



DOBBS FERRY

— NEW YORK —

Village of Dobbs Ferry Land Use Approval Application

Name of Proposed Development _____

Applicant:

Name _____

Address _____

Telephone _____

Email Address _____

Plan Prepared by:

Name _____

Address _____

Telephone _____

Email Address _____

Request for Site Plan _____

Subdivision _____

Special Permit _____

Architect (Contact Information) _____

Engineer (Contact Information) _____

Owner (if different from Applicant)

Name_____

Address_____

Telephone_____

Ownership intentions, i.e. purchase options_____

Property Information

Location of site_____

Tax map description:

Sheet_____ Block_____ Lot/Parcel_____

Current Zoning Classification_____

Description of Project_____

Signature of Applicant, if Owner or Signature of Owner



Date_____10/24/222_____

Submittal Requirements

Plans attached are submitted at the direction of the Building Inspector for review by the following board (check all that apply):

- ☐ BOT- 1 PDF copy + 5 paper copies ¼ scale
- ☐ PB - 1 PDF copy + 4 paper copies ¼ scale

In addition, a Short Environmental Assessment Form and Coastal Assessment Form must be submitted with each application.

Submittal Deadlines

Planning Board and Board of Trustees: All new applications must be received by the calendar marked deadline, 15 business days before the meeting. Items that were adjourned from the previous meeting must be submitted 10 business days before the meeting date.

All submissions and documents must be submitted to the Building Department.

**Site Development Plan Review
Checklist**

Technical Considerations:

North Arrow, Scale date	_____
Property boundary, dimensions and angles	_____
Easements and deed restrictions	_____
Names, locations and widths of adjacent streets	_____
Land use, zoning, ownership and physical improvement of adjacent properties	_____

List of Required Plans for Approval:

Survey	_____
Existing Conditions Plan with Topography	_____
Site Plan with Zoning Table	_____
Landscaping Plans	_____
Tree Removal Plan	_____
Lighting Plans	_____
Architectural Plans	_____
Materials Specifications	_____
Erosion and Sedimentation Control Plan	_____
Grading and Drainage Plan with Topography	_____
Stormwater Plan	_____
Utilities Plan	_____

Other Site Plan Elements:

Building & Structures

Natural Features

Wetlands

Hydrologic Features

Floodplains

Development Features

Vehicular and Pedestrian ways including ingress and egress

Site Improvements such as parking, storage, and recreation areas

Signs

Outdoor lighting and public address systems

Restoration Specifications

SIDEWALKS: In the case of sidewalks, each slab of concrete cut or damaged by the opening shall be replaced by new concrete, and no patching will be permitted.

ROADWAYS: On streets paved with blacktop or macadam, the existing pavement shall be cut back eighteen (18) inches beyond the original cut and the entire area repaved with blacktop or macadam to a depth of 2".

On streets paved with concrete or with a concrete base, the existing pavement shall be cut back twenty-four (24) inches beyond the original cut and the entire area repaved with concrete to match the existing street pavement.

Where an excavation is in a public roadway, the trench shall be filled to the level of the roadway with a 50 PSI K-crete or equivalent (cap-crete, etc.) For final restoration, the road shall be cut back as directed above, and the finished pavement shall be installed.

CURBS AND

DRIVEWAYS: Curbs shall be 16" stone or 18" concrete, with a 6" reveal. Where a curb crosses a driveway, a minimum 1 ½" reveal is required to the finished pavement

Standards for Building Permit

The items listed below should be reviewed by the applicant's design professional to aid in providing a complete submission.

SITE PLAN INFORMATION

1. ____ 24" x 36" maximum drawing size
2. ____ Minimum scale: (1" = 30")
3. ____ Project Name
4. ____ Name and address of engineer and surveyor
5. ____ Name and address of owner of record and applicant
6. ____ Drawings signed and sealed by P.E. or R.A.
7. ____ Original drawing date & revision dates
8. ____ Tax map section and lot numbers
9. ____ Location plan with existing and adjacent zoning district
10. ____ Scale, north arrow, date of survey, property acreage, drawings numbered (i.e., 1 of 3, etc.)
11. ____ Minimum yard setbacks
12. ____ Provide bulk zoning table with all existing, proposed, and required conditions
13. ____ Estimated quantity of cut or fill to be imported or removed from site
14. ____ Topography at two feet maximum intervals
15. ____ Topography along streets adjacent to property
16. ____ Existing conditions.
17. ____ Total amount of site area disturbed

DRAINAGE

1. ____ Collect and convey driveway runoff.
2. ____ Roof drains to discharge to existing or proposed drainage system.
3. ____ Surface inlets provided where low points cannot be graded to drain
4. ____ Swale provided between buildings and embankment which slopes toward building
5. ____ Culverts provided where roads or driveways cross watercourses
6. ____ Catch basin spacing adequate
7. ____ All rim and invert elevations provided
8. ____ 2 feet minimum cover of storm drains in roads, driveways, and parking areas. 18 inch minimum elsewhere
9. ____ Drywells provided with emergency overflow outlet pipes to grade. Multiple drywell systems should be connected by equalization pipes with rim and invert elevations posted
10. ____ Minimum storm drain pipe size 15" diameter
11. ____ Headwalls or end sections provided at pipe inlets and outlets
12. ____ Rip-rap provided at headwalls and end sections
13. ____ Provide cross section for pond or detention facility

SITE INGRESS/EGRESS

1. ____ Adequate sight distance at driveway intersection with road
2. ____ Site accessible to fire trucks, emergency vehicles, tractor-trailers for fill deliveries, etc.
3. ____ Backup space for parking area
4. ____ Driveways intersecting existing road at 90 degrees

SITE GRADING

1. ____ All proposed grading on property. Show limit line of disturbance.
2. ____ Driveway platform sloped at 4% maximum within 25 feet of centerline of street or within 35 feet from the Right-of-Way, whichever is the greater distance.
3. ____ Driveway slope 14% maximum.
4. ____ Parking area 5% maximum.
5. ____ Paved areas 1 % minimum grade at curb line.
6. ____ Lawn area 2% minimum.
7. ____ Top and bottom of retaining wall elevations provided.
8. ____ Outside grade pitched away from residence.
9. ____ Guide rail provided at steep drop offs.
10. ____ Spot elevations at comers of residence and parking area where necessary to ensure positive drainage.
11. ____ Finished floor elevations provided including basement.
12. ____ Plans and calculations for walls ≥ 4 feet Signed & Sealed by P.E., R.A.
13. ____ Provide profiles of proposed roads with vertical geometry.
14. ____ Provide horizontal geometry.

GENERAL

1. ____ Show existing and proposed utilities (water, sewer, etc.)
2. ____ Show snow piling areas.
3. ____ Show refuse areas with enclosures
4. ____ Show zoning map with districts (school, fire, etc.)
5. ____ Show signage.
6. ____ Show landscaping.
7. ____ Provide sections and details of retaining walls
8. ____ Provide phasing plan for areas over 5 acres.
9. ____ Provide lighting plan.
10. ____ Maintain low noise level at property line.
11. ____ ADA compliance

MISCELLANEOUS ITEMS

1. Proposed easements
 - a. ____ Temporary construction
 - b. ____ Drainage
 - c. ____ Sight
 - d. ____ Slope
 - e. ____ Driveway access
2. ____ Existing sanitary disposal system in the vicinity of construction activity protected with temporary fencing.

SITE PLAN NOTES

1. General construction notes.
2. Construction Sequence shown on plans.
3. The following notes shall be provided on the plans:
 - Should rock blasting be required, a permit application in accordance with Chapter 125 - Blasting and Explosives of the Village of Dobbs Ferry Code must be submitted to the Village by the applicant for review/approval.
 - The Village Engineer may require additional erosion control measures if deemed appropriate to mitigate unforeseen siltation and erosion of disturbed soils.
 - Built plans of the proposed driveway and drainage improvements shall be submitted to the Village Engineer for review prior to issuance of Certificate of Occupancy.
 - Fill material imported to the site shall be certified in writing by a New York Licensed Professional Engineer as clean, non-contaminated fill suitable for the intended use.
 - "Before the site plan is signed by the Chairman of the Planning Board, the applicant shall be required to post a performance bond or other type of acceptable monetary guaranty which shall be in an amount determined by the Planning Board and the Village Engineer and in a form satisfactory to the Village Attorney".

The following notes shall be provided on plans that involve SWPPP's:

- The applicant shall notify the Building Department Village's Consulting Engineer in writing at least 48 hours before any of the following so that any inspection may be performed.
 1. ____ Start of construction
 2. ____ Installation of sediment and erosion control measures.
 3. ____ Completion of site clearing.
 4. ____ Completion of rough grading.
 5. ____ Installation of SMP's.
 6. ____ Completion of final grading and stabilization of disturbed areas.
 7. ____ Closure of construction.

8. ___ Completion of final landscaping; and
9. ___ Successful establishment of landscaping in public areas.

- “The owner or operator shall have a qualified inspector inspect and document the effectiveness of all erosion and sedimentation control practices and prepare inspection reports at least once a month. These reports must be kept on site and available for review”.

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.			<input type="checkbox"/>	<input type="checkbox"/>
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:			<input type="checkbox"/>	<input type="checkbox"/>
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:				
<input type="checkbox"/> Urban	<input type="checkbox"/> Rural (non-agriculture)	<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential (suburban)
<input type="checkbox"/> Forest	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Aquatic	Other(Specify):	
Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
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	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
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: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Wetland <input type="checkbox"/> Urban Suburban </div>		
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, <div style="margin-left: 20px; margin-top: 10px;"> a. Will storm water discharges flow to adjacent properties? </div> <div style="margin-left: 20px; margin-top: 10px;"> b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? </div> If Yes, briefly describe: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div> <div style="border-bottom: 1px solid black; margin-top: 5px; height: 1.2em;"></div>	NO	YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Applicant/sponsor/name: _____ Date: _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature: Title: _____ </div>		