



# 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 \_\_\_\_\_

### **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:**

**Item Satisfied**

- 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

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Natural Features

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Wetlands

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Hydrologic Features

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Floodplains

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Development Features

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Vehicular and Pedestrian ways including ingress and egress

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Site Improvements such as parking, storage, and recreation areas

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Signs

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Outdoor lighting and public address systems

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## 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  $\geq 4$  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".