



Planning Board Application

MEETING INFORMATION

- Planning Board Meetings are the **FOURTH TUESDAY** of each month at **6:00pm**.
- Application must be submitted at least **FOUR (4)** weeks prior to hearing.

APPLICATION REQUIREMENTS

- Applications to the Board must include ELEVEN (11) packets (one original and ten copies) that include the following documents:
 1. Application
 2. Current Survey (if applicable)
 3. Stamped blue prints of proposed activity
 - **FOUR (4)** full size
 - **SEVEN (7)** 11" x 17" copies
 4. Electronic Plans
 - SUBMITTED WITHIN **SEVEN (7)** DAYS OF PAPER SUBMISSION
 - MUST BE FORMATTED AS A PDF FILE
 5. Flood Plan Application (if applicable)

Applications will not be accepted without all ELEVEN (11) packets

All plans must be folded, DO NOT ROLL PLANS

FILING FEES AS DESCRIBED IN CHAPTER 435

One- & Two-Family Dwellings	\$250.00
Three – Ten Family	\$350.00
Eleven+ Family	\$500.00
Accessory Structures: Decks, Sheds, Additions (Sheds 150 sq.ft. or greater require Planning Board Application) (Additions less than 120 sq.ft. are TBD by the Building Department)	\$150.00
Change of Use/New Business	\$500.00
Commercial	\$600.00

REMOVE COVER SHEET PRIOR TO SUBMISSION



Planning Board Application

FOR OFFICE USE ONLY

Application Number: _____

Date of Publication: _____

Date of Hearing: _____

OFFICE USE ONLY

SECTION _____ BLOCK _____ LOT _____

APPLICANT INFORMATION

Owner: _____

Property Address: _____

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Architect or Engineer: _____

Telephone: _____ Email: _____

Contractor or Builder: _____ Telephone: _____

License #: _____

THIS APPLICATION MUST BE APPROVED AND A PERMIT ISSUED BEFORE BEGINNING WORK

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, building, and zoning specifications submitted, and such special conditions as may be indicated on the permit, and pursuant to the Workmen's Compensation laws of this State of New York and all other State and Federal laws, rules, and regulations.

Enclosures required are complete plans, specifications, and survey



Planning Board Application

SECTION _____ BLOCK _____ LOT _____

PERMIT REQUESTED

Building _____ Plumbing _____ Certificate of Occupancy _____ Change of Use _____ Demolition _____

TYPE OF IMPROVEMENT

_____ New Building _____ Addition/Alteration _____ Swimming Pool _____ Repair (Replacement)
_____ Bulkhead (New, Repair) _____ Other _____ Fire Alarm _____ Oil Tank Removal

PROPOSED OR EXISTING USE RESIDENTIAL

_____ One Family _____ Two Family _____ Apartment Building _____ Transient (Hotel, Motel)
_____ Garage or Accessory Structure _____ Other (Specify) _____

NON-RESIDENTIAL

_____ Industrial _____ Office, Bank, Professional _____ Stores, Mercantile _____ Church, Other Religious
_____ Hospital, Institutional _____ School, Library _____ Amusement/Recreational _____ Parking Garage
_____ Service Station, Repair _____ Tanks, Towers _____ Public Utility _____ Other (Specify) _____

ZONING INFORMATION

Zoning District _____ Front Yard Depth: Existing _____ Proposed _____
Corner Lot _____ Yes _____ No Rear Yard Depth: Existing _____ Proposed _____
Lot Size _____ X _____ Side Yard Widths: Existing 1. _____ 2. _____
% of Lot Coverage: Existing _____ Proposed _____ Proposed 1. _____ 2. _____

NEW DWELLINGS – ADDITIONS

1st floor area proposed _____ sq.ft.
2nd floor area proposed _____ sq.ft.
Porch _____ sq.ft.
Portico _____ sq.ft.
Deck _____ sq.ft.
Balcony _____ sq.ft.
Shed _____ sq.ft.
Fireplace(s) _____ sq.ft.
Type _____
Garage _____ sq.ft.

INTERIOR ALTERATIONS

Basement _____ sq.ft.
1st floor area proposed _____ sq.ft.
2nd floor area proposed _____ sq.ft.
Garage/Porch/Sunroom _____ sq.ft.
Other _____

DESCRIBE IN DETAIL THE WORK TO BE PERFORMED



Planning Board Application

SECTION _____ BLOCK _____ LOT _____

READ THE FOLLOWING AND SIGN BEFORE A NOTARY

I, _____ hereby certify that I have received, read, and understand all of the enclosed instructions regarding the Building Permit Application for the Village of Patchogue and have filled this application out for the best of my ability. I am fully informed that it is a violation of the Ordinances of the Village of Patchogue to occupy the dwelling to be erected on this property until a Certificate of Occupancy has been issued by the Village Building Inspector. All purposed work to be done on the described premises and all provisions of the Building Code and Zoning Ordinance and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

Signature of Owner, Owner's Agent, Architect, Contractor, Plumber

Sworn to me this _____ day of _____, 20____

Notary Public, Suffolk County, New York

Short Environmental Assessment Form

Part 1 - Project Information

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
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.			YES
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
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, are adjoining or 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 services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the 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 No, describe method for providing potable water: _____ _____	NO ☐	YES ☐	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO ☐	YES ☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	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 plan?	NO	YES
	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	☐	☐
a. Will storm water discharges flow to adjacent properties?	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	☐	☐
_____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	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 CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project:

Date:

Short Environmental Assessment Form

Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

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)?	☐	☐
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?	☐	☐

Project: _____

Date: _____

Short Environmental Assessment Form

Part 3 Determination of Significance

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)

PRINT FORM