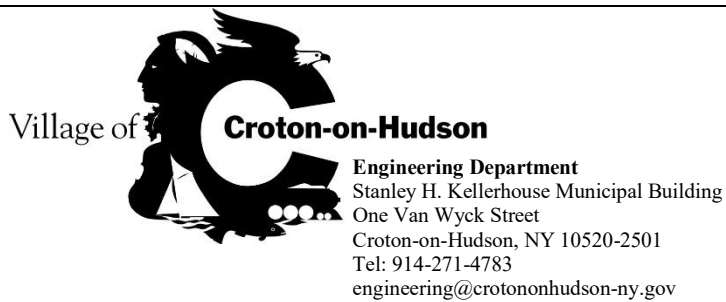




Planning Board Application

Rev 05/26

Note: Prior to submitting this application, contact Karen Stapleton, Planning Board Secretary at 914-271-4783

Application Date: _____ **Application #:** _____

Property Information: Section: _____ Block: _____ Lot: _____

Property Location (street address): _____

Zoning District: _____ Overlay District: ☐ Yes ☐ No If Yes, which Overlay District? _____

Commercial Lot: ☐ Yes ☐ No Vacant Lot: ☐ Yes ☐ No

Applicant Information: ☐ Owner ☐ Contractor ☐ Other: _____

Last Name: _____ First Name: _____ MI: _____

Company: _____

Address: _____

Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

Property Owner: ☐ Same As Above

Last Name: _____ First Name: _____ MI: _____

Company: _____

Address: _____

Address: _____

Phone #: _____ Cell #: _____ E-mail: _____

Application Type: (Please check those that apply)

- | | |
|---|---|
| ☐ Site Plan * | ☐ Amended Site Plan* |
| ☐ Site Plan Extension | ☐ Amended Site Plan Extension |
| ☐ Wetlands Permit* | ☐ Planning Board Special Permit* |
| ☐ Steep Slope Permit* | ☐ Planning Board Special Permit Renewal* |
| ☐ Excavation & Fill Permit | ☐ Minor Site Plan |
| ☐ Preliminary Subdivision* | ☐ Minor Site Plan Amendment |
| ☐ Final Subdivision* | ☐ Minor Site Plan Extension |
| ☐ Accessory Dwelling Unit Permit | |

**Note: Public Hearing required for these permits*

See Page 2 for Details on Site Plan and Amended Site Plan

In Accordance with § 230-67A, Site Plan approval by the Planning Board shall be required in all districts for the following uses and actions:

- (1) Any new construction or enlargement of a building, or swimming pools, with the exception of new construction or enlargement of a residential building, residential accessory building, or noncommercial swimming pool in an RA or RB District (see § 230-67B).
- (2) A change of use in which a change of building footprint is also proposed.
- (3) Proposed new roads and driveways, and changes to existing roads and driveways, with the exception of new roads and driveways and changes to existing roads and driveways in an RA or RB district.
- (4) Tier 3 and Tier 4 solar energy systems within the RA-40, RA-60, C-2 and LI Zoning Districts, subject to a special permit from the Planning Board.
- (5) Tier 2 battery energy storage systems within the RA-40, RA-60, C-2 and LI Zoning Districts, subject to a special permit from the Planning Board.

In Accordance with § 230-67B, Minor Site Plan approval by the Planning Board shall be required in all districts for the following uses and actions:

- (1) Any new construction of a residential building, including a manufactured home in accordance with § 230-40I. However, the construction of residential decks and patios, walkways and gardens are not subject to site plan review.
- (2) Any enlargement of a single-family or two-family home that brings the total habitable floor area to 80% or more of the maximum permitted habitable floor area. The maximum habitable floor area is calculated by multiplying the maximum FAR in that zoning district by the lot size. When any enlargement of a single-family or two-family home is subject to minor site plan review, then the structures accessory to that single-family or two-family home, such as garages, are subject to minor site plan review as well.
- (3) Any proposed clearing of trees or earthwork on any property involving 20% or more of the site.
- (4) Any change of use where no change to the building or site is proposed.
- (5) Roof-mounted solar energy systems except where located on a residential structure in the RA and RB Zoning Districts.
- (6) Noncommercial swimming pool with an area of 300 square feet or more in an RA or RB zoning district.
- (7) Residential accessory building that exceeds 300 square feet in an RA or RB zoning district.
- (8) Walls or retaining walls in excess of six feet.
- (9) Accessory cottages, but not accessory apartments, as set forth in §230-41.

INSTRUCTIONS: Please submit eight (8) paper copies of supporting materials to the Planning Board Secretary and one (1) pdf file of all application materials to kstapleton@crotononhudson-ny.gov

Every application should include:

Application Form

Site Plan with details described below

Coastal Assessment Form (For Type 1 and Unlisted Actions)

An Environmental Assessment Form *Please note the Village Specific Type II SEQR List in section §116-1 of the Village Code*

General Procedure:

1. Pre-Application Discussion with the Planning Board or a designated Representative
2. Sketch Plan Showing General Concept
3. Preliminary Hearing showing proposal in detail
4. Public Hearing (if required)
5. Review by non-village agencies
6. Planning Board approval by resolution
7. Submission of final plan
8. Signing of plan by board

§230-69 Site Plan Submission Requirements:

The following checklist reflects the planning process and basic information required for site plan applications to the Planning Board. A full list of the requirements with additional information can be found in §230-69 of the Village code.

1. Legal data.
 - Names of owners of record for the subject property and all adjacent properties
 - Lot, block, and section number of the property
 - Existing Zoning district boundaries
 - Property Boundaries, including:
 - Building and setback lines
 - Existing streets, lots, reservations, easements, and areas dedicated to public use
 - Dimensions in feet and decimals of a foot
 - Copies of any covenants or deed restrictions affecting the property
2. Existing buildings and facilities.
 - The location of all existing buildings.
 - The location of existing water mains, culverts, and drains on the property with pipe sizes, grades, and direction of flow.
3. Development data.
 - The title of development, date, north arrow, North point, scale, and name and address of property owner and plan preparer
 - Proposed use(s), building location(s), grading, lots, easements, and public or community areas
 - Vehicular access, parking and loading areas, traffic circulation
 - Water supply, sewer, stormwater drainage, any other utilities
 - Existing and proposed topography (maximum 2-foot contours), slopes, rock outcrops, significant natural features
 - Outdoor lighting, screening or buffering, any proposed temporary structures
4. Architectural features.
 - Materials demonstrating the architectural design, scale, and visual context of the proposed development

5. A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Chapter 196, Article I, Stormwater Management and Erosion and Sediment Control.

§230-133 Subdivision Submission Requirements:

The following checklist reflects the planning process and information required for subdivision applications to the Planning Board.

Preliminary Plan (To be drawn at a scale of at least 50 feet to the inch, extending 300 feet around the plot, and shall show:)

- Date, magnetic North or true North point and graphic scale, with datum dimensions in feet and hundredths of a foot. If magnetic North point is given, the deviation and date must be given.
- The location of property lines (with their dimensions and angles), buildings and structures, existing and proposed surveyor's monuments, watercourses, railroads and other existing features.
- The location, width and names of existing and proposed streets, alleys, easements, lots, blocks and their dimensions, building lines and similar facts regarding the property in question and that immediately adjacent.
- The title under which the proposed subdivision is to be recorded, with the name of the owner and engineer or surveyor (with the state license number of the engineer or surveyor).
- The property boundary lines of the adjacent and/or neighboring tracts, whether laid out as subdivisions or not, with the names of such tracts and/or subdivisions or the names of the owners thereof.
- The location of any existing sewers and water mains, culverts, drain pipes, and gas and electric lines on the property to be subdivided.
- A contour map showing contours at intervals of not more than five feet.
- The use, height and area restrictions of the district or districts in which the land to be subdivided falls, according to Chapter 230, Zoning.
- All parcels of land proposed to be dedicated to public use, if any.
- The total area in acres and net area of lots, streets and parks.
- A cross-section of the proposed grading for roadways and sidewalks under special or unusual topographic conditions.
- A key map showing the relation of the subdivision to the surrounding territory must be filed at a scale of 400 feet to the inch or less, with map numbers as recorded in the office of County Registrar.
- The subdivider shall coincidentally when submitting the preliminary plan also furnish a statement signed by him to the Board, reciting:
 - The nature and extent of the street improvements which he proposes to install.
 - The names and/or designation, nature and extent of any recreational features, parks or playgrounds to be provided, if any, and whether or not and under what conditions they are to be dedicated to the Village.
 - That he is able and willing and will proceed forthwith to file a map of record of his subdivision or such part thereof as he may wish to put on the market and will install all monuments in such sections shown on such map of record, in such manner and at such times as the Planning Board may designate.

A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Chapter 196, Article I, Stormwater Management and Erosion and Sediment Control, **shall be required for any preliminary subdivision plat approval that qualifies as or authorizes a land development activity** as defined in Chapter 196, Article I.

§230-57 Special Use Permit Submission Requirements

If a Special Use Permit is required, the following materials shall be submitted in addition to any Site Plan or Subdivision application requirements, pursuant to §230-57:

- A. A description of the proposed use, with reference to the appropriate use and regulations of this chapter, including any supplementary regulations applying thereto.
- B. A cost-benefit analysis or similar study to review the estimated municipal costs, services and prospective revenues which would be generated by the proposed use.
- C. Evidence that the proposed use is consistent with the goals of the Village Comprehensive Plan.
- D. A traffic and circulation study projecting the effects of the proposed use of the existing and probable future traffic and access in the vicinity of the proposed use.
- E. Copies of environmental assessments or permit applications and supporting materials which may be required to meet New York State or federal regulations.
- F. A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Chapter 196, Article I, Stormwater Management and Erosion and Sediment Control, shall be required for any special permit approval that qualifies as or authorizes a land development activity as defined in Chapter 196, Article I. The SWPPP shall meet the performance and design criteria and standards in Chapter 196, Article I. The approved special permit shall be consistent with the provisions of Chapter 196, Article I.

Certification:

I certify that the above information is accurate, and I am the property owner or authorized by the owner to file this application on their behalf and that I will indemnify and hold the Village harmless against any damage or injury that may be caused by or arise out of any entry onto the property in connection with the processing of the application, during construction or performance of the work or within one year after the completion of the work.

Applicant (if other than owner) certifies that he is authorized by the Owner of the subject premises to conduct the project described above

Applicant's Name (please print)

Applicant's Signature

Date

FOR VILLAGE USE ONLY:

Fee \$ _____ Fee Paid (date): _____ Received by: _____
TAXES PAID: _____ LEASE AGREEMENT (If applicable): _____
HEARD BY THE PLANNING BOARD ON: _____
PUBLIC HEARING HELD ON: _____
APPROVED: ☐ _____ DENIED: ☐ _____

Planning Board Fee Schedule

(Effective 6/1/2026)

Special Use Permits

<i>Type</i>	<i>Description</i>	<i>Amount</i>
<i>Planning Board Special Permit (§230-57)</i>	Less than 4,000 sq. ft (Type II Actions)	\$500
	Greater than or equal to 4000 sq. ft. to <10,000 sq. ft.	\$1,800
	Greater than or equal to 10,000 sq. ft	\$5,000
<i>Planning Board Special Permit Renewal (§230-57)</i>	Less than 4,000 sq. ft (Type II Actions)	\$250
	Greater than or equal to 4000 sq. ft. to <10,000 sq. ft.	\$900
	Greater than or equal to 10,000 sq. ft	\$2,500

Site Plans

<i>Type</i>	<i>Description</i>	<i>Amount</i>
<i>Planning Board Site Plan and Amended Site Plan (§230-69(B))</i>	≤4,000 sq. ft	\$450
	>4,000 sf - ≤10,000 sq. ft	\$800
	>10,000 sq. ft	\$3,000
<i>Planning Board Amended Site Plan Extension (§230-69(B))</i>	≤4,000 sq. ft	\$250
	>4,000 sf - ≤10,000 sq. ft	\$350
	>10,000 sq. ft	\$750
<i>Planning Board Change of Use (§230-69(B))</i>		\$250
<i>Planning Board Minor Site Plan (§230-69(B))</i>	New House	\$1,050
	Major Addition	\$300
	Extension	\$250
	Amendment	\$350

Subdivision Fee

<i>Type</i>	<i>Description</i>	<i>Amount</i>
<i>Subdivision Approval (§230-69(C))</i>	Application	\$2,500
	Charge Per Lot	\$2,250

Recreation Fee

<i>Type</i>	<i>Description</i>	<i>Amount</i>
<i>Planning Board Recreation Fee (§230-73(B))</i>	Per Efficiency (Studio) or 1-Bedroom Unit	\$6,000
	Per 2-Bedroom Unit	\$8,000
	Per 3-Bedroom Unit	\$10,000
	Per Affordable Affirmatively Furthering Fair Housing (AFFH) unit	\$0
	Per Accessory Dwelling Unit (attached or detached)	\$1,000
	Single-Family Dwelling Unit (attached or detached), regardless of bedroom count	\$12,000
	Subdivisions	\$12,000