----

d)The boundary of state- or county-owned land on which a public building/institution is located	Yes	No
---	-----	----

e) The boundary of a farm located in an agricultural district.	Yes	No
--	-----	----

12) What is the current assessed value of the property?_____

13) Are there existing buildings on the site? Yes No

If so, give the date(s) of the Certificate(s) of Occupancy issued for each building. Please submit on attached sheet. Include case number.

14) Please list all the civic association(s) within 500 feet of the property.

15) Please answer the following questions: (if additional space is needed, submit on attached sheet).

a) Is the owner/applicant a(n):

Individual

Partnership

Joint Venture

Nominee

Fiduciary

Corporation

b) Please list all owners with a direct or indirect financial or beneficial interest in the property. List the names, addresses, and phone numbers of all owners, partners and limited partners, joint ventures, officers, directors and control persons. (Control is defined as any individual who owns 10% or more of the outstanding shares of the corporation or, notwithstanding the amount of stock owned, is in a position to influence management decisions and make policy on behalf of the corporation).

c) If the owner is a fiduciary, set forth name and address or other evidence of fiduciary, a copy of certificate of fiduciary authority and identify the beneficial owner of the property.

NOTE: All of the submission requirements outlined in this application must be approved by the Planning Board prior to the application being accepted in form and content

Signature of Applicant

Print Applicant's Name

Date

Signature of Owner

Print Owner's Name

Date

***BUILDABLE AREA:** The gross area of the lot less the density deductions for areas classified as steep slopes, very steep slopes, excessively steep slopes, wetlands and watercourses.*

***IMPERVIOUS SURFACES, GROSS COVERAGE** - The sum of the horizontal area of coverage or footprint of all buildings, structures, paved areas, patios and other improved surfaces on a lot preventing natural runoff to percolate into the soil, measured in square feet. Areas paved with gravel, crushed stone and other materials used to support vehicles shall be considered impervious surfaces for the purposes of this chapter. Swimming pools and tennis courts that are unenclosed shall not be considered impervious surfaces for the purposes of this chapter. [Added 7-8-1987 by L.L. No. 3-1987]*

§617.16 CONFIDENTIALITY When a project sponsor submits a completed EAF, draft or final EIS, or otherwise provides information concerning the environmental impacts of a proposed project, the project sponsor may request, consistent with the Freedom of Information Law (FOIL), article 6 of the Public Officers Law that specifically identified information be held confidential. Prior to divulging any such information, the agency must notify the applicant of its determination of whether or not it will hold the information confidential.

ENVIRONMENTAL CLEARANCE FORM



TOWN of GREENBURGH

Community Development & Conservation

Paul Feiner
Supervisor

ENVIRONMENTAL CLEARANCE FORM

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

Name of Application:

Applicant:

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____

Subject Property:

Name or other identification of site: _____
Streets which site abuts: _____
Parcel ID#: _____ Zoning District: _____ Total site area (sq. ft.): _____

Proposed Action:

A. State Type I Actions - This Type I list, is not an exhaustive list of those actions that an agency determines may have a significant effect on the environment and may require the preparation of an EIS. Therefore, the fact that an action or project has not been listed as a Type I action does not carry with it the presumption that it will not have a significant effect on the environment. This list is provided as a convenience. Please check 6 NYCRR Part 617 for further information on classifying the type of action. **(Please check all items that apply)**

1. The following changes in the allowable uses within any zoning district, affecting 25 or more acres of the district:
(a) Authorizing industrial or commercial uses within a residential or agricultural district; or
(b) Authorizing residential uses within an agricultural district. ☐
2. The granting of a zoning change at the request of an applicant for an action that meets or exceeds one or more of the thresholds given in other sections of this list. ☐
3. Construction of new residential units which meet or exceed the following thresholds:
(a) Fifty units not to be connected (at commencement of habitation) to community or publicly owned utilities.
(b) In a city, town or village having a population of less than 150,000, 200 units to be connected (at the commencement of habitation) to community or publically owned utilities. ☐
4. Construction of new nonresidential facilities which meet or exceed any of the following thresholds; or the expansion of existing nonresidential facilities by more than 50% of any of the following thresholds:
(a) A project or action which involves the physical alteration of 10 acres. ☐
(b) A project or action which would use ground or surface water in excess of 2,000,000 gallons per day. ☐
(c) In a city, town or village having a population of 150,000 persons or less, parking for 500 vehicles. ☐
(d) In a city, town or village having a population of 150,000 persons or less, a facility with more than 100,000 square feet of gross floor area. ☐
5. Any structure exceeding 100 feet above original ground level in a locality without any zoning regulation pertaining to height. ☐
6. Any action (unless the action is designed for the preservation of the facility or site) occurring wholly or partially within or contiguous to any facility or site listed on the National Register of Historic Places or any historic building, structure or site or prehistoric site that has been proposed by the Committee on the Register for consideration by the New York State Board on Historic Preservation for a recommendation to the State Historic Officer for nomination for inclusion in said National Register. ☐
7. Any project or action, which exceeds 25% of any threshold in this section, occurring wholly or partially within or substantially contiguous to any publicly owned or operated parkland, recreation area or designated open space. ☐
8. Other per 617.4 SEQRA Regulations _____ ☐

B. Local Type I – Activities located in: (Please check all items that apply)

1. Floodplains, as defined in Article 36 of the Environmental Conservation Law. ☐
2. Tarrytown Lakes, watershed area. ☐

C. Unlisted Action. Unlisted actions that do not meet the Type I thresholds, however some actions may still require an EIS. Some examples: nonresidential projects physically altering less than 10 acres of land, adoption of regulations, ordinances, local laws and resolutions that may affect the environment. ☐

D. State Type II actions. Action will in no case have a significant effect on the environment based on the criteria contained in section 617.11 and any additional criteria contained in its procedures adopted pursuant to Section 617.4. This list is provided as a convenience. Please check 6 NYCRR Part 617 for further information on classifying the type of action. **(Please check all items that apply)**

1. The granting of individual setback and lot line variances. ☐
2. Construction or placement of minor accessory or appurtenant residential structures, including garages, carports, patios, home swimming pools, fences, barns or other buildings not changing land use or density. ☐
3. Construction or expansion of a single-family, two-family, or three-family residence on an approved lot. ☐
4. Construction or expansion of a primary or accessory, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance. ☐
5. Street openings for the purpose of repair or maintenance of existing utility facilities ☐
6. Agricultural farm management practices, including construction, maintenance and repair of farm buildings and structures and land use changes consistent with generally accepted principles of farming. ☐
7. Repaving of existing highways not involving the addition of new travel lanes. ☐
8. Installation of traffic control devices on existing streets, roads and highways. ☐
9. Public or private forest management practices other than the removal of trees or the application of herbicides or pesticides. ☐
10. Minor temporary uses of land having negligible or no permanent effect on the environment. ☐
11. Replacement of a facility, in kind, on the same site unless such facility meets any of the thresholds in Section 617.12. ☐
12. Other Type II actions (specify). ☐

Involved Agencies

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

Relationship to other actions:

1) List any related action that may be undertaken as a result of this proposed action:

2) List any actions, which are dependent upon this proposed action, and therefore should be reviewed as part of this action (e.g., house construction in the case of a residential subdivision):

Signature of Applicant**Print Applicant's Name****Date**

NOTE: The completion of this Environmental Clearance Form does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town of Greenburgh.

STEEP SLOPES CLEARANCE FORM



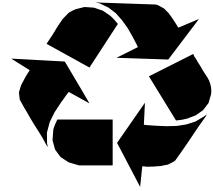
FRANK MORABITO
Commissioner of Public Works

TOWN OF GREENBURGH BUREAU OF ENGINEERING

177 Hillside Avenue, White Plains, NY 10607

Office: (914) 989-1583 Fax: (914) 993-1639

Web Site: <http://www.greenburghny.com>



Greenburgh Recycles

JASON COPPOLA, P.E.

Town Engineer

C.J. GELARDO, P.E.

Deputy Town Engineer

APPLICATION PACKAGE: STEEP SLOPES

CONTENTS

- Slope Clearance Form - **Three (3) copies must be submitted**
- Steep Slope Law 245

Application fee required with submission of package:

Initial Review:	\$100.00
Subsequent Review of Same Application:	\$200.00

Please make check payable to the **Town of Greenburgh**



FRANK MORABITO
Commissioner Public Works

TOWN OF GREENBURGH DEPARTMENT OF PUBLIC WORKS

Bureau of Engineering
177 Hillside Avenue, Greenburgh, NY 10607
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Web Site HTTP://www.greenburghny.com



JASON COPPOLA, P.E.
Town Engineer
C.J. GELARDO, P.E.
Deputy Town Engineer

SLOPE CLEARANCE FORM

THIS FORM MUST BE COMPLETED BY A LICENSED PROFESSIONAL (P.E., L.S. or R.A.)

UNLESS AN EXEMPTION IS CLAIMED AS PER § 245-11 OF THE TOWN CODE

For a complete submission, please submit the following: (Incomplete submissions will be returned without review)

- Three (3) copies of this Slope Clearance Form;
- Three (3) copies of a Site Plan, which includes two (2) foot topographical contours. Site topography must be cross-hatched or colored to differentiate each individual slope category noted in parts 5 & 6 below.
(If property slopes are certified to be limited to less than 15%, (2) foot topographic contours need not be shown on the site plan, unless requested);
- Show a delineation of the disturbed area for the proposed project on the site plan. The disturbed area should include any and all disturbance during construction, not just the final footprint;
- Initial Fee: \$100.00 (Re-Review Fee: \$200) Please make check payable to Town of Greenburgh

Owner Information:

Name: _____ Street: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Alt. Telephone: _____ Email: _____

Applicant Information:

Name: _____ Street: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Alt. Telephone: _____ Email: _____

Subject Property:

Name, address, or other identification of site: _____
Situated on the _____ side of _____ (Street) _____ feet from the
intersection of: _____ (Street)

PARCEL ID # _____ Total Site area (sq ft): _____

Proposed Action:

1) Type of Approval(s) Sought:

2) Description of Proposed Action: _____

3) Are there any rights-of-way, easements, restrictive covenants or conditions of approval which encumber the property? If so, please indicate the nature of these restrictions and supply three (3) copies of the legal instrument (i.e. deed, covenant, conservation easement, approval letter, etc.) which created this restriction.

NOTE: The completion of this Slope Clearance Form does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town of Greenburgh.

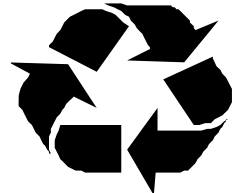
4) Estimated Quantity of Earthwork: Excavation: _____ yds ³ Imported Fill: _____ yds ³		
5) Slope Categories for Lot Area: Total Lot Area: _____ (sq. ft.) Slope Category: 0%-15% _____ sq. ft. 15%-25% _____ sq. ft. 25%-35% _____ sq. ft. 35%+ _____ sq. ft.		
6) Slope Categories for Disturbed Area: Total Disturbed Area: _____ (sq. ft.) Slope Category: 0%-15% _____ sq. ft. 15%-25% _____ sq. ft. 25%-35% _____ sq. ft. 35%+ _____ sq. ft.		
7) Buildable Area: _____ sq. ft. Wetland/Watercourse Area: _____ sq. ft. Buildable Area: To calculate buildable area, the lot area (indicated in section 5, above) shall be reduced by the sum of the following four slope and wetland area components, as defined in Zoning Code § 285-39E - Lot and bulk requirements: Areas of steep (15%-25%) slopes x 0.20; Areas of very steep (25%-35%) slopes x 0.50; Areas of excessively steep (35%+) slopes x 0.75; Areas of wetlands and watercourses x 0.75.		
8) Professional of Record: (P.E., L.S., or R.A.)		
Name: _____ Street: _____ City: _____ State: _____ Zip Code: _____ Telephone: _____ Alt. Telephone: _____ Fax: _____ Email: _____ License Number: _____ License Type: _____		
Professional's Signature Date	For Use By The Bureau of Engineering	
_____ Signature of Applicant	_____ Print Applicant's Name	_____ Date
_____ Signature of Owner	_____ Print Owner's Name	_____ Date

NOTE: The completion of this Slope Clearance Form does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town of Greenburgh.



**TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS
Bureau of Engineering**

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Greenburgh Recycles

FRANK MORABITO
Commissioner of Public Works

SUPPLEMENTAL INSTRUCTIONS

JASON COPPOLA, P.E.
Town Engineer

C.J. GELARDO, P.E.
Deputy Town Engineer

These instructions are intended to supplement the instructions on the Slope Clearance Form itself. If there are any questions you may have, please call the Bureau of Engineering. A properly completed Slope Clearance Form contributes to a swift review of the application.

Owner Information: Enter the name address and contact information of the owner here. A renter or lessee cannot be entered as the *Owner Information*.

Applicant Information: Enter the name address and contact information of the applicant here. The applicant can be a renter, lessee, contractor, design professional, or anyone deemed to be the representative for the proposed action.

1) Approvals Sought: Enter all the approvals sought such as: Wetlands/Watercourse Clearance, Stormwater Management Permit, Building Permit, Demolition Permit, Fill Permit, Street Opening Permit, Planning Board Approval, Zoning Board Approval, Town board Approval.

2) Proposed Action: Generally describe what the project will entail.

3) Right-of-way, Easements, etc: This information can be found in the property deed and/or a land survey of the subject property.

4) Estimated Quantity of Earthwork: The volume excavation should be stated in cubic yards (1 cubic yard is equal to 27 cubic feet). **Excavation of manmade materials must be included (i.e. paths, driveways, patios, etc).** The fill portion of this section should also be stated in cubic yards. If 100 yd³ or more of fill material is to be imported from areas outside the subject property, a fill permit also needs to be completed.

5) Slope Categories for Lot Area: In this section, the analyses of pre-construction slopes are to be summarized. Enter the total lot area (square feet) in the *Lot Area* section and sort the total area in specific terms of slopes. If the proposed action does not affect the floor area ratio, then only the *Lot Area* in this section needs to be completed.

Example:

5) Slope Categories for Lot Area:

Total Lot Area: 10,000 (sq. ft.)

Slope Category: 0%-15% 3,000 sq. ft. 15%-25% 2,000 sq. ft. 25%-35% 3,500 sq. ft. 35%+ 1,500 sq. ft.

The sum of the categories equal the lot area

6) Slope Categories for Disturbed Areas: In this section, the analyses of pre-construction slopes that will be affected are to be summarized. Enter the total area (square feet) of disturbance in the *Total Disturbed Area* section and sort the total area in specific terms of slopes.

7) Wetland/Watercourse Area: The amount of wetland and/or watercourse area (in square feet) that exists of the site.

Buildable Area: The instructions for this portion are on the form itself.

8) Professional of record: Projects with a disturbed area less than 500 square feet are exempt.

Design Professionals are typically New York State Licensed Engineers, Architects, and certain Land Surveyors. The design professional should be acting within the definitions of professional practice as noted in Articles 145, 147, and 148 of the New York State Education Law.

Owner and Applicant Signatures: This portion must be completed by the Owner and Applicant stated earlier in the form.

WETLANDS CLEARANCE FORM



Paul J. Feiner
Supervisor

TOWN of GREENBURGH
DEPARTMENT OF COMMUNITY
DEVELOPMENT AND CONSERVATION

177 Hillside Avenue, Greenburgh, NY 10607

Office: (914) 989-1530

Web Site <http://www.greenburghny.com>

WCF#

- ☐ File Copy
☐ Building Dept.
☐ Applicant Copy

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

WETLAND/WATERCOURSE CLEARANCE FORM

For a complete submission, please submit the following: (INCOMPLETE SUBMISSIONS WILL BE RETURNED)

- Three (3) copies of this Wetland/Watercourse Clearance Form;
- Three (3) copies of a Site Plan identifying the area of proposed work, and a delineation of the disturbed area for the proposed project. The disturbed area should include any and all disturbance during construction, not just the final footprint;
- Initial Fee: \$100.00 Subsequent Review Fee: \$50 Please make check payable to Town of Greenburgh

I) Owner Information

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

II) Applicant Information

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

III) Subject Property

1) Address: _____ City: _____ Zip: _____
2) Parcel ID#: _____ Zoning District: _____ Total site area (sq. ft.): _____
3) Is there an existing structure (i.e. home or building) located on the site? Yes ☐ No ☐ Year(s) Built: _____

IV) Approval(s)

1) Type of Approval(s) sought (i.e. Building Permit, Site Plan, etc.): _____

V) Proposed Action and Site Characteristics

- 1) Description of Proposed Action (i.e. building addition, new pool, etc.): _____
- 2) Is the subject property located within a Conservation District? Yes ☐ No ☐
- 3) Are there any rights-of-way, easements, restrictive covenants or conditions of approval which encumber the property? If so, please indicate the nature of these restrictions and supply three (3) copies of the legal instrument (i.e. deed, covenant, conservation easement, approval letter, etc.) which created this restriction.
- 4) Have any wetland/watercourse permit application been made with respect to this property under Chapter 280 of the Greenburgh Town Code? If so, please give the date, name and case number of such application.
Yes ☐ No ☐ If yes: _____
- 5) Square Footage of Disturbed Area (as provided for on Site Plan): _____ sq. ft.
- 6) Estimated Quantity of Excavation/ Fill: Excavation: _____ yards³ Imported Fill: _____ yards³
- 7) Are Hydric Soil Types on the property? Yes ☐ No ☐ If yes, what types: _____
- 8) Approximately what percentage of the property is: Well Drained: _____ % Poorly Drained: _____ %
- 9) Are there any trees 4-inches or greater in diameter proposed for removal as part of this work? Yes ☐ No ☐
a) If yes, how many? _____
- 10) Has the property ever been used for the disposal of solid waste or hazardous waste? Yes ☐ No ☐



Paul J. Feiner
Supervisor

TOWN of GREENBURGH
DEPARTMENT OF COMMUNITY
DEVELOPMENT AND CONSERVATION

177 Hillside Avenue, Greenburgh, NY 10607

Office: (914) 989-1530

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WCF#

- ☐ File Copy
☐ Building Dept.
☐ Applicant Copy

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

WETLAND/WATERCOURSE CLEARANCE FORM

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I) Owner Information

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

II) Applicant Information

Name: _____ Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

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a) If yes, how many? _____
- 10) Has the property ever been used for the disposal of solid waste or hazardous waste? Yes ☐ No ☐

VI) New York State Requirements

- 1) Is work proposed in a wetland or within 100 feet of a wetland area? Yes ☐ No ☐
- a) If yes, has a Jurisdictional Determination been made by the New York State Department of Environmental Conservation for this project? Yes ☐ No ☐ If yes, please provide a copy.
- i) If no, you **MUST** submit a request for Jurisdictional Determination to the New York State Department of Environmental Conservation.

If required, you MUST obtain a wetland permit from the New York State Department of Environmental Conservation PRIOR to any Planning Board action. If one has been obtained, please provide a copy.

- 2) Does the property contain any species of plant or animal life listed as rare, threatened, or endangered by New York State, the New York State Natural Heritage Program, or the United States of America? Yes ☐ No ☐
- If yes, please identify each species and its status as classified by New York State, the New York State Natural Heritage Program, or the United States of America:

VII) Project Information

- 1) Is work proposed in a (*Check all that apply*): Wetland ☐ Watercourse ☐ Adjacent Buffer Area ☐ N/A ☐
- 2) Total area of Wetland, Watercourse, and Adjacent Buffer Area on the property: _____ sq. ft.
- 3) Total area of disturbance in Wetland, Watercourse,
and Adjacent Buffer Area on the property: _____ sq. ft.
- 4) Functions provided by Wetland or Watercourse: _____
- 5) Name and phone number of expert delineating Wetland or Watercourse: _____
- 6) Plans Prepared by: _____ License #: _____ Dated: _____ Revised: _____

VIII) Authorizations and Certifications

I/we hereby indemnify and hold the Town or its representatives harmless against any damage or injury and that the owner and applicant consent to the approval authority's (including its agents or employees) entry upon lands or waters for the purpose of undertaking any investigations, inspections, examination, survey, or other activity outlined in Chapter 280 of the Town Code of Greenburgh.

I/we hereby are aware that false or misleading statements or information provided on the clearance form or to the approval authority shall result in the invalidation of any authorization. The applicant shall be subject to the penalties and sanctions set forth in this chapter for any activities conducted which would have otherwise required a wetland/watercourse activity permit.

Signature of Owner

Print Owner's Name

Date

Signature of Applicant

Print Applicant's Name

Date

NOTE: The completion of this Wetland/Watercourse Clearance Form does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town of Greenburgh. Additional fees including an escrow fee may be applicable if there is proposed work in a Wetland/Watercourse or Adjacent Buffer Area.

Chapter 280, WETLANDS AND WATERCOURSES

§ 280-6. Authorized clearance form required

A. All applications for any permit issued by the Building Department, Department of Public Works, Antenna Review Board, Town Board, Planning Board, or Zoning Board of Appeals of the Town of Greenburgh must be accompanied by an authorized wetland/watercourse clearance form. An applicant must provide sufficient information to enable the Wetland Inspector or other authorized representative to properly determine if the proposed activity is an allowable activity, as defined herein, or use that does not also require an activity permit; is a prohibited activity; or is a regulated activity or use which requires an activity permit as issued by the Planning Board in accordance with the standards and procedures set forth herewith. No permits, certificates of occupancy, or temporary certificates of occupancy may be issued without prior approval of the Planning Board for any project involving a wetland/watercourse permit.

For Official Use Only

VI) New York State Requirements

- 1) Is work proposed in a wetland or within 100 feet of a wetland area? Yes ☐ No ☐
- a) If yes, has a Jurisdictional Determination been made by the New York State Department of Environmental Conservation for this project? Yes ☐ No ☐ If yes, please provide a copy.
- i) If no, you **MUST** submit a request for Jurisdictional Determination to the New York State Department of Environmental Conservation.

If required, you MUST obtain a wetland permit from the New York State Department of Environmental Conservation PRIOR to any Planning Board action. If one has been obtained, please provide a copy.

- 2) Does the property contain any species of plant or animal life listed as rare, threatened, or endangered by New York State, the New York State Natural Heritage Program, or the United States of America? Yes ☐ No ☐
- If yes, please identify each species and its status as classified by New York State, the New York State Natural Heritage Program, or the United States of America:

VII) Project Information

- 1) Is work proposed in a (*Check all that apply*): Wetland ☐ Watercourse ☐ Adjacent Buffer Area ☐ N/A ☐
- 2) Total area of Wetland, Watercourse, and Adjacent Buffer Area on the property: _____ sq. ft.
- 3) Total area of disturbance in Wetland, Watercourse,
and Adjacent Buffer Area on the property: _____ sq. ft.
- 4) Functions provided by Wetland or Watercourse: _____
- 5) Name and phone number of expert delineating Wetland or Watercourse: _____
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VIII) Authorizations and Certifications

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I/we hereby are aware that false or misleading statements or information provided on the clearance form or to the approval authority shall result in the invalidation of any authorization. The applicant shall be subject to the penalties and sanctions set forth in this chapter for any activities conducted which would have otherwise required a wetland/watercourse activity permit.

Signature of Owner

Print Owner's Name

Date

Signature of Applicant

Print Applicant's Name

Date

NOTE: The completion of this Wetland/Watercourse Clearance Form does not confer any rights, privileges, licenses, permits or other entitlement upon the applicant and does not relieve the applicant from compliance with all other applicable laws, rules and regulations of the Town of Greenburgh. Additional fees including an escrow fee may be applicable if there is proposed work in a Wetland/Watercourse or Adjacent Buffer Area.

Chapter 280, WETLANDS AND WATERCOURSES

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For Official Use Only

SHORT ENVIRONMENTAL ASSESSMENT FORM

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?			NO	YES
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.				
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:				
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.				
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____ ☐ Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
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	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
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	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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? 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	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ 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	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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? ☐ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____ _____	NO	YES	

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
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
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
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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

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.

- ☐ 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.
- ☐ 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)

SITE PLAN CHECKLIST

Town of Greenburgh Site Plan Checklist

Site Plans

☒	<u>General Information</u> - the following information should be located on each sheet:	<u>Town Code</u>
☐	(1) Proposed site plan or application name.	
☐	(2) 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 Mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.	
☐	(3) True North point	
☐	(4) Scale	
☐	(5) Name and address of record owner	
☐	(6) Name and address of applicant or contract vendee	
☐	(7) Name and address of engineer, surveyor and or architect, including license numbers and seal.	
☐	(8) Legend of Features.	
☐	(9) Notation shall be made on all sheets of the plan that: <i>“All conditions of approval as noted in formal letters of approval or findings are a part of the approved site plan, subdivision or variance plats, drawings or plans, and are hereby referenced for additional approval details.”</i>	
<u>1) Title Sheet</u>		
☐	(1) Scaled version of the Zoning Map showing location of property, including exact boundary lines of districts, if more than one district; and location of Town or special district boundaries in or within 500 feet of the periphery of the proposed site plan.	
☐	(2) Notation of sewer district the project is located in.	
☐	(3) Notation of water district the project is located in.	
☐	(4) Index table – listing all plans for the project.	
☐	(5) Name and address of record owner.	
☐	(6) Name and address of applicant or contract vendee.	
☐	(7) Name and address of engineer, surveyor and or architect, including license numbers and seal.	
☐	(8) Volume, Section, Sheet, Block, Lot as designated on the Town of Greenburgh Tax map.	
☐	(9) A map of the Town indicating the location of the proposed site plan.	
☐	(10) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	
<u>2) Existing Conditions Plan</u>		
<u>A. Property information</u>		
☐	(1) Location of existing property lines by legal description, by metes and bounds for every lot.	
☐	(2) Location of any special and/or zoning district lines.	
☐	(3) Location of all easements.	
☐	(4) Zoning compliance chart for proposed action indicating setbacks for all yards, accessory buildings, lot coverage, impervious surface, height, landscaping, Floor Area Ratio calculations, Slope and Wetlands/watercourse deductions for multi-family lots etc.	
<u>B. Building Information</u>		
☐	(1) Location, height and design of all existing buildings including a front and side elevation of existing building.	
☐	(2) Location, height, design and direction of all existing exterior and rooftop structures and facilities, including the noise baffles and screening.	
<u>C. Signs</u>		
☐	(1) Location, height and size of all existing signs.	
<u>D. Driveways, Aisles, Intersections or Ingress and Egress Points</u>		
☐	(1) The general configuration of all existing public and private roads, drives and walkways.	

☐	(2) Location of existing driveway on property.	
☐	(3) Location of neighboring driveways on both sides of property and across the street.	
☐	(4) Pavement width at driveway and aisles.	
☐	(5) Grade of pavement	
☐	(6) Sight distance for all driveways entering onto a public road.	
☐	(7) Location of traffic safety devices and directional flow of traffic.	
☐	(8) Location of street signs and traffic control signs.	
☐	(9) Location and type of sidewalks.	
☐	(10) Location of traffic signalization	
☐	(11) Location of all other traffic dividers and other safety controls, devices and facilities.	
	E. <u>Storage</u>	
☐	(1) Location of any outdoor yard storage. (Please check zoning requirements to see if outdoor storage is allowed.)	
☐	(2) Location of any outdoor garbage storage.	
	F. <u>Loading</u>	
☐	(1) Location of all truck loading areas, with access and egress drives thereto	
	G. <u>Parking</u>	
☐	(1) Location of all parking areas, with access and egress drives thereto	
☐	(2) Show parking space dimensions on several spaces throughout the lot.	
☐	(3) Parking space calculations for the property.	
	H. <u>Lighting Plan</u>	
☐	(1) Location, height and design of lighting	
	I. <u>Utilities</u>	
☐	(1) Location, height and design of power and communication facilities.	
☐	(2) Location of existing underground electrical conduits or overhead wires and poles, utility structures, water mains, sanitary sewers and storm drains.	
	J. <u>Landscaping and trees</u>	
☐	(1) Location, height, quality and design of all existing and landscaping and buffer areas.	
☐	(2) Location and species of existing trees having a diameter of six inches or more at a height of four feet from the ground.	
	K. <u>Fire and Safety</u>	
☐	(1) Location of fire and other emergency zones, including the location of fire hydrants.	
	L. <u>Slope Information</u>	
☐	(1) Existing topography at intervals of two feet or less.	
☐	(2) Location of sloped areas as defined under §245 "Protection of Steep Slopes."	
	M. <u>Wetlands and Watercourse information</u>	
☐	(1) Location of watercourses, wetlands and adjacent buffer areas as defined under §280 "Wetlands and Watercourses Law."	
	N. <u>Environmental Features</u>	
☐	(1) Location of existing rock outcrops, wooded areas and other significant existing features.	
	O. <u>Approval Signature Box</u>	
☐	(1) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	

3) Proposed Site Plan		
	A. Property information	
☐	(1) Location of existing property lines by legal description, by metes and bounds for every lot.	
☐	(2) Location of any special and/or zoning district lines.	
☐	(3) Location of all easements.	
☐	(4) Street lines, pedestrian ways, lots, reservations, easements and areas to be dedicated to public use.	
	(5) All zoning setback lines, building envelopes, landscape buffers and distance from property line to all set backs and buildings.	
☐	(6) Zoning compliance chart showing existing and proposed action indicating setbacks for all yards, accessory buildings, lot coverage, impervious surface, height, landscaping, Floor Area Ratio calculations, impervious surface calculations and Slope and Wetlands/watercourse deductions for multi-family lots etc.	
	B. Building Information	
☐	(1) The proposed use, location, height and design of proposed buildings and structures not designated for demolition or removal, including front and side elevation.	
☐	(2) Location, height, design and direction of all existing exterior and rooftop structures and facilities, including the noise baffles and screening.	
☐	(3) Any proposed division of buildings and structures.	
☐	(4) Any proposed division of any building into units of separate occupancy.	
☐	(5) The proposed spatial arrangement of land uses.	
	C. Signs	
☐	(1) Location, height and size of all proposed signs.	
	D. Driveways, Aisles, Intersections or Ingress and Egress Points	
☐	(1) The general configuration of all proposed public and private roads, drives and walkways.	
☐	(2) Location of existing driveway on property.	
☐	(3) Location of neighboring driveways on both sides of property and across the street.	
☐	(4) Pavement width at driveway and aisles.	
☐	(5) Grade of pavement	
☐	(6) Sight distance for all driveways entering onto a public road.	
☐	(7) Location of traffic safety devices and directional flow of traffic.	
☐	(8) Location of street signs and traffic control signs.	
☐	(9) Location and type of sidewalks.	
☐	(10) Location of traffic signalization	
☐	(11) Location of all other traffic dividers and other safety controls, devices and facilities.	
	(12) Intersections with state highways	
	E. Storage	
☐	(1) Location of any outdoor yard storage. (Please check zoning requirements to see if outdoor storage is allowed.)	
☐	(2) Location of any outdoor garbage storage.	
	F. Loading	
☐	(1) Location of all truck loading areas, with access and egress drives thereto	
	G. Parking	
☐	(1) Location of all parking areas, with access and egress drives thereto	
☐	(2) Parking space calculations for the property.	
	H. Lighting Plan	
☐	(1) Location, height and design of lighting.	
	(2) Photometric plan should be submitted as a separate plan.	
	I. Utilities	
☐	(1) Location, height and design of power and communication facilities.	
☐	(2) Location of existing underground electrical conduits or overhead wires and poles, utility structures, water mains, sanitary sewers and storm drains.	
	(3) Connections with existing sanitary sewerage system or alternative means of proposed treatment and disposal, as required by the regulations of the County Health Department,	

	pursuant to Article 2, Title II, of the New York Public Health Law and any amendments to such laws and regulations.	
	(4) Connections with existing water supply or alternative means of providing water supply as required by the regulations of the County Health Department, pursuant to Article 2, Title II, of the New York Public Health Law and any amendments to such laws and regulations.	
	(5) Provisions for collecting and discharging storm drainage.	
	J. Landscaping and trees	
☐	(1) Location, height, quality and design of all existing and landscaping and buffer areas.	
☐	(2) Location and species of existing trees having a diameter of six inches or more at a height of four feet.	
	K. Fire and Safety	
☐	(1) Location of fire and other emergency zones, including the location of fire hydrants.	
	(2) A fire alarm box system and layout if required by the fire district.	
	L. Slope Information, Grading and Proposed Disturbance	
☐	(1) Existing and final grading showing differences of elevation or contour lines at intervals of two feet in the United States Coast and Geodetic Survey datum of mean sea level. (Please note that final grading plans should also be submitted as a separate plan following the information outlined below.)	
	(2) 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.	
☐	(3) Location of disturbance to sloped areas as defined under §245 "Protection of Steep Slopes."	
	M. Wetlands and Watercourse information	
☐	(1) Location of watercourses, wetlands and adjacent buffer areas as defined under §280 "Wetlands and Watercourses Law."	
	N. Environmental Features	
	(1) Location of existing rock outcrops, wooded areas and other significant existing features.	
	P. Open Space	
	(1) Location of any open space require under Town Code	
	Q. Approval Signature Box	
☐	(2) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	
4) Utilities Plan		
☐	(1) Underground facilities: by the Consolidated Edison Company, the New York Telephone Company, cable and gas, as appropriate.	
☐	(2) Location, with key elevations, of existing and proposed sewers, water mains, culverts and drains on the property, with pipe sizes, grades and directions of flow.	
☐	(3) All utilities within the site plan shall be placed underground.	
☐	(4) Underground service connections to the property line of each lot within the site plan for such required utilities.	
☐	(5) Drawing and computation for storm water detention design for a 25-year storm in accordance with the Westchester County Best Management Practices.	
☐	(6) 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.	
	(7) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	
5) Lighting and Photometric Plan		
	The photometric plan shall depict the anticipated light levels generated by all exterior lights across the site and ten feet (10') beyond the property lines.	
	Detail of exiting and proposed light fixtures.	

6) Grading Plan		
☐	(1) General notes on the plan as required by the Town Engineer 1. <i>Provide retaining walls on all slopes exceeding one (1) foot vertical on two (2) feet horizontal.</i> 2. <i>Owner must guarantee positive drainage on all lots.</i> 3. <i>Swailes may be required along all property lines to minimize rain run-off.</i> 4. <i>All driveways sloping down to garage or house shall have a drain inlet with pipe extending beyond rear of house to carry rain run-off.</i> 5. <i>All driveways sloping down shall rise 6" the first 5' and then slope down.</i>	
☐	(2) Show existing and proposed contours (National Geodetic Vertical Datum) at two-foot intervals in the area of proposed disturbance and to a distance of 100 feet beyond, must be shown with spot elevations.	
☐	(3) Show existing and proposed building footprints with first floor elevation.	
☐	(4) Show all existing and proposed impervious areas.	
☐	(5) Show tops and bottom heights of all walls, curbs, inlet drainage structures.	
☐	(6) Label the driveway slope on the plan.	
☐	(7) All roof leaders must shown tying into dry wells.	
☐	(8) Show elevations, dimensions, location, extent, and slope of proposed grading, including driveways (must be shown on grading plans with turnarounds and proper offsets from property line), sewer, water, storm drains, and, if applicable, the 100-year flood elevation, clearly indicated with finished contours at the same interval as required or used for existing topography.	
☐	(9) Show all existing and proposed natural and manmade drainage facilities.	
☐	(10) Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drain.	
☐	(11) Show location, width, direction of flow and approximate location of tops and toes of banks of any watercourses.	
☐	(12) Show general location and character of vegetation covering the site and the locations of trees with a trunk diameter of six inches or greater and the location and type of vegetation to be left undisturbed;	
☐	(13) Provide the estimate of the quantity of soil or earthen materials in cubic yards to be excavated, filled, stored or otherwise removed from or utilized on-site;	
☐	(14) Show approximate location of cut and fill lines and the limits of grading for all the proposed grading work including borrow and stockpile areas;	
	(15) Provide a time schedule indicating The sequence of construction, describing the relationship between the implementation and maintenance of controls, including permanent and temporary stabilization and the various stages or phrases of earth disturbance and construction and including, as a minimum, a schedule and time frame for the following activities:	
☐	a. clearing and grubbing for those areas necessary for installation of perimeter controls;	
☐	b. construction of perimeter controls;	
☐	c. remaining clearing and grubbing;	
☐	d. road grading;	
☐	e. grading for the remainder of the site;	
☐	f. utility installation and whether storm drain will be used or blocked after construction;	
☐	g. final grading, landscaping or stabilization;	
☐	h. removal of controls;	
☐	(16) Provide any other information or designs necessary to make the improvement and grading plan a complete and accurate one from which the site plan may be laid out and constructed;	
☐	(17) The Board, at its discretion, may require the developer to submit photographs, eight inches by 10 inches, adequately depicting the topography.	

	(18) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	
7) Steep Slope Analysis Plan		
☐	(1) Existing and proposed contours (National Geodetic Vertical Datum) at two-foot intervals in the area of proposed disturbance and to a distance of 100 feet beyond.	
☐	(2) Cross sections of proposed grading and roadways where required by the Town Engineer to show cut and fill areas where substantial changes in the topography are being made.	
☐	(3) Cross sections of steep slope areas.	
☐	(4) 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.	
☐	(5) Cross sections of steep slope areas.	
☐	(6) Location of proposed construction or area of disturbance and its relationship to any property line.	
☐	(7) Slope Analysis Chart showing the following:	
	a. Total sq. ft of the area of the site classified as steep slopes (0-15%)	
☐	b. Total sq. ft of the area of the site classified as steep slopes (15-25%)	
☐	c. Total sq. ft of the area of the site classified as very steep slopes (25-35%)	
☐	d. Total sq. ft of the area of the site classified as excessively steep (> 35%)	
	e. Total sq. ft of the area of each proposed lot classified as steep slopes (0-15%)	
☐	f. Total sq. ft of the area of each proposed lot classified as steep slopes (15-25%)	
☐	g. Total sq. ft of the area of each proposed lot classified as very steep slopes (25-35%)	
☐	h. Total sq. ft of the area of each proposed lot classified as excessively steep (> 35%)	
☐	i. Total sq. ft of the disturbed area of each proposed lot classified as steep slopes (15-25%)	
☐	j. Total sq. ft of the disturbed area of each proposed lot classified as very steep slopes (25-35%)	
☐	k. Total sq. ft of the disturbed area of each proposed lot classified as excessively steep (> 35%)	
☐	(8) If the proposed disturbance is to 500 sq. ft. or greater of a regulated area, a written narrative explaining the nature of the proposed work and purpose thereof, and an explanation why the proposed cannot be done without slope disturbance.	
	(9) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	
8) Stormwater and Soil Erosion Control Plan		
☐	(1) Storm drainage study and plan, including calculations and consideration of on- and off-site drainage, where appropriate.	
☐	(2) 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.	
☐	(3) Drawing and computation for storm water detention design for a 25-year storm in accordance with the Westchester County Best Management Practices	
☐	(4) Provisions for collecting and discharging storm drainage.	
☐	(5) Provision for erosion and sediment control measures throughout all phases of development including installation details of proposed control measures, and a schedule for the installation and maintenance of proposed control measures, including a directive construction notations for: a. phase I, clearing and grubbing; b. phase II, rough grading and construction; c. phase III, final grading and vegetative establishment; d. phase IV, maintenance; and e. proposed time schedule for each of the phases	
☐	(6) Erosion and sedimentation control plan;	
☐	(7) A delineation and brief description of the measures to be undertaken to control erosion caused by surface runoff and by wind and to retain sediment on the site including, but not limited to, the design and specifications for berms and sediment detention basins, types and method of applying mulches, the design and specifications for diverters, dikes and drains, seeding methods, the type, location and extent of pre-existing and undisturbed vegetation types, and a schedule for maintenance and upkeep.	

☐	(8) Temporary soil stabilization measures	
☐	(9) Measures for the control of erosion and sedimentation are undertaken consistent with the Westchester County Soil and Water Conservation District's "Best Management Practices Manual for Erosion and Sediment Control," and New York State Department of Environmental Conservation "Guidelines for Urban Erosion and Sediment Control," as amended, or its equivalent satisfactory to the Planning Board;	
☐	(10) Plans shall note that <i>"The measures for the control of erosion and sedimentation are undertaken consistent with the New York State Department of Environmental Conservation "Guidelines for Urban Erosion and Sediment Control," as amended, or its equivalent satisfactory to the Planning Board."</i>	
	(11) A box area for dated approval signatures by the Building Inspector, Town Engineer and Secretary to the Planning Board.	
9) Tree Protection, Removal and Landscaping Plan		
☐	(1) Location and species of existing trees to be retained having a diameter of six inches or more at a height of four feet from ground and trees with a dbh of four inches or greater at a height of four feet from ground for wetlands, watercourses and adjacent buffer areas. Each tree shall be number on the plan.	
☐	(2) Planting plans and drawings. All planting plans and drawings as required by and in accordance with Town specifications, including the Tree Ordinance and site plan review section of the Zoning Ordinance, where applicable.	
☐	(3) Location of any tree protection zone (TPZ) on the property.	
☐	(4) Application for approval under the Tree Ordinance of the Town, including a tree planting plan.	
☐	(5) Details for tree protection – Please check with Forestry Officer as to the type that will be accepted.	
☐	(6) Details for planting pits	
☐	(7) A report that includes type and condition of the tree, along with a monetary valuation of each proposed tree to be removed and all trees within thirty (30) feet of the proposed disturbance areas for construction and grading. The trees in the report should correspond with the numbering of the trees on the plan.	
	(8) A box area for dated approval signatures by the Building Inspector, Town Engineer, Secretary to the Planning Board and Forestry Officer.	
10) Wetlands/Watercourse Delineation Impact and Mitigation Plan		
☐	(1) For disturbance in a wetland/watercourse or buffer: (a) Implementation of preventative practices to protect the natural condition and functions of the wetland, watercourse; and/or (b) Restoration or enhancement (e.g., improving the density and diversity of native woody plant species) of remaining or other upland buffer to offset the impacts to the original buffer.	
☐	(2) For disturbance in a wetland: (a) Restoration of areas of significantly disturbed or degraded wetlands at a ratio of at least 1.5 (restored wetland) to 1.0 (impacted wetland) by reclaiming significantly disturbed or degraded wetland to bring back one or more of the functions that have been partially or completely lost by such actions as draining or filling, provided the area of proposed mitigation occurs in a confirmed disturbed or degraded wetland having significantly lesser functional values as a result of disturbance or degradation; and/or (b) The in-kind replacement of impacted wetland by the construction of new wetland, usually by flooding or excavating lands that were not previously occupied by a wetland, that recreates as nearly as possible the original wetland in terms of type, functions, geographic location and setting, and that is larger than, by a ratio of at least 1.5 to 1.0, the original wetland.	
☐	An existing conditions map with sufficient detail and at a scale to be able to determine where the wetland is located and its size, boundaries and topographic features certified by an engineer, land surveyor, architect, or landscape architect licensed in the State of New York, drawn to a scale no less detailed than one inch equals 50 feet, and including:	

☐	1. Wetland/Watercourse delineation map showing the certified boundaries of all wetlands, watercourses and wetland and watercourse buffers certified by a qualified wetland scientist;	
☐	2. Location of existing buildings, structures, walls, fences, areas of one-hundred-year floodplain, vegetative cover, including dominant species, and all trees with a dbh of four inches or greater;	
☐	3. Delineation of the soil types on site; including groundwater table elevations showing depth to water table and direction of flow and hydrologic connections with surface water features;	
☐	4. Location of the construction area or area proposed to be disturbed, and its relation to property lines, roads, buildings, structures, walls, fences, areas within 100 yards of floodplain, and trees with a dbh of four inches or greater and watercourses within 250 feet of the proposed activity;	
☐	5. The exact locations and specifications for all proposed draining, filling, grading, dredging, and vegetation removal, including the amount computed from cross-sections, estimated quantities and the nature of material to be deposited or removed, and the procedures to be used;	
☐	6. Location of any septic systems or well(s), and depth(s) thereof, and any disposal system within 100 feet of area(s) to be disturbed;	
☐	7. Existing and proposed contours at two-foot intervals in all proposed disturbed areas and to a distance of 100 feet beyond; at the discretion of the approval authority, the existing elevations of the site and adjacent lands within 200 feet of the site at contour intervals of no greater than five feet;	
☐	8. Details of any drainage, diversion, detention or retention system proposed both for the conduct of work, and after completion thereof, including locations at any point discharges, artificial inlets, or other human-made conveyances which would discharge into the wetland or wetland buffer, and measures proposed to control erosion both during and after the work;	
☐	9. Groundwater table elevations, indicating depth to groundwater, direction of flow and hydrologic connections with surface water features, and analysis of the wetland/watercourse hydrologic system, including seasonal water fluctuation, inflow/outflow calculations and soil subsurface, geology and groundwater conditions;	
☐	10. 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 measures;	
☐	11. Where creation of a lake or pond is proposed, details of the construction of any dams, embankments, outlets or other water control devices; and analysis of the wetland hydrologic system, including seasonal water fluctuation, inflow/outflow calculations, and subsurface soil, geology, and groundwater conditions; and	
☐	12. Where creation of a detention basin is proposed, with or without excavation, details of the construction of any dams, berms, embankments, outlets, or other bank or bottom stabilizing or water control devices, and an analysis of the wetland hydrologic system, including seasonal water fluctuation, inflow/outflow calculations, and subsurface drainage, soil and bedrock geology, and groundwater conditions. Location of any septic systems or well(s), and depth(s) thereof, and any disposal system within 100 feet of area(s) to be disturbed;	
☐	13. The vegetative cover of the regulated area, including dominant species, and hydrophytic vegetation including site flora and fauna, including upland and hydrophytic vegetation with their wetland classified status (FAC, FACW, FACU, UPL) and dominant woody and herbaceous species.	
☐	14. Details on construction, including: a. Diking, excavation, or other means by which the wetland will be restored or created, including existing and proposed topographic contours; b. Construction schedule; c. Location of erosion and sediment controls practices will be implemented d. Details of erosion and sediment control practices and a schedule for their installation and maintenance during construction.	

	e. Plantings: source of stock, procedures for transplanting/seeding the stock, area(s) to be planted, and planting schedule. If vegetation from the wild is to be used, identify the source and measures to prevent introduction of undesirable exotics. f. Chemicals: if applicable, explain why chemicals will be used and precautions to be taken to minimize their application and protect the wetland and/or watercourse from excessive chemicals;	
☐	15. Details on management of the mitigation site, including: a. Measures to assure persistence of the wetland (e.g., protection against predation by birds and other animals); b. Vegetative management; c. Sediment and erosion control; d. Plans for monitoring site during and after construction, including methods and schedule for data collection and provisions for mid-course corrections; e. Provisions for long-term protection of the site (e.g., permanent conservation easement);	
☐	16. A description of the periodic reporting, including at the end of construction, during the monitoring period and at the end of the monitoring period.	
☐	17. The name, qualifications and experience of the person(s) implementing the mitigation plan (i.e., contractor who will restore or construct the wetlands.	
	18. A box area for dated approval signatures by the Building Inspector, Town Engineer, Secretary to the Planning Board and Wetland Inspector.	
<u>11) Details</u>		
☐	(1) Retaining walls or like constructions, with details of construction	
☐	(2) 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.	
☐	(3) Designs of any bridges or culverts or other structures which may be required.	
☐	(4) Design of driveway pavement	
☐	(5) Design of road/curb section	
☐	(6) Location, width, grades and profiles for all streets and public ways.	
	(7) Details of street signs and traffic control signs.	
☐	(8) Proposed sewers, water mains, culverts and drains on the property, with pipe sizes	
☐	(9) Details for tree protection – Please check with Forestry Officer as to the type that will be accepted.	
☐	(10) Details for planting pits	
<u>12) Additional Information</u>		
☐	(1) Names of all owners of record of property within 500 feet of the periphery of the proposed Site Plan.	
☐	(2) Copy of site plan on a transparency in a mount 8 1/2 inches by 11 inches, suitable for projection by an overhead projector or all plans submitted in a .pdf format as part of a PowerPoint presentation	
☐	(3) Deeds of cession; agreements; covenants. Deeds of cession of streets, rights-of-way, easements and any sites for public use and copies of agreements, covenants or other documents showing the manner in which the areas to be reserved for the common use of the residents of the site plan are to be maintained, all certified as to their legal sufficiency by the Town Attorney.	

SITE PLAN REGULATIONS

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983]**

**ARTICLE VIII, Site Plan Approval [Amended 10-13-1982 by L.L. No. 9-1982;
5-11-1983]**

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-50. Title.**

§ 285-50. Title.

This article shall be known as "Site Plan Approval of the Town of Greenburgh."

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-51. Purpose.**

§ 285-51. Purpose.

In order to ensure that proposed development and use of land within the unincorporated area of the Town of Greenburgh will have a harmonious relationship with the existing or permitted use of contiguous land and of adjacent neighborhoods and so to ensure that the health, safety, welfare, comfort and convenience of the public is fully considered, this article is hereby enacted.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-52. Definitions.**

§ 285-52. Definitions.

As used in this article, the following terms shall have the meanings indicated:

SITE PLAN -- A plan which shows the proposed development and use of land within the unincorporated portion of the Town of Greenburgh. Such plan shall consist of a map affirmatively demonstrating compliance with and adequate provision for all of the criteria, matters and items listed in § 285-57C herein.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-53. Approving
agencies.**

§ 285-53. Approving agencies.

The approving agencies for site plans and all amendments to and modifications thereof shall be as follows:

- A. The Town Board shall be the approving agency where a site plan application concerns property which is five acres or more in area, except for those applications filed pursuant to §§ 285-24 and 285-34 of this chapter.
- B. Pursuant to § 274-a of the Town Law, the Town Board hereby delegates to the Planning Board the approval authority for all site plan applications which concern property less than five acres in area and for those applications filed pursuant to §§ 285-24 and 285-34 of this chapter.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-54. Standards.**

§ 285-54. Standards.

In acting on any site plan application, the Planning Board, in addition to all other applicable laws, is hereby granted the powers set forth in Subdivision 1a of § 274-a of the Town Law of the State of New York and shall consider the standards set forth therein in granting site plan approval. The Town Board shall also consider the standards as aforementioned in its role as approving agency. The approving agency shall also take into consideration the following standards:

- A. Traffic access and road. All proposed traffic access points and roads shall be adequate but not excessive in number, adequate in width, paving, grade, alignment and visibility and not

located too near street corners or other places of public assembly. Necessary traffic signalization, signs, dividers and other safety controls, devices and facilities shall be given proper consideration and duly provided wherever appropriate or warranted.

- B. Pedestrian safety and access. Safe, adequate and convenient pedestrian access and circulation shall be provided both within the site and to adjacent streets with particular attention to all intersections with vehicular traffic.
- C. Circulation and parking. Off-street parking and loading spaces shall be arranged with consideration given to their location, sufficiency and appearance and to prevent parking in public streets of vehicles of persons connected with or visiting the use. The interior circulation system shall be adequate to provide safe accessibility to, from and within all required off-street parking areas.
- D. Screening and landscaping. All structures, recreational, parking, loading, public and other service areas shall be reasonably landscaped and/or screened by fencing so as to provide adequate visual and noise buffers in all seasons from neighboring lands and streets. The scale and quality of the landscaping and screening on site shall be harmonious with the character of and serve to enhance the neighborhood.
- E. Environmental quality. All bodies of water, wetlands, steep slopes, hilltops, ridgelines, major stands of trees, outstanding natural topography, significant geological features and other areas of scenic, ecological and historic value shall be preserved insofar as possible; soil erosion shall be prevented insofar as possible; flood hazard shall be minimized; air quality shall be well within legal limits; and all potentially ecologically disruptive elements of site preparation, such as blasting, diversion of watercourses and the like, shall be conducted according to the highest standards of professional care.
- F. Fire protection. All proposed structures, service areas, fire lanes, hydrants, equipment and material shall be adequate and readily accessible for the protection of the proposed uses from fire.
- G. Drainage. A storm drainage system which demonstrates affirmative compliance with the form, scope and substance of all applicable design criteria shall be provided to accommodate expected loads from the tributary watershed when developed to the maximum density permitted under the existing zoning standards. Drainage shall be conducted to a point of adequate and suitable disposal. Where appropriate, retention shall be provided so as to limit overflow from the site to zero increase in the rate of runoff as related to existing conditions.
- H. Refuse and sewage disposal. The public and/or private disposal systems shall be sufficient

to safely and adequately handle the type and volume of refuse and sewage which can reasonably be anticipated to be generated by the land uses on site.

- I. Water supply. The public and/or private delivery systems for bringing potable water to each of the uses on site shall be shown to be sufficient.
- J. Location and dimension of buildings. The location, arrangement, size and design of the buildings, lighting and signs shall be compatible with each other and with the site as a whole. At a minimum, the distance equal to the average height of the principal buildings on the site at the point where said buildings are most closely proximate to each other shall be provided between all buildings on the site unless, in the opinion of the approving agency, compelling considerations of topography or design dictate otherwise.
- K. Impact of the proposed use on adjacent land uses. Adjacent and neighboring properties shall be protected against noise, glare, unsightliness or other objectionable features. Where a proposed use is a nonresidential use which would adjoin residential areas, special consideration shall be given by the approving agency to minimizing the impact of the proposed use on the residential properties.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-55. Approval
required.**

§ 285-55. Approval required.

- A. No building permit shall be issued until site plan approval shall have been obtained from the approving agency.
- B. No certificate of occupancy for any structure or use upon or within the site shall be issued until all of the required conditions of the site plan approval have been met. The continued validity of any certificate of occupancy shall be subject to continued conformance with the approved site plan and conditions attached thereto.
- C. Any amendment of a site plan shall be subject to the same approval procedure as provided in this article except where a waiver pursuant to § 285-57E(2), 285-57F(3), 285-58F(2) or 285-63 herein has been granted.
- D. Following site plan approval pursuant to this article, multifamily lots in the Central Avenue (CA) District, the Planned Unit Development (PUD) District and any multifamily residence

district may be apportioned for the purposes of financing or phased construction among two or more separate homeowners' associations, condominiums or cooperatives or any combination thereof, subject to the following conditions: [Added 7-9-1986]

- (1) Written approval for the apportionment must be received from the Town Attorney, Building Inspector and Planning Director, stating that the apportionment is in conformity with the spirit and intent of this section.
- (2) For lots in a PUD District, all common property and recreational facilities must be owned and maintained by a single umbrella homeowners' association, condominium or cooperative for the benefit of all the affected unit owners in accordance with the PUD District regulations.
- (3) Designation of common property areas and a single umbrella homeowners' association, condominium or cooperative may be required for any apportionment on a lot having recreation facilities or significant open space areas or when needed to assure adequate maintenance of roadways, parking areas, utilities, drainage and other common facilities, in the discretion of the Town Attorney, Building Inspector and Planning Director.
- (4) Cross easements or other agreements for the benefit of each unit owner to ensure the full enjoyment of the lot, including all open space areas, common facilities, roadways and parking areas, and to ensure the proper maintenance of all roadways, parking areas, utilities, landscaping and drainage facilities shall be provided to the satisfaction of the Town Attorney, Building Inspector and Planning Director.
- (5) The Town Board or Planning Board may require that a preliminary apportionment plan be presented as part of a site plan application for their review.
- (6) Nothing herein shall be construed as to allow the amendment of any site plan or site plan condition of approval in terms of physical layout or any specific condition relating to phased construction, financing or apportionment.
- (7) Said apportionments shall not be considered a subdivision for the purposes of this chapter or the subdivision regulations.EN(1)
- (8) Any apportionment made pursuant to this section shall be subject to the approval of the Westchester County Department of Health.

[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-56. Exemptions.

§ 285-56. Exemptions.

The provisions of this article shall not apply in any of the following instances:

- A. A single one-family dwelling.
- B. A single two-family dwelling.
- C. All property classified in the Urban Renewal District of the Town of Greenburgh, subject to a land disposition agreement.
- D. All alterations to existing buildings or structures, whether or not there will be a change of use which is permitted within the zoning district, provided that the Building Inspector, Town Engineer and Secretary to the Planning Board make a written finding that the alteration will not substantially intensify the use or substantially modify the site with respect to generation of traffic, pedestrian movement, parking needs, noise, glare, exposure to hazard from fire or flood, utilization of water supply, sanitary sewer, drainage or other utility system and will not in any other way have a substantial impact upon the character or environment of the surrounding area; provided further that, if such written finding is not made, the application shall be referred to the appropriate approving agency for site plan review. [Amended 7-8-1987 by L.L. No. 3-1987]
- E. Public parks, playgrounds or similar recreational areas owned or operated by a governmental authority, with permission of the Town Board. [Added 7-8-1987 by L.L. No. 3-1987]
- F. Firehouses, police stations or other public safety uses owned or operated by the Town of Greenburgh, Westchester County, or by any other governmental authority, with permission of the Town Board. [Added 7-8-1987 by L.L. No. 3-1987]
- G. Other municipal buildings or uses operated by the Town of Greenburgh, with permission of the Town Board. [Added 7-8-1987 by L.L. No. 3-1987]

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-57. Applications to
Planning Board.**

§ 285-57. Applications to Planning Board.

- A. The application procedure for site plan approval shall involve a three-stage process: presubmission conference, site plan application and public hearing by the Planning Board. The Planning Board may adopt such rules and regulations as may be required to implement the application procedure.
- B. Presubmission conference.
- (1) Prior to the submission of a site plan application, the applicant shall meet in person with the Planning Board and/or the Secretary to the Planning Board. The purpose of such conference shall be to discuss proposed uses or development in order that the necessary subsequent steps may be undertaken with a clear understanding of the approving agency's requirements in matters relating to site development.
 - (2) Because all applications for site plan approval must comply with this chapter, any application requiring a variance or special permit must show that such variance or special permit has been granted (or, where permitted by this chapter, that such special permit application is being simultaneously submitted to the approving agency) by the appropriate agency prior to the filing of the site plan application with the Secretary to the Planning Board.
- C. Application for site plan approval.
- (1) Within six months of the presubmission conference, 16 copies of the application for site plan approval shall be filed with the Secretary to the Planning Board, accompanied by a detailed development plan prepared by a licensed architect or professional engineer under his professional seal, provided on a certified survey of the site which shall be prepared by a licensed surveyor, which plan shall contain the information specified below. All site plans and accompanying plans and drawings shall be at a scale of not more than 30 feet to the inch and on sheets not greater than 24 inches by 36 inches in dimension. Site plans requiring multiple sheets shall be submitted with a cover sheet drawn at a scale of not more than 200 feet to the inch, generally showing the site plan and the relationship of the individual sheets to each other. Plans at a larger scale may be required for sites having steep slopes, wetlands or other characteristics necessitating closer scrutiny. [Amended 7-8-1987 by L.L. No. 3-1987]
 - (a) A map showing the applicant's entire property and adjacent properties, including all improvements thereon, and streets within a radius of 500 feet of the perimeter of the site, at a scale of not more than 50 feet to the inch; any relevant deed

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restrictions or covenants pursuant to deed, lease, mortgage or any other document where such restrictions or covenants affect the use of the land shall also be noted. A deed of ownership shall be submitted.

- (b) The proposed use, location, height and design of all existing and proposed buildings and structures not designated for demolition or removal, including front elevation.
- (c) Any proposed division of buildings and structures.
- (d) Any proposed division of any building into units of separate occupancy.
- (e) The proposed spatial arrangement of land uses.
- (f) Existing topography and proposed grade elevations, at intervals of two feet or less.
- (g) Location of all existing watercourses, intermittent streams, wetland areas, rock outcrops, wooded areas and other significant existing features.
- (h) The general configuration of all existing and proposed public and private roads, drives and walkways.
- (i) Proposed final grades, including detailed information relative to methods to be used to retain, stabilize and/or refurbish regraded areas.
- (j) Location of all parking and truck loading areas, with access and egress drives thereto.
- (k) Location of traffic safety devices and directional flow of traffic.
- (l) Location of any outdoor storage.
- (m) Location and description of all existing and proposed site improvements, including but not limited to drainage pipes, drains, culverts, ditches, bridges or other drainage works, retaining walls and medians, dividers and fences. Drainage information shall be provided by a licensed professional engineer, furnished under his seal.
- (n) Location of all proposed and existing easements.
- (o) Location of any special and/or zoning district lines.
- (p) Description of method of water supply and sewage and garbage disposal and location of such facilities.
- (q) Location, height and size of all signs.

*Town of Greenburgh
PC/Codebook for Windows*

- (r) Location, height, quality and design of all landscaping and buffer areas, including information required by the Town of Greenburgh Ordinance entitled "Trees."EN(2)
 - (s) Location, height and design of lighting, power and communication facilities.
 - (t) Letters or permits from other agencies having jurisdiction as to their comments on the site development plan.
 - (u) Location of fire and other emergency zones, including the location of fire hydrants.
 - (v) Location, height, design and direction of all exterior and rooftop structures and facilities, including the placement of noise baffles and appropriate screening.
 - (w) The proposed location and design of all parking and access facilities as are required for the handicapped pursuant to the New York State Building Code.
 - (x) Any other pertinent information as may be necessary to determine and provide for the proper enforcement of this article as determined by the approving agency.
- (2) If the site plan indicates a development in stages, a supplementary plan shall be submitted simultaneously with the proposed site plan, indicating total contemplated development.
- (3) A site plan, following approval by the approving agency, shall be valid for a period of 24 months from the date of such approval unless a longer period of time is granted by the approving agency for cause shown. If there is no substantial change in the condition of the site and/or its environs, site plan approval may be extended by the approving agency for cause shown. [Amended 7-8-1987 by L.L. No. 3-1987]
- (4) After approval of a complete site plan, subsequent applications for alterations which are referred to the approving agency by the Building Inspector or Secretary to the Planning Board in accordance with § 285-56D herein need only contain documents and information which directly relate to the alteration under consideration. However, the alteration will be considered in relation to the entire site plan as previously approved.
- D. Referral. The Planning Board may forward one copy of the site plan application to the Town Engineer, the Building Inspector, the Water Department, the Fire District, the Police Department, the County Planning Department, the Greenburgh Environmental Quality Control Commission and the State Department of Transportation, if the site plan shows frontage along a state highway, and any other local, state, county, regional and federal agencies having jurisdiction, as well as to any technical consultant that the Planning Board,

in its discretion, deems necessary or appropriate for a thorough review of the application.

E. Public hearing.

- (1) A public hearing on a site plan application shall be scheduled and conducted by the Planning Board, unless such hearing has been waived pursuant to § 285-57B, within 60 days after certification to the Planning Board by the Secretary to the Planning Board of receipt of a properly completed application. Public notices shall be as required by the Town Law of the State of New York.
- (2) The Planning Board may, in its discretion, waive the hearing requirements after having made written findings setting forth why such waiver is not inconsistent with the purpose of this article.
- (3) If the Planning Board fails to waive or to conduct a hearing within 60 days after certification, the application shall be deemed to be approved.

F. Action by Planning Board.

- (1) Within 60 days of the date of the public hearing held after the receipt of a properly completed application, or where the hearing is waived within 60 days after the Planning Board meeting at which the waiver was granted, the Planning Board shall act to either approve, disapprove or approve with conditions the site plan application and shall specify what conditions, if any, are necessary.
- (2) Planning Board disapproval shall include written findings.
- (3) Approval of amendments to an approved site plan shall be acted upon in the same manner as an application for the approval of an original site plan. The fact that a hearing was held or that it was waived upon the original application does not predetermine how an amended site plan application is to be processed. Each application should be judged on its own merits and by its potential impacts.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-58. Applications to
Town Board.**

§ 285-58. Applications to Town Board.

- A. The application procedure for site plan approval by the Town Board shall involve a

four-stage process: presubmission conference, site plan application referral to the Planning Board (during which a public discussion may be held by the Planning Board) for its recommendation to the Town Board and a public hearing by the Town Board.

- B. Presubmission conference. The procedures set forth at § 285-57B shall apply equally to this section.
- C. Application for site plan approval. The procedures set forth at § 285-57C shall apply equally to this section.
- D. Referral.
 - (1) The Town Board shall forward 16 copies of the site plan application to the Planning Board for review and recommendation.
 - (2) The Town Board may forward one copy of the site plan application to the Town Engineer, the Building Inspector, the Water Department, the Fire District, the Police Department, the County Planning Department, the Greenburgh Environmental Quality Control Commission and the State Department of Transportation, if the site plan shows frontage along a state highway, technical consultants and any other local, state, county, regional and federal agencies having jurisdiction.
 - (3) The Planning Board, with the assistance of the Department of Community Development and Conservation and other departments which they deem advisable to consult, shall review the site plan and, within 90 days from the date of referral, shall render a recommendation pursuant to its findings to the Town Board.
 - (a) The Planning Board may call upon the Westchester County Planning Department, the Soil Conservation Service and for any other technical consultant that the Planning Board, in its discretion, deems necessary for a thorough review of the application.
 - (b) The Planning Board, at its discretion, may hold a public discussion on the referred application within the ninety-day period allotted for review and recommendation. Notice of such public discussion shall be circulated as specified in § 285-57E.
 - (c) The Planning Board may, at its discretion, recommend conditions or improvements in the site plan for review of the Town Board in its decision as to site plan approval.
- E. Public hearings. After review of the recommendations of the Planning Board and within 45 days after the next regular meeting of the Town Board following receipt of those recommendations, the Town Board shall conduct a public hearing on the site plan

application. Public notice shall be as required by the Town Law of the State of New York.

F. Action by Town Board.

- (1) The procedures set forth at § 285-57F, with the exception of the waiver provision in Subsection F(1) thereof, shall apply equally to the Town Board under this section.
- (2) The Town Board may, in its discretion, waive the hearing requirement on applications for amendments to previously approved site plans after having made written findings setting forth why such waiver is not inconsistent with the purpose of this article.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-59. Filing of approved
site plan with Building Inspector.**

§ 285-59. Filing of approved site plan with Building Inspector.

The approved site plan shall be revised by the applicant to include all conditions imposed by the approving agency. It may then be signed and dated by the Secretary to the Planning Board. The approving agency shall submit a signed copy of the approved site plan, revised as set forth above, to the Building Inspector.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-60. Fees. [Amended
7-8-1987 by L.L. No. 3-1987]**

§ 285-60. Fees. [Amended 7-8-1987 by L.L. No. 3-1987]

Every application for site plan shall be accompanied by a fee of \$300, plus \$3 per each required off-street parking space, to help defray the costs of processing the site plan application. Additionally, should the approving agency deem it necessary to hire consultants for technical review, the applicant shall be required to bear the expense, not to exceed the total cost to the Town. In addition, if deemed necessary by the approving agency, the applicant shall be required to bear the costs of on-site inspection by technical consultants employed by the Town. In all cases, the applicant shall be required to bear the costs of on-site inspection by the Town Engineer and the Building Inspector and their employees.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-61. Performance
guaranty.**

§ 285-61. Performance guaranty.

The approving agency may require that public improvements and landscaping be secured by a performance guaranty in the same manner prescribed for such improvements in the Town Subdivision Regulations^{EN(3)} and/or through the use of letters of credit approved as to form by the office of the Town Attorney and as to substance by the approving agency.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-62. Penalties.**

§ 285-62. Penalties.

Any violation of this article is subject to the same penalties as set forth in § 285-47 of this chapter.

**CODE AND ZONING ORDINANCE OF THE TOWN OF GREENBURGH, NEW YORK /
ZONING ORDINANCE / Chapter 285, ZONING / ARTICLE VIII, Site Plan Approval
[Amended 10-13-1982 by L.L. No. 9-1982; 5-11-1983] / § 285-63. Waiver of
requirements.**

§ 285-63. Waiver of requirements.

Upon a finding by the approving agency that, due to the particular character or limited nature of a development or change in use, or to special conditions peculiar to a site, the submission of a preliminary and/or final site plan or of certain portions of the information normally required as part of the site development plan is inappropriate or unnecessary or that strict compliance with said requirements will cause extraordinary and unnecessary hardship, the approving agency may vary or waive such submission or requirements wherever, in the opinion of the approving agency, such variance and waiver will be consistent with the goal of promoting the public health, safety, comfort, convenience and general welfare of the community. The findings for granting

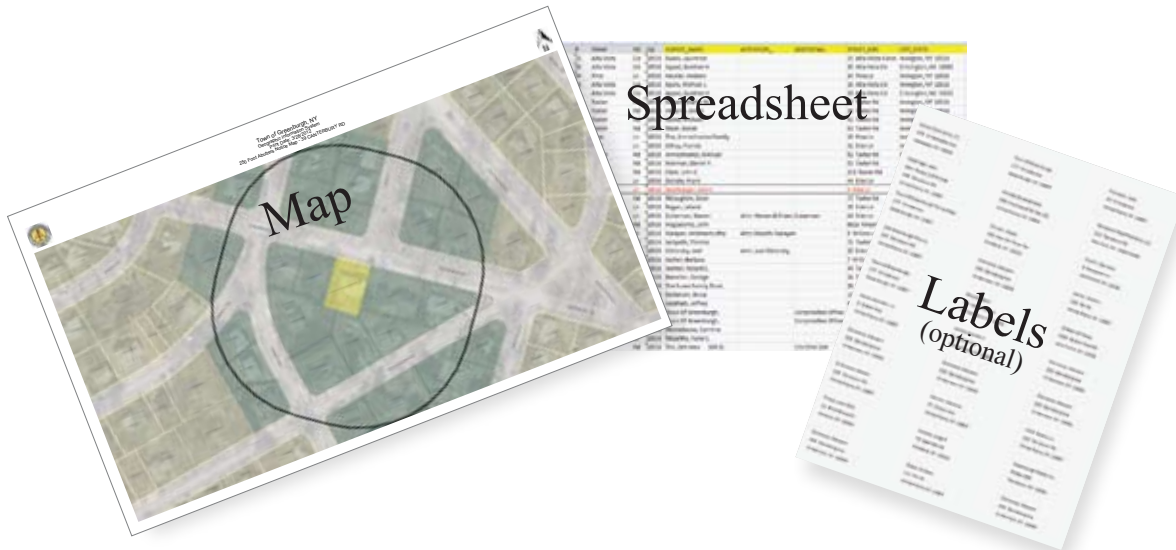
ABUTTER'S NOTICE ORDER FORM

TOWN OF GREENBURGH CD&C DEPARTMENT

ABUTTER'S NOTICE ORDER FORM

(One form per radius)

Form updated as of 1-7-26



Community Development and Conservation will provide the following:

1. Map, (8.5x 11) or digital PDF similar to above, including:
Subject property, buffer outline, properties within buffer highlighted,
and Section, Sheet, Block, and lot.*
2. Spreadsheet (Excel) listing names and addresses of owners within buffer.**
3. Creation of ownership labels within buffer (Optional).

* If buffer area is too large, multiple copies may be needed.

** Ownership data is believed accurate but not warranted and provided "as is". Assessor's office is not responsible for ownership differences that may occur, due to linking of data to map, normal deed processing time, or any other outside influence that may reflect a difference between data provided and actual ownership.

Information

Date: _____

Owner's Name: _____

Property Address: _____

Account Number:
or SBL (Required) _____

Name of Firm or Representative(if any): _____

Address of Representative or contact person: _____

Contact name and phone number: _____

(check one)

- ☐ Will pick up data. (paper copies only)
- ☐ Would like data mailed via USPS. (paper copies only)
- ☐ Would like data emailed. (digital copies only)
(Owners list in an Excel file; map and optional labels in PDF Documents)

Email address: _____

☐ Opting out of service but would like digital map showing radius.(\$5.00)

Pricing

(Check all that apply)

☐ Owners (Excel file & Map) within: \$50.00 \$ _____
☐ 250' ☐ 500'

☐ Mailing labels (up to 500') formatted as Avery 5160 \$35.00 \$ _____

☐ Will pick up data (paper copies only) \$ 0.00 \$ _____ 0.00

☐ Data to be mailed (paper copies only) \$ 2.00 \$ _____

☐ Data to be emailed (digital data only) \$ 0.00 \$ _____ 0.00

Please make check payable to Town of Greenburgh
and indicate on memo line:"Abutter's notice".

Total: \$ _____

Total payment required prior to any
commencement of work. Please allow up
to five business days to process request.

Ownership data, generated from this
request, to be used, solely, for Town
related business. Not intended for
solicitation.



Mail to:
Town of Greenburgh Department of
Community Development & Conservation
177 Hillside Avenue
White Plains, NY 10607