



28 Beekman Avenue, Sleepy Hollow, NY 10591
(914) 366-5124 • www.sleepyhollowny.gov

PLANNING BOARD

The intent of this document is to assist the applicant with the requirements, process, and documentation necessary to file for an application to the *Village of Sleepy Hollow Planning Board*. **Failure to complete the application in its entirety and/or to provide the information indicated therein will result in rejection of the submission or a delay processing the application.**

1. New York Village Law and the Zoning Code of the Village of Sleepy Hollow govern the substance and procedure of applications to the Planning Board. All applicants should be familiar with and comply with these provisions in making their application.
2. A pre-submission conference with the Village Architect is required prior to the submission of a formal application. Please contact the Department of Architecture, Land Use Development, Buildings & Building Compliance to schedule an appointment.
3. The application may be obtained from the Village of Sleepy Hollow Department of Architecture, Land Use Development, Buildings & Building Compliance or on the Village website: www.sleepyhollowny.gov
4. For placement on the Planning Board agenda, all applicants shall submit a completed application to the Department of Architecture no less than (14) days prior to the next scheduled planning board meeting. Receipt of the above information does not, however, guarantee placement on the Planning Board agenda, since the materials must be reviewed and accepted for completeness by the Department.
5. The Planning Board cannot consider an application if violations, unrelated to the approval being sought, exist on the property.
6. The application forms must be signed before a Notary Public by the person or entity making the application.
7. It is the applicant's responsibility to complete all parts of the application package and provide all required documentation.

INCOMPLETE APPLICATIONS WILL DELAY THE PROCESS OR BE RETURNED.

8. Planning Board meetings are typically held on the third Thursday of the month, except August, at 7:00 PM at Village Hall. Meeting dates and times are subject to change due to holidays, weather, or scheduling conflicts.
9. Submit (3) copies of the application and all required plans and documents. The maximum format is 24" x 36", stapled and folded no larger than 9" x 12". **ALL SUBMISSIONS MUST INCLUDE A DIGITAL COPY.**
10. The application must include the following fees:

Site plan application:	\$1,200 plus \$25 per required parking space \$200 minutes fee per meeting
Subdivision application:	\$1,200 up to two lots; plus \$500 per lot thereafter \$200 minutes fee per meeting
Special use permit:	\$2,500 plus \$500 per acre or fraction thereof \$200 minutes fee per meeting

Village of Sleepy Hollow
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Wetland Watercourse permit: \$1,200 plus \$25 per parking space
\$200 minutes fee per meeting

Wireless communication permit: \$1,200
\$200 minutes fee per meeting

Amended plan: \$750
\$200 minutes fee per meeting

Extension: \$500
\$200 minutes fee per meeting

Please make all checks payable to the *Village of Sleepy Hollow*. Application fee is **NON-REFUNDABLE**.

11. The application must include the following Escrow fee:

\$2,500 initial fee for new applications
\$500 initial fee for amendments and extensions

Please make all checks payable to the *Village of Sleepy Hollow*. Unused portion of escrow fees will be returned upon the completion of the project.

12. Costs incurred by the Village for consultation fees, including legal fees, publication fees, traffic and planning studies and environmental review pursuant to SEQR or other expenses in connection with the review of a proposed project shall be charged to the applicant. A non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
13. An application shall be deemed incomplete if filing, planning/engineering review fees, or other consultant fees have not been paid. If the escrow sum for review fees falls below the minimum specified for the escrow amount of the review fees, the application shall be deemed incomplete and the consideration of the application shall be suspended.
14. The Planning Board shall hold a public hearing on the application at such time as it deems appropriate. The applicant shall, at the applicant's sole expense, provide written notice of the hearing by certified mail, return receipt requested, to all owners of property within 200 feet of the property affected by the project. The applicant will be provided with a Public Notice and a list of all properties to receive notice.
15. The applicant shall, by affidavit, present satisfactory proof to the Department of Architecture, no later than 4:30 PM the Friday prior to the scheduled Planning Board public hearing that said written notices have been duly served.
16. A prominent sign, provided by Department, shall be posted two weeks prior to the start of the public hearing, at the edge of the property wherever it abuts a public street, in a clear and visible location, giving notice of the public hearing, its subject, location of the hearing, and its time and date. This shall be performed by the applicant and an affidavit of posting submitted to the Department of Architecture no later than 4:30 PM the Friday prior to the scheduled Planning Board public hearing. The applicant shall maintain the sign until the public hearing is closed.
17. No certificate of occupancy/ compliance shall be issued for any project unless the same conforms in all respects to the approved site plan and/or site plan amendment.



More than a Legend

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PLANNING BOARD APPLICATION: Part 1 of 3

OFFICE	Application number:	Date received:
	Tax map designation: Sect.: Block: Lot:	Date of decision:
	Zoning district:	Expiration date:

If sufficient space does not exist to give appropriate answers to any questions on this form, please attach a rider giving such answers properly referenced to the question and page number.

1. This is an Application for the following:

- | | | |
|---|--|---|
| ☐ New | ☐ Amendment | ☐ Extension |
| ☐ Site Plan review | ☐ Subdivision | ☐ Architectural review |
| ☐ Special permit | ☐ Fill/ Excavation permit | ☐ Stormwater Management permit |
| ☐ Flood development permit | ☐ Wetlands/ Watercourse | |

2. Project name: _____

3. Project location: _____

4. Describe the scope of the project: _____

5. Is the property subject to any variances, covenants, easements, or restrictions? ☐ NO ☐ YES Describe below:

Village of Sleepy Hollow
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6. Indicate the total area of land disturbance for the proposed development plan: _____(acres) (square feet)
7. Indicate the number of proposed off-street parking spaces: _____
8. Indicate the number of proposed off-street loading zones: _____
9. Is the project within 500 feet of:
- a. The boundary of a city, town, or village?

☐ NO ☐ YES
- b. The right-of-way of any existing or proposed state or county road?

☐ NO ☐ YES
- c. The boundary of an existing or proposed state or county park or recreation area?

☐ NO ☐ YES
- d. The boundary of state or county-owned land which a public building/
institution is located?

☐ NO ☐ YES
- e. An existing or proposed drainage line?

☐ NO ☐ YES
- f. The boundary of a farm located in an agricultural district?

☐ NO ☐ YES
10. If a subdivision, indicate proposed number of lots: _____
11. Is any land to be dedicated for parkland or recreational purposes? ☐ NO ☐ YES
- a. Specify area of dedicated land: _____(acres) (square feet)

12. Principal building description (attached additional sheets for multiple structures):

PRINCIPAL BUILDING								
	Level							Total
	Bsmt	First	Second	Third	Fourth	Fifth	Attic/roof	
Gross area (sf)								
Dwelling units								
# of bedrooms								
Occupancy use								
Housing type	☐ Single-family ☐ Apartment ☐ Attached single-family ☐ Condominium							
Height (ft)								

13. Accessory building description (attached additional sheets for multiple structures):

ACCESSORY BUILDING				
	Level			Total
	Bsmt	First	Attic/roof	
Gross area (sf)				
Occupancy use				
Height (ft)				

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14. Indicate the estimated duration of construction: _____

15. Is the project phased? ☐ NO ☐ YES, describe below:

16. Indicate the estimated cost of construction: _____

17. Will any variances or waivers be requested? ☐ NO ☐ YES, describe below:

18. This project requires the following local permits or approvals:

- | | |
|--|----------------------|
| ☐ Variance(s) Zoning Board of Appeals | Date received: _____ |
| ☐ Interpretation of Zoning Ordinance, Zoning Board of Appeals | Date received: _____ |
| ☐ Special Permit, Board of Trustees | Date received: _____ |
| ☐ Preliminary Plat approval, Planning Board | Date received: _____ |
| ☐ Final Plat approval, Planning Board | Date received: _____ |
| ☐ Waterfront Consistency Review, Planning Board | Date received: _____ |
| ☐ Architectural Review, Planning Board | Date received: _____ |
| ☐ Stormwater Management permit, Planning Board | Date received: _____ |
| ☐ Flood development permit, Planning Board | Date received: _____ |
| ☐ Tree Commission | Date received: _____ |
| ☐ Wetlands/ Watercourse permit, Planning Board | Date received: _____ |
| ☐ Other: _____ | Date received: _____ |

19. This project requires the following permits or approvals from other outside agencies:

- | | |
|---|----------------------|
| ☐ Westchester County Department of Health | Date received: _____ |
| ☐ NYS Department of Health | Date received: _____ |
| ☐ NYS Department of Transportation | Date received: _____ |
| ☐ NYS Department of Environmental Protection | Date received: _____ |
| ☐ NYS Department of Environmental Conservation | Date received: _____ |
| ☐ US Army Corp of Engineers | Date received: _____ |
| ☐ Other: _____ | Date received: _____ |

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I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 202_____

Seal

Notary Public



More than a Legend

Village of Sleepy Hollow

**Department of Architecture, Land Use Development,
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PLANNING BOARD APPLICATION CONTACTS: Part 2 of 3

OWNER	Name:	Phone number:
	Company name:	Cellular number:
	Address:	Fax number:
		E-mail:
APPLICANT	Name:	Phone number:
	Company name:	Cellular number:
	Address:	Fax number:
		E-mail:
ATTORNEY	Name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
ARCHITECT	Architects name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
ENGINEER	Engineers name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:

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PLANNER	Planners name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
SURVEYOR	Surveyors name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
WETLAND SCIENTIST	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
LANDSCAPE ARCH.	Architects name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
OTHER	Name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
CONTACT PERSON	The Department shall send all correspondences to (Select One): ☐ Owner ☐ Applicant ☐ Attorney ☐ Architect ☐ Engineer ☐ Planner ☐ Wetland Scientist ☐ Landscape Architect ☐ Other: _____	



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PLANNING BOARD ESCROW AGREEMENT: Part 3 of 3

The undersigned does hereby agree to the following:

1. I (We) am (are) the owner(s) agent(s) of the property located at _____

for which application is being submitted to the Village of Sleepy Hollow for review.

2. I understand and agree that there are certain consulting fees for which I am responsible in conjunction with said application.
3. I understand that an escrow account must be established as described in Chapter 200 of the Code of the Village of Sleepy Hollow. I understand that the Planning Board may seek the consultation of professional planners, engineers, surveyors, etc. as well as any special counsel that the Board deems necessary. I will be responsible for any and all costs incurred by the Board for such consultations, reports, and professional opinions at the prevailing hourly rate agreed upon by the Village of Sleepy Hollow. I understand that no employee of the Village or any member of the Planning Board can advise me, in advance, of what the total consulting fees may be.
4. I shall provide an initial deposit of \$2,500 or as listed below:

- A. For all subdivisions and for residential site plan applications:

Number of lots or dwelling units	Amount of initial deposit
1 to 4	\$2,500
5 to 10	\$7,500
11 to 20	\$15,000
21 to 30	\$25,000
31 to 40	\$35,000
41 to 50	\$40,000
Over 50	\$50,000, plus \$50 per unit

- B. For nonresidential site plan applications:

Gross Floor Area (SF)	Amount of Initial Deposit
Up to 1,250	\$2,500
1,251 to 20,000	\$2 per square foot
20,001 to 50,000	\$20,000 plus \$1 per square foot
Over 50,000	\$45,000 plus \$0.50 per square foot

Fees shall be made payable to the *Village of Sleepy Hollow* and held in escrow and applied toward the payment of consultations, reports, and professional fees incurred by the Village with regard to the application. When the balance of the escrow account is \$2,500 or less, I shall deposit additional funds into the escrow account to maintain a minimum balance of \$2,500. The Village Treasurer's office shall provide me a monthly statement indicating expenses incurred and the amount of monies withdrawn from said account. A replenishment letter will accompany the statement requesting additional funds when necessary.

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5. I understand that if I withdraw my application prior to any action being taken by the Board, I am still responsible for any expenses incurred by the Village with regard to my application prior to such withdrawal.
6. I understand that if at any time the minimum balance in said escrow account falls below \$2,500 and is not replenished, the Planning Board may suspend the review of my site plan and/ or the Village Architect may refuse to issue permits and/ or certificates with regard to the premises.
7. I understand that it is my responsibility to request the return of the unexpended escrow fund balance by submitting a letter to this department. The refund, if any, will be made approximately three (3) months from the receipt allowing for invoices to be presented.
8. I understand that a non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
9. If at the termination of the Planning Board process, I still am indebted to the Village of Sleepy Hollow for any fees mentioned herein, I understand that the amount of money still owed may be added to my property tax bill and become a lien against the property; or the Village may take whatever legal action necessary against each owner, either individually or jointly, to collect such funds.
10. I understand that no permits, variances, licenses, subdivisions, site plan or other approvals or authorizations shall be issued, no applications therefore shall be considered, and no informal conference, preliminary review or other procedure in relation thereto shall be conducted by the Village Board, Planning board, Architectural Review Board, Zoning Board of Appeals, the Building Inspector, any board, commission, or agency of the Village unless and until (1) all outstanding code violations charged to the property owner, contractor, contract vendee, or applicant together with all penalties thereon shall have been paid or resolved; and (2) all outstanding fees, including but not limited to inspection, consultation, and recreation fees due to the Village from the property owner, contractor, contract vendee or applicant are paid.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day

Seal

of _____, 202_____

Notary Public



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PLANNING BOARD APPLICATION: PROXY STATEMENT

Proxy Statement is required when anyone other than the property owner is signing an application.

I, _____ being duly sworn, deposes and says that he/ she resides at
(Print Name)

_____ in the County of _____
(Street, City) (County)

State of _____, and that he/she own the property located at _____,
(State) (Street Address)

the property described in the attached application, hereby authorizes and empowers _____
(Agent's name)

to appear on my behalf before the **Planning Board of the Village of Sleepy Hollow**, and to sign and file any documents required with reference to my application.

Signature

Date

Sworn to before me this _____ day

Seal

of _____, 202_____

Notary Public



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PLANNING BOARD APPLICATION CHECKLIST

An application to the Village of Sleepy Hollow Planning Board will not be considered complete without the following information listed below. The Planning Board may require additional information as needed to evaluate the proposed project in terms of the goals and standards in the Village Code.

Applicant:		Location:	
NO.	DESCRIPTION	RECD	NA
1.	Application fee – check, or money order made payable to the <i>Village of Sleepy Hollow</i> . See application requirements for amounts.	☐	☐
2.	Initial escrow fee – check, or money order payable to the <i>Village of Sleepy Hollow</i> . See application requirements for amounts.	☐	☐
A digital copy and Three (3) identical stapled/ bound packets of the following:			
3.	Completed application signed by the property owner. The property owner may complete the Proxy Statement authorizing an agent or representative to sign the application.	☐	☐
4.	Completed Escrow agreement form.	☐	☐
5.	Written narrative describing the existing conditions and proposed project.	☐	☐
6.	Table of contents listing all documents.	☐	☐
7.	Completed Zoning Compliance Form – completed by a NYS registered architect or professional engineer.	☐	☐
8.	Environmental assessment form (EAF), as required by the State Environmental Quality Review Act (SEQRA).	☐	☐
9.	Coastal assessment form.	☐	☐
10.	Property deed, including all easements and covenants.	☐	☐
11.	Tax certificate.	☐	☐
12.	Property survey. Survey prepared by a NYS Licensed surveyor and must be updated to show all existing conditions.	☐	☐
13.	Photographs of the property (3"x5" or larger) showing the location and impacts of your application.	☐	☐
14.	Site plan(s) as required by proposed work. See Site Plan Checklist.	☐	☐

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NO.	DESCRIPTION	RECD	NA
15.	The names of all owners of record within 200 feet of the property.	☐	☐
16.	Area map showing all streets within 1,000 feet of the property (1:400 scale)	☐	☐
17.	Flow and pressure requirements for the fire-sprinkler system.	☐	☐
18.	Stormwater pollution prevention plan (SWPPP).	☐	☐
19.	Details and calculations for any proposed storm water drainage system.	☐	☐
20.	Construction plans and specifications, drawn to scale, signed and sealed by a NYS registered architect or professional engineer as required by NYS Law.	☐	☐
21.	Color renderings or photo simulations depicting the proposed improvements.	☐	☐
22.	Construction logistics and operations plan.	☐	☐
	Other: (indicate document):	☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
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		☐	☐



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PLANNING BOARD APPLICATION: SITE PLAN CHECKLIST

A site plan will not be considered complete without the following minimum information listed below. Additional information must be provided as necessary to illustrate and describe the proposed work.

Applicant:		Location:	
NO.	DESCRIPTION	RECD	NA
1.	Title of drawing, including name of project, name and address of applicant and persons responsible for the preparation of the drawing.	☐	☐
2.	North arrow.	☐	☐
3.	Scale of drawing: graphic and written.	☐	☐
4.	Boundaries of the property taken from a certified survey.	☐	☐
5.	Location of all existing buildings and structures.	☐	☐
6.	The names of adjacent property owners of record.	☐	☐
7.	Location and names of adjoining streets.	☐	☐
8.	Locations of the nearest fire hydrants.	☐	☐
9.	Location, design and dimensions of all proposed buildings and structures.	☐	☐
10.	Location, design and dimensions of all parking and loading areas.	☐	☐
11.	Location, design and dimensions of driveways, curb cuts, fire lanes, and vehicular access.	☐	☐
12.	Location, design and dimensions of all pedestrian means of egress.	☐	☐
13.	Location, design and dimensions of all fencing, gates, and walls.	☐	☐
14.	Location, design, dimension and specifications for garbage and recycling storage facilities.	☐	☐
15.	Location, design, specifications, photometrics, and details of all exterior lighting.	☐	☐

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NO.	DESCRIPTION	RECD	NA
16.	Location, design, dimensions and specifications for all proposed signage.	☐	☐
17.	Topography, showing existing and proposed contours and spot elevations.	☐	☐
18.	Location of wetlands and watercourses.	☐	☐
19.	Location of flood zones and flood ways.	☐	☐
20.	Location, design, details, and specifications for all proposed storm water drainage systems.	☐	☐
21.	Location, design, details, and specifications of sewage disposal system.	☐	☐
22.	Location, design, details, and specifications of domestic water system.	☐	☐
23.	Location, design, details, and specifications of fire protection systems.	☐	☐
24.	Location, design, details, and specifications of electric energy service systems.	☐	☐
25.	Location, design, details, and specifications of gas energy service systems.	☐	☐
26.	Location, design, details, and specifications of solar and wind energy systems.	☐	☐
27.	Dimensions and location of areas to be reserved for recreational use, landscaping, and other open spaces.	☐	☐
28.	Proposed landscaping and planting details; include location, size, and species of existing trees to be removed.	☐	☐
29.	Indicate any historic structures or land uses and/or natural configurations of the parcel(s) and identify any historic or prehistoric objects, sites, or features on, under or about the site, where applicable.	☐	☐
30.	Owner's endorsement.	☐	☐
31.	Planning Board Chairperson's endorsement.	☐	☐
	Other:	☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐



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ZONING COMPLIANCE FORM

APPLICANT NAME :	PROPERTY LOCATION:
SECTION: BLOCK: LOT:	ZONING DISTRICT:

		REQUIRED	EXISTING	PROPOSED	VARIANCE
	AREA OF LOT (SF)	MIN.			
	WIDTH OF LOT (FT)	MIN.			
	FLOOR AREA (SF)	MAX.			

PRINCIPAL BUILDING	FRONT YARD (FT)	MIN.			
	FRONT YARD – CORNER (FT)	MIN.			
	REAR YARD (FT)	MIN.			
	ONE SIDE YARD (FT)	MIN.			
	COMBINED SIDE YARDS (FT)	MIN.			
	BUILDING COVERAGE (%)	MAX.			
	BUILDING HEIGHT (FT/STY)	MAX.			

ACCESSORY	SIDE YARD (FT)	MIN.			
	REAR YARD (FT)	MIN.			
	BUILDING COVERAGE (%)	MAX.			
	BUILDING HEIGHT (FT)	MAX.			
	Distance to PRINCIPAL Bldg. (FT)	MIN.			

PARKING	PARKING (CARS)	MIN.			
	LOADING ZONE	MIN.			

NYS ARCHITECT/ENGINEER

DATE

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 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:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐
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?	NO	YES	
If Yes, identify:	☐	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	☐	☐	
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?	☐	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	☐	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☐	
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?	NO	YES	
	☐	☐	
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?	☐	☐	
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?	NO	YES	
	☐	☐	
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: _____			

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 or 500-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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES	
	☐	☐	
	☐	☐	
	☐	☐	
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	
	☐	☐	
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	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: _____			

NEW YORK STATE DEPARTMENT OF STATE
COASTAL MANAGEMENT PROGRAM

Coastal Assessment Form

A. INSTRUCTIONS (Please print or type all answers)

- 1. State agencies shall complete this CAF for proposed actions which are subject to Part 600 of Title 19 of the NYCRR. This assessment is intended to supplement other information used by a state agency in making a determination of significance pursuant to the State Environmental Quality Review Act (see 6 NYCRR, Part 617). If it is determined that a proposed action will not have a significant effect on the environment, this assessment is intended to assist a state agency in complying with the certification requirements of 19 NYCRR Section 600.4.
- 2. If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the coastal policies contained in Article 42 of the Executive Law. Thus, the action should be analyzed in more detail and, if necessary, modified prior to either (a) making a certification of consistency pursuant to 19 NYCRR Part 600 or, (b) making the findings required under SEQR, 6 NYCRR, Section 617.11, if the action is one for which an environmental impact statement is being prepared. If an action cannot be certified as consistent with the coastal policies, it shall not be undertaken.
- 3. Before answering the questions in Section C, the preparer of this form should review the coastal policies contained in 19 NYCRR Section 600.5. A proposed action should be evaluated as to its significant beneficial and adverse effects upon the coastal area.

B. DESCRIPTION OF PROPOSED ACTION

- 1. Type of state agency action (check appropriate response):
 - (a) Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) _____
 - (b) Financial assistance (e.g. grant, loan, subsidy) _____
 - (c) Permit, license, certification _____
- 2. Describe nature and extent of action: _____

- 3. Location of action:

_____	_____	_____
County	City, Town or Village	Street or Site Description
- 4. If an application for the proposed action has been filed with the state agency, the following information shall be provided:
 - (a) Name of applicant: _____
 - (b) Mailing address: _____
 - (c) Telephone Number: Area Code (_____) _____
 - (d) State agency application number: _____
- 5. Will the action be directly undertaken, require funding, or approval by a federal agency?
Yes _____ No _____ If yes, which federal agency? _____

C. COASTAL ASSESSMENT (Check either "YES" or "NO" for each of the following questions)

- | | YES | NO |
|--|-----|-----|
| 1. Will the proposed activity be <u>located</u> in, or contiguous to, or have a <u>significant effect</u> upon any of the resource areas identified on the coastal area map: | | |
| (a) Significant fish or wildlife habitats? | ___ | ___ |
| (b) Scenic resources of statewide significance? | ___ | ___ |
| (c) Important agricultural lands? | ___ | ___ |
| 2. Will the proposed activity have a <u>significant effect</u> upon: | | |
| (a) Commercial or recreational use of fish and wildlife resources? | ___ | ___ |
| (b) Scenic quality of the coastal environment? | ___ | ___ |
| (c) Development of future, or existing water dependent uses? | ___ | ___ |
| (d) Operation of the State's major ports? | ___ | ___ |
| (e) Land and water uses within the State's small harbors? | ___ | ___ |
| (f) Existing or potential public recreation opportunities? | ___ | ___ |
| (g) Structures, sites or districts of historic, archeological or cultural significance to the State or nation? | ___ | ___ |

3. Will the proposed activity involve or result in any of the following:
- (a) Physical alteration of two (2) acres or more of land along the shoreline, land under water or coastal waters? ☐ ☐
 - (b) Physical alteration of five (5) acres or more of land located elsewhere in the coastal area? ☐ ☐
 - (c) Expansion of existing public services of infrastructure in undeveloped or low density areas of the coastal area? ☐ ☐
 - (d) Energy facility not subject to Article VII or VIII of the Public Service Law? ☐ ☐
 - (e) Mining, excavation, filling or dredging in coastal waters? ☐ ☐
 - (f) Reduction of existing or potential public access to or along the shore? ☐ ☐
 - (g) Sale or change in use of state-owned lands located on the shoreline or under water?
 - (h) Development within a designated flood or erosion hazard area? ☐ ☐
 - (i) Development on a beach, dune, barrier island or other natural feature that provides protection against flooding or erosion? ☐ ☐
4. Will the proposed action be located in or have a significant effect upon an area included in an approved Local Waterfront Revitalization Program? ☐ ☐

D. SUBMISSION REQUIREMENTS

If any question in Section C is answered "Yes", AND either of the following two conditions is met:

Section B.1(a) or B.1(b) is checked; or
Section B.1(c) is checked AND B.5 is answered "Yes",

THEN a copy of this completed Coastal Assessment Form shall be submitted to:

New York State Department of State
Office of Coastal, Local Government and Community Sustainability
One Commerce Plaza
99 Washington Avenue, Suite 1010
Albany, New York 12231-0001

If assistance or further information is needed to complete this form, please call the Department of State at (518) 474-6000.

E. REMARKS OR ADDITIONAL INFORMATION

Preparer's Name: _____
(Please print)

Title: _____ Agency: _____

Telephone Number: (_____) _____ Date: _____

AFFIDAVIT OF MAILING PUBLIC HEARING NOTICE

Project name: _____

Location: _____

State of New York)
County of Westchester) SS:

I, _____, either on my own behalf or as a
(Name)
representative of _____, being duly sworn
(Name of Business)
according by law, do hereby depose and say that on the _____ day of
the month of _____, in the year _____, I personally
served a true copy of the attached Public Notice, by mailing the same, securely sealed in
a properly addressed envelope, via first class certified mail, return receipt requested, with
postage paid thereon, to an employee/ agent of the United States Postal Service, for
delivery to the addresses listed on the attached list.

Print Name _____

Signature _____

Date _____

Sworn to before me this _____ day

Seal

of _____, 202__

Notary Public

AFFIDAVIT OF POSTING PUBLIC HEARING SIGN

Project name: _____

Location: _____

State of New York)
County of Westchester) SS:

I, _____, either on my own behalf or as a
(Name)
representative of _____, being duly sworn
(Name of Business)
according by law, do hereby depose and say that on the _____ day of
the month of _____, in the year _____,
I personally posted one 18" x 24" sign in a clear and visible location on the property
located at _____, which gives notice
of the Public Hearing held at 7:00 PM on the _____ day of the month of
_____, in the year _____.

Print Name _____

Signature _____

Date _____

Sworn to before me this _____ day

Seal

of _____, 202__

Notary Public