Inc. Village Of Oyster Bay Cove
25B Route 25A
Oyster Bay, NY 11771

Phone: (516) 922-1071 Fax: (516) 922-1761

APPLICATION FOR SITE PLAN REVIEW

(PURSUANT TO VILLAGE OF OYSTER BAY COVE CODE)

Property Owner:	Design Profess:
Name: _____	Name: _____
Add.: _____	Add.: _____
_____	_____
PH#: _____	PH#: _____
Fax #: _____	Fax #: _____
E-Mail: _____	E-Mail: _____

Project Description: _____

Project Location: _____

NCTM SEC:_____ BLK: _____ LOT(S): _____ ZONE: _____

ALL OF THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE BEING HEARD BY THE PLANNING BOARD ALONG WITH <u>2 SEPARATE CHECKS</u> MADE PAYABLE TO THE "INCORPORATED VILLAGE OF OYSTER BAY COVE" FOR THE FOLLOWING:

(A) FILING FEE- $500

(B) HEARING DEPOSIT- $2500.

The hearing deposit shall be used to pay for the actual costs incurred by the Village (i.e. engineering, inspection, consulting, stenographer, administration and legal expenses) Should actual expenses exceed the $2500, applicant will be required to reimburse the Village for the total additional expenses. If Village expenses are less than $2500, applicant must make a written request within one year of the decision to the Village Clerk for a refund.

Application shall include 12 copies of each of the following items, to be submitted separate and complete sets.

_____ 1. Application form for site plan review, in form and substance satisfactory to the Building Department. _____

_____ 2. A recent site survey, showing all existing structures, prepared, signed and sealed by a licensed land surveyor. _____

_____ 3. Site plan for the proposed land use, drawn at a scale of not less than one inch equals 20 feet, signed and sealed by a licensed architect or engineer, and which shall include the following information: _____

_____ (a) A title block located in the lower right-hand corner of the site plan and shall include the name and address of the applicant and record owner of the property, the name and address of the preparer of the document, the property's designation on the Nassau County Land and Tax Map, and the title of the project. If the applicant or property owner is a corporation, the name and address of the president and secretary shall be submitted with the application. _____

_____ (b) A date block of the site plan adjacent to the title block containing the date of preparation and dates of all revisions. _____

_____ (c) A key map showing the location of the property with reference to surrounding areas and existing street intersections within 1,000 feet of the boundaries of the subject premises. _____

_____ (d) A written and graphic scale, as well as a North arrow. _____

_____ (e) Zoning District boundaries shall be shown on the site plan as they affect the parcel. _____

_____ (f) Survey data, inclusive of dimensions, showing boundaries of the property, required building 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. _____

_____ (g) 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 such covenant, restriction, easement 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. _____

_____ (h) Location of existing structures on the site. The plan shall contain a notation indicating any structures that are to be removed. _____

_____ (i) All distances, as measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with any other street. _____

_____ (j) Location plans and elevations of all proposed structures. _____

_____ (k) Location of all existing and proposed driveways, walkways and impervious surfaces located on the property. _____

_____ (l) Location of all existing 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. _____

_____ (m) Existing and proposed contours according to United States Geodetic Survey Datum at intervals not to exceed two feet. Existing contours are to be indicated by dashed lines; proposed contours are to be indicated by solid lines. _____

_____ (n) Existing elevations of the road or right-of-way contiguous to the site. _____

_____ (o) The location of all existing significant natural features, such as boulders, rock outcrops, watercourses, depressions, ponds, marshes and other wetlands, whether or not officially mapped. _____

_____ (p) All proposed streets, with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk, if any, and location and size of utility lines. _____

_____ (q) All means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of driveways and curb cuts and sidewalks, if any. _____

_____ (r) All provisions for pedestrian access to the site and internal pedestrian circulation. _____

_____ (s) The location and design of any off-street parking areas, loading or outdoor storage areas. _____

_____ (t) The location of all existing and proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment.

_____ (u) The proposed location, direction of illumination, power and time of proposed outdoor lighting. _____

_____ (v) The location, design, dimensions and type of construction of all proposed signs. _____

_____ (w) The post development stormwater management plan. _____

_____ (x) Structural elevation calculations. _____

_____ (y) Zoning calculations, including lot coverage and height to distance calculation, in tabular form. _____

(z) Illustration of all proposed structures as they relate to sky exposure plane. _____

_____ (aa) Delineation of Floodplain Zone as shown on the Flood Insurance Rate Map

_____ prepared by the Federal Emergency Management Agency and adopted by the Village of Oyster Bay Cove. _____

_____ (bb) Delineation of Coastal Erosion Hazard Area, if the property is located within the designated Coastal Management Zone. _____

_____ (cc) Delineation of tidal and freshwater wetlands areas as designated by the New York State Department of Environmental Conservation. _____

_____ (dd) Graphic elevations of each side of each proposed structure or land use, as situated on the property, including sufficient detail to ascertain the quality of the materials, design and construction. _____

_____ (ee) Identification of owners of adjoining properties, by name, address, and section, block and lot number. _____

_____ (ff) The location of the nearest structures on adjacent lots. _____

_____ (gg) Finished floor elevations for existing and proposed structures. _____

_____ (hh) Direction of proposed runoff for paved areas. _____

_____ (ii) Existing and proposed drainage structures. _____

_____ (jj) Erosion control plans, to include the specification and details of best management practices, according to New York State Department of Environmental Conservation guidelines. _____

_____ (kk) Existing and proposed fences. _____

_____ (ll) Existing and proposed retaining walls, with calculations by a qualified licensed professional for retaining walls greater or equal to four feet in height, measured from the top of wall to the top of footing. _____

_____ (mm) The proposed limits of disturbance. _____

_____ (nn) Any notes necessary to clarify the intended construction. _____

4. Landscaping plan, drawn at a scale of not less than one inch equals 20 feet and contains the following information: _____

_____ (a) Outlines of all existing and proposed structures, driveways, walkways and **impervious surfaces to be located on the property.** _____

_____ (b) The location of all existing significant natural features, such as boulders, rock outcrops, watercourses, depressions, ponds and marshes. _____

_____ (c) The location of all trees, identified by type or species and size, bearing a trunk circumference greater than 12 inches measured at a point three feet above the highest ground level. _____

_____ (d) The location of all trees, shrubs and/or any vegetation, identified by type or species, which are to be removed. _____

_____ (e) The location of all trees, shrubs and/or any vegetation, identified by type or species, which are to be preserved. _____

_____ (f) Location of all trees, shrubs and/or other vegetation, identified by size, height and type or species, which are to be provided. _____

_____ (g) A separate list of all trees and shrubs identified by size, height and type or species that are to be removed and/or to be provided. _____

_____ 5. Photographs of existing structures of the property and surrounding landscaping/screening. _____

_____ 6. Environmental assessment form completed and signed by the applicant, where applicable. _____

_____ 7. Original building permit application which was reviewed by the Building Department. _____

_____ 8. Memoranda of review issued by the Building Inspector and/or Village Engineer. _____

_____ 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 such permits or approvals. _____

_____ 10. List of the names of all owners of property within 1000 feet of the boundaries of the subject premises, and if the subject premises is adjacent to a private road, the owners of all other properties adjacent to the private road, together with section, block and lot numbers of said property, as shown on the current tax roll of the village.

_____ 10b. Does the Property lie within 500' of an adjacent municpality? _____

_____ 11. Certificate of title and deed(s) for the existing lot(s), together with a title search conducted within two (2) years prior to the date of submission of the application. _____

_____ 12. Letter from the Water District or other entity responsible for water supply, regarding availability of water to the site (for new structures only). _____

_____ 13. All appropriate permit fees, charges and deposits as set forth in the village Fees and Deposits Ordinance. The applicant will be responsible for all charges incurred by the village in the consideration, review and determination of an application. _____

_____ 14. Photographs of neighboring properties, taken from the proposed location. _____

_____ 15. Any other information found by the Planning Board or Building Department to be necessary to reasonably determine compliance of the site plan with this chapter and Village Law, § 7-725-a. _____

B. 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. In determining whether waiver is appropriate, the Building Department should give due consideration to the cost of the proposed structure, such that the cost of the process of obtaining approval should not be disproportionate to the cost of the structure under consideration.

35.05. Considerations included in review.

A. In reviewing any application for site plan approval, the Planning Board shall be guided, as appropriate, by the following general and specific considerations:

(1) The location, arrangement, size, design and general site compatibility of buildings and structures, including any potential future auxiliary structures and uses.

(2) The adequacy and arrangement of vehicular access and circulation. All driveways to a public or private street shall be so located to afford safe access to said roadway and to provide for safe and convenient ingress and egress and to minimize conflict with the flow of traffic and other driveways, and shall be designed to permit emergency vehicles and service vehicles, such as delivery trucks, solid waste collection vehicles and the like to have reasonable access to and space for their intended functions without causing damage or otherwise impacting on the subject property or any neighboring property.

(3) The adequacy and arrangement of off-street parking, loading and outdoor storage.

(4) The adequacy and arrangement of pedestrian traffic access and circulation.

(5) The adequacy of stormwater and drainage facilities. Provision shall be made for the drainage of surface runoff waters in and from the premises so that flooding and erosion of the property and the property of others will be prevented.

(6) The adequacy of water supply and sewage disposal facilities.

(7) The adequacy, type and arrangement of trees, shrubs and other landscaping and natural screening constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum feasible retention of existing vegetation.

(8) The adequacy of fire lanes and other emergency zones and the provision of fire hydrants.

(9) Protection of adjacent or neighboring properties against noise, light, glare, unsightliness, disturbances and nuisances.

(10)The overall impact of the proposed development on the neighborhood and surrounding uses, including compatibility of architectural and design considerations.

(11)Any slopes in excess of fifteen (15.0%) percent.

B. The Planning Board shall not approve a site plan application unless it affirmatively finds that the building or structure, if constructed, erected, reconstructed or altered in accordance with the submitted plan, will not:

(1) Be visually offensive or inappropriate by reason of poor quality of exterior design, monotonous similarity or striking visual discord in relation to the site or surroundings, including those of neighboring structures;

(2) Mar the appearance of the area;

(3) Impair the use, enjoyment and desirability of neighboring properties, and reduce the value of properties in the area;

(4) Be detrimental to the character of the neighborhood;
(5) Prevent the most appropriate development and utilization of the site or of adjacent land; and

(6) Adversely affect the functioning, economic stability, prosperity, health, safety, comfort and general welfare of the entire community.

35.06. Public hearing. Unless the Planning Board determines that it cannot approve an application as submitted with any reasonable modifications, the Planning Board shall conduct a public hearing with regard to every application for site plan review within 90 days after the date the application is found to be complete by the Planning Board. If the Planning Board determines that it cannot approve an application as submitted with any reasonable modifications, then it can disapprove the application without a public hearing.

35.07. Notice of public hearing. The applicant shall mail notice of the public hearing in a form provided by the Village Attorney. The notice shall be mailed first class and addressed to all owners of properties located in whole or in part within 1,000 feet of the subject premises and if the subject premises is adjacent to a private road, to the owners of all other properties adjacent to the private road. The completion of this mailing requirement shall be attested to by the applicant, applicant's attorney or other professional. Initial mailing shall take place at least 20 days prior to such hearing. All subsequent notices shall be at least 10 days prior to such hearing. The Village Clerk shall cause notice of the public hearing to be published in the official newspaper of the village at least **ten (10) days** prior to such hearing, and to be posted in any location where required by law. The applicant shall file proof of mailing, and all return receipts, at least **three (3) business days** prior to the commencement of the public hearing.

239.nn General Municipal Law. A municipality which is holding a public hearing with respect to an application for a special use permit, or use variance, or site plan approval, or subdivision, with respect to property located in whole or in part within **500 feet** of another city, town or village must give notice of each hearing with respect to that application, by mail or electronic transmission, to the clerk of the adjoining municipality. Notice must be given at least **ten (10) days prior to the hearing**. The adjoining municipality has a right to be heard

at the hearing, but does not have the right to challenge any approval unless it can show actual damages.

I have read and understand all of the above and am hereby submitting all required documentation and fees to process this application.

Property Owner Signature	Date
Design Profess. Signature	Date
Applicant Signature (If other than property owner)	Date

Rev: 5/12