



INCORPORATED VILLAGE OF

Roslyn Harbor

PLANNING BOARD

APPLICATION FILING REQUIREMENTS

The following items **must** be included with this application. Incomplete applications will not be accepted.

PRE-SUBMISSION REQUIREMENTS:

The Applicant shall submit one (1) completed Application (as set forth below), to the Building Department for review of compliance with the application requirements. After the submission and preliminary review is deemed complete, eleven (11) complete formal application sets plus one (1) electronic copy of the completed Application must be submitted to the Building Department and Applicant will be scheduled for a hearing before the Planning Board.

All copies must be provided in a collated form with all surveys, maps, drawings, plans, etc. folded and made part of each set. Each set shall be enclosed in a separate envelope suitable for mailing. **Partial or incomplete submissions may result in the rejection of the application.**

GENERAL INFORMATION AND APPLICATION REQUIREMENTS:

1. Completed Planning Board Review Application signed and notarized, including attorney, surveyor, engineer and architect, contact information. Include property address and owners mailing address if different.
2. A site survey, dated within six (6) months from the date the application is filed with the Village, containing all data as indicated in "6." of the "Application Checklist", including showing existing structures, the location of proposed structures and a notation indicating any structures that are to be removed.
3. All applications should include detailed scaled drawings for the proposed land use, prepared by a licensed architect or engineer indicating the nature of all construction pertaining to the application. All drawings should include pertinent dimensions of constructions, distances to property lines and property elevations for primary and accessory structures. All drawings should adhere to the requirements set forth in the "Application Checklist".
4. Completed and signed Short Environmental Assessment Form.
5. Any variance from the approved "final" construction drawings, whether intentional or due to field conditions or unforeseen circumstances will require additional review and approval *prior* to construction. Any variance from approved documents is the responsibility of the owner and subject to removal or penalty if unauthorized. ***Only written approvals will be considered valid.***
6. Any other information found by the Planning Board or Building Department to be necessary to reasonably determine compliance of the site plan, including, items listed in "Other Requirements" section of the Planning Board Review Application.
7. Payment for all required fees and deposits (\$1,500 filing fee and a \$5,000 per lot deposit) as set forth in the "Application Fees" section of the Planning Board Review Application. A minimum balance of \$2,000 per lot must be maintained after the initial deposit.

Version 2/2022

PUBLIC NOTICE:

The Applicant must send notice of the public hearing to all neighboring property owners located within two hundred (200) feet of the subject parcel, by certified mail, return receipt requested, at least ten (10) days, but not more than twenty (20) days prior to the hearing. **An affidavit of mailing shall be prepared, executed and delivered to the Clerk's office along with copies of the certified mail receipt cards no later than (3) days prior to the hearing.**

The Planning Board may require that the applicant provide additional notice to the adjoining property owners as determined by the Planning Board on a case by case basis and within its sole discretion.

THE BUILDING DEPARTMENT MAY WAIVE ANY OF THE ABOVE REQUIREMENTS WHICH IT DETERMINES UNECESSARY FOR A PARTIUCLAR APPLICATION, BUT SUCH WAIVER SHALL NOT BE BINDING UPON THE PLANNING BOARD.

ADDITIONAL INFORMATION MAY BE REQUESTED BY THE PLANNING BOARD DURING THE COURSE OF THE HEARING PROCESS.

THE RULES AND REGULATIONS SET FORTH HEREIN MAY FROM TIME TO TIME BE AMENDED BY THE PLANNING BOARD.

ALL COMPLETE APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE CLERK'S OFFICE DURING REGULAR BUSINESS HOURS. NO APPLICATIONS WILL BE ACCEPTEED BY MAIL.

Version 2/2022



INCORPORATED VILLAGE OF

Roslyn Harbor

PLANNING BOARD REVIEW APPLICATION

Project Location:

Name: _____

Address: _____

Tax Section: ____ Block: ____ Lot(s): ____ Zoning District(s): ____ Size of Project Site: _____

Applicant:

Name: _____

Address: _____

Email: _____ Phone: _____

Proposed Project:

New Construction _____ sq. ft. Addition _____ sq. ft.

Accessory structures _____ sq. ft. / _____ use/type

Swimming pool _____ Yes _____ No

Retaining Wall _____ Yes _____ No

Tennis Court _____ Yes _____ No

Sports Court _____ Yes _____ No

Deck _____ Yes _____ No

Other - Describe _____

Fill: _____ Yes _____ No

Quantity in cubic yards _____

Number of truckloads _____

Source of fill _____

Tree Removal permit _____ Yes _____ No

Wetlands on site _____ Yes _____ No

Identify All Required Permits and Approvals From the Village or Any Other Governmental Body.
Include record of application for and status of such permits or approvals.

Detailed Description of Proposed Project

Does the project site contain underground oils tanks? _____ Yes _____ No
If yes, indicate location of tank(s) on the site plan, and plans for removal, if any.

Describe grading activities and grade changes that will occur on the project site as a result of the proposal.

Will the proposed project result in the creation or modification of slopes with a gradient of 10% or greater? _____ Yes _____ No
If yes, describe and indicate on site plans.

If there is an existing on-site sewage disposal system, is it to be maintained? _____ Yes _____ No
Describe the proposed on-site sewage disposal system, or the proposed modifications to the existing system. Indicate location of both the existing system and proposed system on the site plan.

Describe how soil erosion and stormwater runoff will be controlled during construction.

OUTLINE OF PROPOSED STRUCTURES MUST BE STAKED OUT ON THE SITE.

PLANNING BOARD REVIEW APPLICATION CHECKLIST

ALL OF THE FOLLOWING MUST BE SUBMITTED FOR APPLICATION TO BE COMPLETE:

Submitted:

Site Survey, showing all existing structures, prepared, signed, and sealed by a New York State licensed land surveyor, and dated within six (6) months from the date the application is filed with the Village.

Color rendering of proposed principal structure(s) or dwelling.

Site Plan for the proposed project, drawn at an engineering scale of not less than one inch equals 20 feet, signed and sealed by a NYS licensed architect or engineer, and which shall include the following information:

1. _____ A title block located in the lower right-hand corner of the site plan shall include the name and address of the applicant and record owner of the property, the property's designation on the Nassau County Land and Tax Map, and the title of the project.
2. _____ A date block of the site plan adjacent to the title block containing the date of preparation and dates of all revisions.
3. _____ A key map showing the location of the property with reference to the surrounding areas and existing street intersections within 1000 feet of the boundaries of the subject property.
4. _____ A written and graphic scale, as well as a North arrow.
5. _____ Zoning District boundaries shall be shown on the site plan as they affect the parcel.
6. _____ Survey data showing boundaries of the property, required building envelope and setback lines, and lines of existing and proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and rights-of-way.
7. _____ Zoning Chart showing all area requirements of the zoning regulations and all existing and proposed zoning area calculations.
8. _____ Reference to any existing covenants, restrictions, easements or exceptions that are in effect or are intended to cover all or any of the property. A copy of the recent title survey which describes such covenant, restriction, easements or exception shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to the effect shall be indicated on the site plan map.
9. _____ Location of existing building footprints for all properties located immediately adjacent to the subject property.
10. _____ Street addresses and driveway locations for all property located immediately adjacent to, and across the street from the subject property.
11. _____ Location of existing structures on the site. The plan shall contain a notation indicating any structures that are to be removed.
12. _____ All distances, as measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with any other street.
13. _____ Location plans and elevations of all proposed structures.
OUTLINE OF PROPOSED STRUCTURES ARE TO BE STAKED ON SITE.
14. _____ Illustrations of all proposed structures as they relate to height / setback ratio requirements.
15. _____ Height / setback ratio in both a graphic and numeric format for all four sides of the property.
16. _____ Location of all existing and proposed impervious surfaces located on the property.
17. _____ Location of all means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of existing and proposed driveways, curb cuts, and sidewalks, if any.
18. _____ All provisions for pedestrian access to the site and internal pedestrian circulation.
19. _____ Location and design of any off-street parking areas, loading, or outdoor storage areas.
20. _____ Existing elevations along the edge of the roadway pavement contiguous to the site.
21. _____ Location of all proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment.
22. _____ The proposed location, direction of illumination, power and time of proposed outdoor lighting.
23. _____ The proposed location of mechanical equipment, including air conditioner units, pool maintenance equipment and generators.
24. _____ Structural elevation calculations.
25. _____ Location of all existing significant natural features, such as boulders, rock outcrops, watercourses, depressions, ponds, marshes, and other wetlands or tidal areas, whether or not officially mapped.

26. _____ Location of all existing trees, identified by type or species and size, bearing a trunk circumference of eighteen (18") inches or greater measured at a point four (4') feet above original ground level.
27. _____ Location of all proposed storm drainage structures, soil erosion and sediment control devices and utility facilities, including electric, water, telephone and cable television, which are located within the property lines.
28. _____ The proposed stormwater drainage plan showing location of all inlet pipes, swales, berms and other drainage facilities, including roof leaders. Indicate proposed runoff calculations. Note surface water flow patterns, boundaries of any areas subject to flooding or stormwater overflows, and any anticipated flood hazard or changes planned in the surface water drainage pattern.
29. _____ Existing and proposed contours according to Nassau County datum at intervals not to exceed two feet. Existing contours are to be indicated by solid lines; proposed contours are to be indicated by dashed lines. Identify all slopelands of 10% or greater.
30. _____ Existing and proposed spot elevations at all critical locations, e.g. Drainage inlets, high and low points, foundation walls, top, and bottom of retaining walls, etc.
31. _____ Disturbance Limit Line showing all areas of the site to remain undisturbed.
32. _____ Delineation of Flood Plain Zone as shown on the Flood Insurance Rate Map prepared by the Federal Emergency Management Agency and adopted by the Village of Roslyn Harbor.
33. _____ Delineation of Coastal Erosion Hazard Area, if the property is located within the Village designated Coastal Management Zone.
34. _____ Delineation of tidal and freshwater wetland areas as designated by the New York State Department of Environmental Conservation.
35. _____ An approval box for the Village Engineer signature and corresponding date.

REMINDER: OUTLINE OF PROPOSED STRUCTURES MUST BE STAKED OUT ON THE SITE.

Landscaping Plan:

Submit a landscaping plan, drawn at a scale of not less than one inch equals 20 feet, matching the scale of the site plan, which contains the following information:

1. _____ Outline of all existing and proposed structures, driveways, parking areas, walkways, and impervious surfaces to be located on the property.
2. _____ The location of all existing significant natural features such as boulders, rock outcrops, watercourses, depressions, ponds, marshes, and other wetland or tidal areas whether or not officially mapped.
3. _____ The location of all existing trees, identified by type or species and size, bearing a trunk circumference of eighteen (18") inches or greater measured at any point between ground level and a height of four (4') feet above the base of the trunk. All existing trees are to be tagged with individual, pre-numbered metal tags that are to be securely fastened to each tree. The plan must include an inventory of all of the trees on the site which shall list the tree diameter, species, and indicate whether the tree is proposed for removal or is to be preserved.
4. _____ The location of all trees, shrubs, and/or any vegetation, identified by type or species, which are to be removed.
5. _____ The location of all trees, shrubs, and/or any vegetation, identified by type or species, which are to be preserved.
6. _____ The location of all trees, shrubs, and/or any other vegetation, identified by size, height, and type of species, that are to be provided. Each tree to be provided as a replacement tree under the conditions required by a Village Tree Removal permit, should be assigned an identification number, and shown on the proposed landscaping plan.
7. _____ A separate plant material list of all trees and shrubs, identified by size, height and type of species that are to be provided. Each tree to be provided as a replacement tree under the conditions required by a Village Tree Removal permit, should be assigned an identification number, and included on the list.

Other Requirements:**1. Stormwater Pollution Prevention Plan (SWPPP).**

If one (1) acre or more of land is to be disturbed, a Stormwater Pollution Prevention Plan (SWPPP) consistent with the requirements of Chapter 226 is required for site plan approval. The SWPPP shall meet the performance and design criteria and standards in Chapter 226. The approved site plan shall be consistent with the provisions of this Chapter 226.

2. Radius Map, drawn to scale, showing the size and location of all parcels within a radius of two hundred (200) feet of the subject premises measured from all points of the subject premises and, if the subject premises is adjacent to a private road, all other parcels adjacent to the private road, together with section, block and lot numbers and names and mailing addresses of the property owner(s) of such properties. The property owner(s) are to be the last owner(s) of record of the property as shown on the current tax roll of the Village.

3. List of names of all owner(s) of property within a two hundred (200) foot radius of the subject premises and, if the subject premises is adjacent to a private road, all other parcels adjacent to the private road, together with section, block and lot numbers and names and mailing addresses of the property owner(s) of such properties. The property owner(s) are to be the last owner(s) of record of the property as shown on the current tax roll of the Village.

4. Photographs of existing structures of the property and surrounding landscaping and screening. Two (2) sets only.

5. Certificate of Title and deed(s) for the existing lots.

6. Letter from the Water District regarding availability of water to the site (for new structures only).

7. Copy of the original building permit application that was reviewed by the Building Department.

8. Building Department Memorandum of Review.

9. Identification of all required permits or approvals from the Village or any other governmental body, and a record of application for and status of any such permits or approvals.

10. All appropriate permit fees, charges, and deposits required by the Village pursuant to Article XV of the Zoning Code.

Any other information found by the Planning Board or Building Department to be necessary to reasonably determine compliance of the site plan with this local and Village Law, Section 7-725-a. The Building Department may waive any of the above requirements it determines to be unnecessary for the appropriate review of a particular application but such waiver shall not be binding upon the Planning Board.

APPLICATION FEES: A \$1,500 Filing Fee* and a \$5,000** (per lot) Trust Deposit must be submitted with the application. A minimum balance of \$2,000 per lot must be maintained after the initial deposit.

*Planning Board Filing Fee is non-refundable.

**Planning Board Trust Deposit is for costs and expenses associated with the filing of an application. The applicant is obligated to pay all costs and expenses incurred by the Village in connection with their application. This includes, but is not limited to attorney's fees, engineering services, plan review, publication of notices and court reporter.



Roslyn Harbor

500 MOTTS COVE ROAD SOUTH, ROSLYN HARBOR, NY 11576

TEL # (516) 621-0368 FAX # (516) 621-1803

WWW.ROSLYNHARBOR.ORG

CONTACT INFORMATION

LOCATION OF SITE:		
SECTION:	BLOCK:	LOT:
OWNER'S NAME:		EMAIL:
ADDRESS:		
TELEPHONE:		FAX/ADD'L PHONE:
ADD'L OWNER:		ADD'L OWNER:
ADDRESS:		ADDRESS:
TELEPHONE:		TELEPHONE:
FAX/ADD'L PHONE:		FAX/ADD'L PHONE:
ATTORNEY'S NAME:		EMAIL:
ADDRESS:		
TELEPHONE:		FAX/ADD'L PHONE:
SURVEYOR'S NAME:		EMAIL:
ADDRESS:		
TELEPHONE:		FAX/ADD'L PHONE:
ENGINEER'S NAME:		EMAIL:
ADDRESS:		
TELEPHONE:		FAX/ADD'L PHONE:
ARCHITECT'S NAME:		EMAIL:
ADDRESS:		
TELEPHONE:		FAX/ADD'L PHONE:

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	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 government 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, are adjoining or near the proposed action:				
5. ☐ 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: _____		



INCORPORATED VILLAGE OF
Roslyn Harbor

DISCLOSURE AFFIDAVIT
GENERAL MUNICIPAL LAW SECTION 809
(Conflict of Interest Affidavit)

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his 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 or employee 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 an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law. 1
4. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

_____, being duly sworn, deposes and says

1. I am the _____ of the attached application.
(Owner, Contractor Vendee)
2. I make this affidavit for the purposes of complying with the requirements for the General Law Municipal Law Section 809.
3. No state officer of the State of New York, and no officer or employee of the County of Nassau, Town of North Hempstead, Town of Oyster Bay, or the Village of Roslyn Harbor has any interest in the person, partnership or association making the application to which is attached.

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC

Signature

Date



INCORPORATED VILLAGE OF
Roslyn Harbor

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

_____, being duly sworn, deposes and says that Applicant resides at _____, and is the owner of the property hereinbefore described and is the Applicant herein; that the statements contained in the foregoing Application and in any papers submitted herewith are in all respects true and complete to Deponent's knowledge, and hereby authorizes _____ with address at _____ as his agent to make this application and to enter into agreements with respect to the subject property.

• ***If Corporate Applicant:***

Full Name of Corporation

Title

Address of Corporation

Owner's Signature

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____

Notary Public

AFFIDAVIT OF APPLICANT DESIGNEE

STATE OF NEW YORK) : SS
COUNTY OF NASSAU)

(Applicant) _____, being duly sworn, deposes and says that he resides at _____; and that he is the _____ of the property herein described and is authorized by _____
(Architect, Engineer, Builder, Contractor)
the Owner to make the foregoing application and that the statements contained herein and in any papers submitted herewith are in all respects true and complete.

Applicant's Signature

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____, 20____

Notary Public