

Submit Completed Form, Fee, and one (1) complete digital drawing set to
planning@bedfordny.gov and three (3) hard copies to the Planning Department
at 425 Cherry Street, Bedford Hills, NY 10507

Check whether this application is for Preliminary Site Plan, Final Site Plan or Both:
Preliminary [] Final [] Both []

NAME OF OWNER: _____

Mailing Address: _____

Telephone: _____ Email: _____

PRIMARY CONTACT NAME: _____

Telephone: _____ Email: _____

APPLICANT/DESIGN PROFESSIONAL: (circle one: NYS Licensed Architect, Engineer, Land Surveyor, Landscape Architect):

Telephone: _____ Email: _____

PROPERTY IDENTIFICATION:

Address: _____

[Tax Map Designation](#) Section _____ Block _____ Lot(s) _____

Section _____ Block _____ Lot(s) _____

Section _____ Block _____ Lot(s) _____

[Zoning District](#) (circle one):

R-4A R-2A R-1A R-1/2A R-1/4A TF VA MF EL

CB NB LI RB PB-O PB-R PB-O(K)

Total area of proposed use: (acres): _____ (sq. ft.): _____

Total area of property: (acres): _____ (sq. ft.): _____

PROPERTY DESCRIPTION & RELATED INFORMATION:

Current Use: _____ Proposed Use: _____

Current # of parking spaces: _____ Proposed parking space count: _____

Current # of loading spaces: _____ Proposed loading space count: _____

Within 500 feet of the Bedford Town property boundary? Yes [] No []

Within 500 feet of: (1) any right-of-way of any existing or proposed state or county road; (2) boundary of an existing/proposed state/county park; (3) a state/county recreation area; (4) boundary of state-/county-owned land on which a public building/institution is located; (5) an existing or proposed county drainage line; or (6) the boundary of a farm located in an agricultural district?

Yes [] No [] Number Selected Above: _____

Within a designated Historic District: [Bedford Village Historic District](#) Yes ☐ No ☐
[Katonah Historic District](#) Yes ☐ No ☐

Property is listed on the [HBPC Historic Properties List](#): Tier I ☐ or Tier II ☐

Property is within a Wetland: [State/Federal](#) ☐ and/or [Local](#) ☐

Project will disturb [steep slopes](#) greater than a grade of 25%? Yes ☐ No ☐

Will the project result in 5,000 S.F. or more of land disturbance? Yes ☐ No ☐
Note: If project is phased, include all phases in determination.

Is new exterior lighting proposed? Yes ☐ No ☐

Is there any demolition involved? Yes ☐ No ☐

PROJECT APPROVAL/PERMITTING INFORMATION:

Check below all required permits or approvals required from the Town of Bedford:

- ☐ Wetlands Permit (administrative or full)
 - ☐ Stormwater/SWPPP Approval
 - ☐ Special Use Permit
 - ☐ Area or Use Variance
 - ☐ [Historic District/Commission Approval](#)
 - ☐ Subdivision Approval
 - ☐ Other:
-

List all other State, County, or Federal permits or approvals required for this project:

- ☐ Westchester County Department of Health
- ☐ NYC DEP
- ☐ NYS DEC
- ☐ SHPO
- ☐ Other:

MINIMUM REQUIRED INFORMATION FOR SITE PLANS:

Complete Submission Set	1 digital copy and 3 submission sets of information listed below.
Application Form	Must be signed by the owner of the property affected by this application and by the applicant, if other than the owner.
Application Fee	Preliminary: \$1,000 Final: \$1,500 (Make payable to "Town of Bedford") <i>Engineering Escrow fee may be required.</i>
Site Plans	Signed and sealed site plans with required info per Town Code §125-88B for Preliminary Site Plans and §125-89B for Final Site Plan.
Waivers	If applicable, requested waivers list pursuant to Town Code §125-93 .
Deed/Easement	Copy of deed(s), recorded easements, or other legal devices.
Project Narrative	A narrative of the proposed application.
SEQRA Form	The Short Form EAF must be completed and submitted, unless a Type II Action.
Owner Authorization Letter	A letter from the owner authorizing the design professional or other to apply for and execute the application on their behalf.
Other Plans	If applicable, landscape plans, renderings, sight distance analysis, or other plans or drawings relevant to the application.

Additional information may be requested and required due to the nature of the proposed Site Plan

PUBLIC HEARING REQUIREMENTS:

The Planning Board may elect to hold a public hearing on a site plan application. If so, the Town will notice the application at least 10 days prior to the hearing date in the Town newspaper. The Applicant must mail the notice to all owners of property within 500 feet of the perimeter of the subject lot(s) at least 10 days prior to the hearing date. The Applicant shall file an Affidavit of Mailing with the [Planning Board Secretary](#) prior to the hearing.

APPLICATION AUTHORIZATION:

Permission is hereby given to the Town of Bedford, its agents, and employees to enter upon the above-described property solely for the purpose incidental to the within application at reasonable times upon reasonable notice to the owner or tenant in possession. All applications shall be signed by the owner of the property affected by this application and by the applicant, if other than the owner.

Owner Name	Owner Signature	Date
Authorized Agent Name	Authorized Agent Signature	Date

FOR MORE INFORMATION, VISIT THE [PLANNING DEPARTMENT'S WEBSITE](#)