



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
Marc Pillinger

Natasha Robinson
Vikash Patel

Planning Board Accessory Dwelling Unit (ADU) Application

SPECIAL PERMIT

Application Contents

- **Instructions to Applicants**
- **ADU Special Permit Application Work Sheet**
- **Fee Schedule**
- **Affidavit of Ownership**
- **Disclosure Form**
- **Special Permit Application Form**
- **Slope Clearance Form ***
- **Wetlands Watercourse Clearance Form ***
- **Abutters Notice Order Form**

**N/A if proposal is a garage conversion or conversion within footprint of existing residence, and no proposed driveway expansion*

INSTRUCTIONS TO APPLICANTS

TOWN OF GREENBURGH
INSTRUCTIONS FOR SPECIAL PERMIT APPLICANTS

All applications can be filed with the Department of Community Development and Conservation in Town Hall from 9:00 am to 4:00 pm Monday through Friday.

BACKGROUND

PRELIMINARY SUBMISSION - Preliminary submissions are the first step in processing an application for special permit. Preliminary submissions are filed with the Department of Community Development and Conservation and distributed for internal Departmental Review of a proposed special permit. These Departments (Planning, Legal, Building, Engineering, Fire and Police) then provide their comments on the proposed special permit possibly resulting in a request for revisions of the initial proposed special permit application and plans. If revisions are required, 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 to confirm that the applicant has properly addressed all concerns. If there are no comments by staff, 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 Planning Board for consideration at a work session.

1) **Cover Letter and Fees**

A cover letter should be submitted indicating the special permit requested, noting the enclosures per the submission requirements, and noting the fee amount being transmitted.

2) **Special Permit Application Form**

The special permit application form must be filled out in its entirety noting relevant town zoning code references, and reasons the applicant has that support the application. The application must be signed by the property owner.

3) **Wetland Watercourse Clearance Form and Steep Slope Clearance Forms (If applicable)**

4) **Drawing(s)**

Required drawings include, at a minimum:

- a) Floor Plan, Site Plan and Elevations consistent with 285-36Q(20)

5) **List of Owners/Owner Maps**

All owners within five hundred (500) feet of the perimeter of the site must be identified, and their names and addresses must be submitted on mailing labels (typed). An area map from the town assessor's office must be submitted indicating the five hundred (500) foot radius.

6) **Legal Documents**

Any legal documents of particular concern, e.g., deed restrictions, easements, etc. should be submitted with the application or may be requested by the Town Attorney as supplementary to the application materials.

**ADU SPECIAL PERMIT
APPLICATION WORK SHEET**

ADU Special Permit Application Work Sheet

Property Address:

Accessory Dwelling Units. ADUs shall be permitted upon issuance of a special permit by the Planning Board and only in the following districts: R-5, R-7.5, R-10, R-15, R-20, R-30, R-40, and PUD. ADUs shall additionally be permitted upon the issuance of a special permit by the Planning Board in connection with new subdivision and site plan applications filed after the effective date of this local law approval. ADUs shall exhibit conformance with the following criteria:

(1) Number of units.

- (a) There shall be no more than one ADU per buildable lot, which may be located within the principal one-family residence or in a detached structure. An ADU shall not be permitted on a buildable lot that contains an existing two-family residence or greater, unless approved in connection with a Planned Unit Development.

Instructions - Confirm Above

Provide Response:

- (b) Any new residential subdivision or site plan before the Planning Board shall be permitted to concurrently apply for a special permit to incorporate ADUs. The density permitted for ADUs associated with a new residential subdivision or site plan shall not exceed 20% of the total one-family residential unit count, or 20 ADUs, whichever is less. The additionally permitted ADUs, if approved, shall not contribute to the maximum overall cap of ADUs established pursuant to Section 285-36Q(15).

Instructions - For ADUs proposed as a new subdivision only

Provide Response:

- (2) Lot size. When the ADU is proposed in a new detached structure which would be in addition to the principal detached one-family residence, the minimum lot size shall be 20,000 sq. ft. When an ADU is proposed as an expansion of an existing dwelling, the minimum lot size shall be 10,000 sq. ft. When an ADU is proposed within the existing dwelling and there is no proposed expansion to the first-floor footprint of the existing residence, or an ADU is proposed within a lawfully existing accessory structure to be converted to an ADU where no expansion is proposed to the accessory structure, the minimum lot size shall be 7,500 sq. ft. ADUs are not permitted on lots less than 7,500 sq. ft.

Instructions - Describe type of ADU proposed, list lot size

Provide Response:

(3) ADU size.

- (a) Accessory dwelling units located within, or as an expansion of, an existing dwelling shall be no less than a gross floor area of 400 sq. ft. and be no more than a gross floor area of 800 sq. ft.

Instructions - If applicable, confirm above

Provide Response:

- (b) For ADUs contained within the existing principal dwelling, the maximum gross floor area can only exceed 800 sq. ft. when it does not exceed 30% of the gross floor area of the principal dwelling unit, and when there is no proposed expansion to the footprint of the existing principal dwelling.

Instructions - If applicable, confirm above

Provide Response:

- (c) The maximum gross floor area shall not exceed 800 sq. ft. for ADUs contained within a detached structure. The maximum height of an ADU located within a detached accessory structure shall be 12 ft. Following receipt of a written recommendation from the Commissioner of the Department of Community Development and Conservation, the Planning Board may in its discretion grant a waiver of this height requirement if a lawfully existing accessory structure with a height in excess of 12 ft. is proposed to be converted to an ADU and said waiver shall not detrimentally impact the abutting property owner(s).

Instructions - If applicable, confirm above

Provide Response:

- (4) Zoning conformance. The property and principal and accessory structures thereon shall conform to the lot area, yard and other requirements for the zoning district in which the property and structures are located. The ADU must be included in all gross floor area calculations. An ADU proposed in the R-5 Zoning District must be on a lot size of 7,500 sq. ft. or greater and must conform to the related

setback, frontage, impervious coverage and related lot and bulk criteria of the R-7.5 District. Following receipt of a written recommendation from the Commissioner of the Department of Community Development and Conservation, the Planning Board may in its discretion grant a waiver of setback requirements, if a lawfully existing accessory structure is proposed to be converted to an ADU and said waiver shall not detrimentally impact the abutting property owner(s).

Instructions - List Zoning District and size of lot; on site plan drawing show residence and ADU setbacks (minimum required, existing, proposed); on site plan drawing show driveway and setbacks (minimum required, existing, proposed); floor area ratio (existing home sq. ft., total proposed sq. ft. with ADU addition, max Sq. ft. allowed); impervious coverage (minimum required, existing, proposed)

Provide Narrative Responses:

- (5) Location on the lot and aesthetic considerations. ADUs shall be located, designed (including off-street parking layouts), constructed, and landscaped to be architecturally compatible, to the maximum extent feasible, as determined by the Planning Board, with the appearance of the principal building. ADU's proposed in a new detached structure must be located in the rear yard.

Instructions - on site plan drawing show residence and ADU setbacks (minimum required, existing, proposed); on site plan drawing show driveway and setbacks (minimum required, existing, proposed); floor area ratio (existing home sq. ft., total proposed sq. ft. with ADU addition, max Sq. ft. allowed); impervious coverage (minimum required, existing, proposed)

Provide Narrative Responses:

- (6) Access. An ADU located within the principal structure must have a direct ingress and egress access to the outside. The ADU may have a separating door or doors between it and the primary principal structure, provided that the door is independently lockable from both sides, unless such requirement is agreed upon to be waived and authorized by written affidavit in connection with an ADU being occupied by a family member. Principal structures proposed to contain an ADU shall not incorporate newly proposed additional front entries to the residence, however, where a second front door legally existed at the time of adoption of this Section, it can be used in connection with an ADU upon approval by the Planning Board. All newly built ADU entrances shall be on the side or in the rear of the residence, and shall be designed, to

the degree deemed reasonably feasible by the Planning Board, to maintain the exterior appearance of a one-family residence.

Provide Narrative Response:

- (7) Rental Duration. Property owners shall not lease an ADU for less than a one-year term, and in the event of a breach of the lease or termination prior to one year, the property owner shall not be permitted to assign the remainder of the lease term.

Informational Only – No response required.

- (8) Off-street parking. At least one off-street parking space shall be provided per accessory unit. All off-street parking spaces shall meet the requirements of Section 285-38, and any other applicable laws, rules and regulations. When an expansion to an off-street parking area is proposed in connection with an ADU, increased driveway widths shall exhibit consistency with the general development patterns in the surrounding neighborhood, with preference given to limiting driveway expansions within a front yard, especially in front of the principal building. In the R-5 Zoning District, for an ADU proposed on a minimum required lot size of 7,500 sq. ft. or greater, driveway setbacks must conform to the related provisions of the R-7.5 District, in addition to exhibiting consistency with the general development patterns in the surrounding neighborhood, with preference given to limiting driveway expansions within a front yard, especially in front of the principal building.

Instructions – On site plan depict existing driveway, and proposed modifications, if applicable. On site plan, provide driveway setbacks (minimum required, existing, proposed). Identify number of existing off-street parking spaces, and total off-street parking spaces proposed.

Provide Narrative Response:

- (9) Owner occupancy required. The owner(s) of the lot upon which the ADU is to be located shall submit a sworn affidavit certifying, under penalty of perjury, that they continuously reside in and occupy one of the dwelling units on said lot. The primary residence, the ADU, and the lot on which it is situated must be held in common ownership at all times.

Informational Only – No response required.

- (10) Compliance. All ADUs must be in compliance with all applicable laws, rules, regulations and codes, including, but not limited to, building, fire, electrical, health and other applicable safety codes.

Informational Only – No response required.

- (11) Public Utilities. ADUs shall only be permitted where the subject lot has connections to public water and public sanitary sewer systems.

Instructions - Confirm Above

Provide Response:

- (12) Bedrooms and Code Compliance. The ADU shall not have more than two (2) bedrooms. The ADU must include a living space and must comply with the light, ventilation, egress, and occupancy limitation requirements in New York State Code, and any other applicable laws, rules and regulations.

Instructions - Confirm Above

Provide Response:

- (13) Occupancy Limitations. ADUs shall comply with the occupancy limitations set forth in the New York State Property Maintenance Code but in no event shall more than two (2) adults occupy a studio or one (1) bedroom ADU and in no event shall a two (2) bedroom ADU have more than four (4) adult occupants. The owner(s) shall submit a sworn affidavit certifying, under penalty of perjury, that the ADU complies with the occupancy limitations specified herein.

Instructions - Confirm Above

Provide Response:

- (14) Transfer of permit with sale of property. The property owner shall be required to provide a copy of the special permit to the purchaser when the parties execute a sales contract for the property. If a property with an ADU is sold, the Special Permit may be transferred to the new owner provided that the purchaser files an ADU renewal application within ninety (90) days following the purchase date. Prior to the transference of the Special Permit, the property and ADU must be inspected and a certificate of compliance must be issued by the Building Department, which shall only be issued if the property and ADU is found compliant with Town and State Codes, and any other applicable laws, rules and regulations. An ADU Special Permit shall expire automatically if the new owner does not apply for an ADU renewal permit within ninety (90) days of the change in ownership. The tenant of an ADU with a lease

from the prior property owner shall be permitted to remain until the end of the current lease term not to exceed twelve (12) months. All tenants shall be given a minimum of (90) ninety days notification regarding discontinuance of the special permit by the new owner, if applicable, and discontinuance of the use of the ADU for rental purposes. Said notice provision shall be included in the lease agreement to the tenant.

Informational Only – No response required.

- (15) Permit Cap. The Town Board, by duly adopted resolution, shall have the ability to institute a cap on the number of complete ADU applications received annually. Complete ADU applications are those that have received an application number from the Department of Community Development and Conservation, following Department review.

Informational Only – No response required.

- (16) Neighborhood Character. The Planning Board shall have discretion to deny an application where it is determined that an ADU, or multiple nearby ADUs in an area could detrimentally impact the area where any or all of the following exist: (1) lack of available on-street parking; (2) sub-standard street width; (3) lack of appropriate visual screening; or (4) other inadequate site characteristics.

Instructions – Note any on-street parking restrictions, provide general availability of on-street; Note whether ADU is proposed on a property that fronts on a Town road, State road, County Road or private; describe landscaping proposed, if applicable.

Provide Narrative Responses:

FEE SCHEDULE

TOWN OF GREENBURGH SPECIAL PERMIT FEE SCHEDULE

This form is to be included in the Application Package

Special Permit Fees	Fee		Totals
Special Permit	\$1,500		\$1,500
Wetlands/watercourse Clearance Form	\$100		\$100
Legal	\$250		\$250
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	
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
Special Permit Fees			
Escrow Fees			

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 Parcel ID number _____,
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: _____

**SPECIAL PERMIT APPLICATION
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>

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

SPECIAL PERMIT ADU APPLICATION FORM

Subject Property:

Street Address:

Parcel ID:

Zoning District:

Property Owner:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone : _____ Fax: _____ Email: _____

Representative:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone : _____ Fax: _____ Email: _____

§. _____ Special Permit Request: _____

ADU Type: within existing home [☐] expansion of existing home [☐] garage conversion [☐]
detached ADU - rear yard [☐]

Special Permit Criteria

As part of the cover letter: provide narrative responses to the special permit criteria from Section 285-36Q (1) thru (16)

State name and residence, nature and extent of the interest of any state officer or employee of the Town of Greenburgh, pursuant to the provisions of § of the General Municipal Law of the State of New York.

Date

Signature of Applicant or Representative

Print or type name

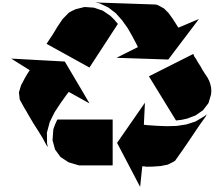
STEEP SLOPES CLEARANCE FORM

N/A if proposal is a garage conversion or conversion within the footprint of the existing residence, and no proposed expansion



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**

177 Hillside Avenue, Greenburgh, NY 10607 Office (914) 989-1583 Fax (914) 993-1639
Web Site HTTP://www.greenburghny.com



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

N/A if proposal is a garage conversion or conversion within the footprint of the existing residence, and no proposed expansion



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 ☐

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

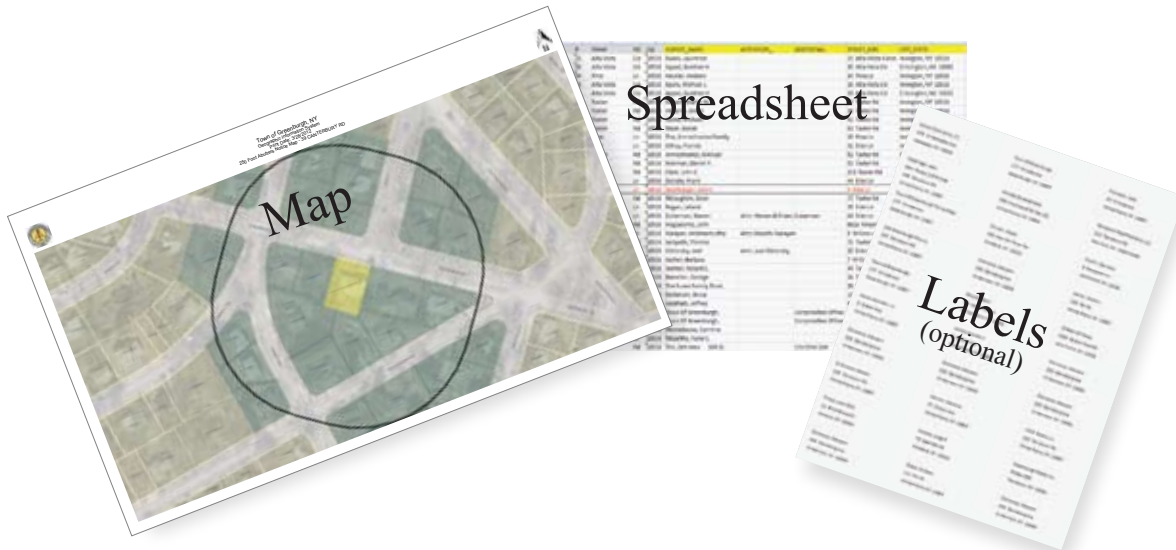
ABUTTER'S NOTICE ORDER FORM

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