

Chance Mullen
Mayor



Christopher Scelza
Village Administrator

Site Plan Application and Declaration of Intent to Develop

Note: A pre-submission conference will be required with the Planning and Architectural Review Boards in compliance with Section 79 of the Code of the Village of Pelham.

Pelham Building Department, Building Inspector, William Rogel

Contact Info: Phone (914) 738-2258 Fax (914) 738-7381 E-Mail: buildingdept@pelhamny.gov

IDENTIFICATION OF PROPERTY:

A. Street Address of Property: _____

B. Identifying Title: _____

C. Tax Designation: Section: _____ Block: _____ Lot: _____

D. Nature of proposed activity: _____

E. Zoning Schedule: _____

*Applicant must supply complete Zoning Schedule, including District(s), and all required yards, setbacks, heights, etc., as per the District(s).

**A Zoning Schedule must be provided for every structure and zone.

Zoning District:		
Zoning Item	Required:	Proposed:
Use		
Lot Area		
Lot Width		
Lot Coverage		
Front Yard		
Side Yards		
Rear Yard		
Building Height		
Lot Area per dwelling Unit		
Parking Spaces		
Street Frontage		

- A. Street which property(ies) abut:_____
- B. Does property connect to or contiguous to a state or County road?
- C. Is the property contiguous to a Critical Environmental Area? (See WC Code.)
- D. Is site within 500 feet of Village Boundary?_____If yes, list bordering municipality(ies):

- E. Existing building size:_____New/additional building size_____
- F. Existing parking spaces_____New parking spaces_____
- G. Number and proximity of hydrants to serve the structure(s)_____

SITE PLAN:

Primary Contact/Representative:_____

Owner:_____

Address:_____

Street address City State Zip Code (+4)

Telephone #:_____Fax:_____

Applicant:_____

(If different from Owner, attach affidavit of owner's authorization)

Address:_____

Street address City State Zip Code (+4)

Tel. #:_____Fax:_____

Architect/Engineer:_____

Address:_____

Street address City State Zip Code (+4)

Tel. #:_____Fax:_____

Designate to whom correspondence is to be sent:_____

Note: If applicant is “Contract Vendee”, please attach a copy of the contract summary with financial and other confidential terms deleted, along with affidavit of owner’s authorization to make application.

Section 79-8 of the Code of the Village of Pelham requires the following:

79-8. Submission requirements.

The information to be submitted and which, in total, constitutes a site plan, is listed below. All maps must be at a scale of not less than 30 feet to the inch.

A. Legal Data.

- (1) The lot, block, section number, street, street number of the property and the names of all owners of record of adjacent properties located within 200 feet of the extreme limits of the subject property, all as shown on the village’s official assessment maps.**
- (2) A current survey of the boundaries of the property tied to at least two permanent monuments not less than 300 feet apart showing all lengths in feet and decimals of a foot and all angles given to the nearest minute or closer if deemed necessary by the surveyor so that the error of closure will not exceed one to ten thousand (1:10,000)**
- (3) The location of all required building or setback lines and lines of existing streets and lots as shown on the village’s official assessment maps. Any relevant existing deed restrictions or covenants, reservations, easements, and areas dedicated to public use, if known, shall be noted.**
- (4) A map showing the area within 500 feet from the perimeter of the site, at a scale of not more than 50 feet to the inch, showing:**
 - (a) Existing zoning and special district boundaries; and**
 - (b) Location of traffic safety devices and directional flow of traffic.**
- (5) The location of all existing structures on the subject lot and on all lots having a common boundary therewith.**
- (6) A copy of any proposed covenants or deed restrictions that are intended to cover all or any part of the tract.**
- (7) Location of existing water mains, culverts and drains on or serving the property, with pipe sizes, grades and direction of flow.**

B. Topographic Data.

- (1) Existing contours and proposed grade elevations at intervals of two feet or less, referred to a datum satisfactory to the Board, showing retaining walls, if any, and methods to be used to retain, stabilize or replant regraded areas.**
- (2) Location of existing watercourses, wetland areas, intermittent streams, wooded areas, rock outcrops, single trees with a diameter of eight inches or more, measured three feet above the base of the trunk, and other significant existing features.**

C. Development Data.

- (1) Title of development, date, North point, scale, name and address of record owner or owner or of the individuals holding the controlling interest if the owner is a corporation; and the name and address of the engineer, architect, land planner or surveyor preparing the site plan.**

- (2) The proposed use or uses of land and buildings and location, height and design of all existing and proposed buildings. Any proposed subdivision of the property and any division of any building or structure into units of separate occupancy shall also be shown. [Amended 3-20-1990 by L.L. No. 3-1990]
- (3) All means of vehicular ingress and egress to and from the site onto public streets and the location of all existing and proposed public and private roads, drives and walkways on the site.
- (4) The location and layout of all proposed off-street parking and loading areas.
- (5) The location and intended use of any proposed outdoor storage area.
- (6) The proposed method of storage and disposal of solid waste.
- (7) The size and location of all proposed waterlines, valves and hydrants and all sewer lines or of alternative means of water supply and sewage disposal and treatment.
- (8) The location, direction, intensity, and time of operation of proposed outdoor lighting.
- (9) The location, dimensions, and design of all existing and proposed signs.
- (10) A planting plan, prepared by a qualified landscape architect, showing all proposed screening and landscaping, fences or dividers. [Amended 3-20-1990 by L.L. No. 3-1990]
- (11) The proposed stormwater drainage system, prepared by a licensed professional engineer and furnished under his seal.
- (12) Any proposed easements and public areas.
- (13) Building materials to be used on all structures and landscaping. [Added 3-20-1990 by L.L. No. 3-1990]
- (14) Current photographs of the site showing adjacent properties. [Added 3-20-1990 by L.L. No. 3-1990]
- (15) Elevation of adjacent properties. [Added 3-20-1990 by L.L. No. 3-1990]
- D. Financial data. [Added 3-20-1990 by L.L. No. 3-1990]**
 - (1) Current taxes on the site. (Copy of current bill)
 - (2) Proposed taxes after site improvement.
 - (3) Current employment and/or occupancy on the improved site
 - (4) Projected employment and/or occupancy on the improved site.

APPLICATION FEE: \$500.00

(make check payable to the: Village of Pelham)

(Fees are included in the Village of Pelham Fee Schedule. Contact the Administration Office or the Building Department for the most current fee schedule.)

AMOUNT PAID: _____ DATE PAID: _____

DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION:

1. 10 copies of all correspondence and plans submitted to the Village Board, ARB, Planning Board and Building Committee. If application requires zoning variances, 7 more copies are required.
2. Updated Land Survey and Site Plan showing property boundary(ies) **79-8. A. (2)**

3. Floor plans and Elevations

4. Environmental Assessment Form: () Short Form () Long Form () Part 3 with attach.

STATE OF NEW YORK

COUNTY OF WESTCHESTER ss:

_____ being duly sworn, deposes and says: that
(print Name: of applicant, agent, owner, corporate officer)

_____ is the (strikethrough those not applicable) owner, agent,
corporate officer of the premises to which this application applies; that the applicant is duly authorized to make this
application; and that the statements obtained here are true and made to the best of the applicant's knowledge and belief.

Sworn to before me this _____ day of _____, 20 _____

Notary Public

Signature of Applicant

PLANNING BOARD SUBMISSION REQUIREMENTS:

To ensure timely and thorough review of all applications, the following requirements must be met:

1. **Submission Deadline:**

All applications **must be submitted a minimum of seven (7) days prior to the official deadline**. This advance submission period allows the Building Inspector adequate time to review the application and determine if any revisions are required before finalization.

2. **Variance Decision:**

If you were not required to attend a Zoning Board meeting, you must provide a letter of Zoning Approval issued by the Building Inspector, or, you must provide proof that you received variance at a Zoning Board meeting.

3. **Incomplete Applications Will Not Be Accepted:**

Applications that are **not fully completed will be rejected**. This includes, but is not limited to:

- Missing signatures or incomplete forms.
- Missing or improperly formatted attachments.
- Pages submitted out of order or missing pages.

4. **Required Copies:**

Applicants must submit **six (6) complete copies** of the full application package. Each set must include all required documents, plans, drawings, and any supporting materials, properly collated and in order.

5. **Digital Copy Requirement:**

In addition to the six (6) hard copies, applicants must also **email a complete PDF copy of the entire application package** to villageclerk@pelhamny.gov. The emailed PDF must include all pages, drawings, and supporting materials exactly as submitted in print.