



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: MARCH 22, 2022
AGENDA ITEM SECTION: DISCUSSION AND RESOLUTION ITEMS
AGENDA ITEM NO. : 3
AGENDA ITEM:
DISCUSSION: NEW SITE PLAN/SUBDIVISION/SPECIAL PERMIT APPLICATION AND ESCROW FORM
ITEM BACKUP DOCUMENTATION: 1. FORM: ESTABLISHMENT OF AN ESCROW ACCOUNT 2. FORM: LAND USE APPROVAL APPLICATION

1. FORM: ESTABLISHMENT OF AN ESCROW ACCOUNT
2. FORM: LAND USE APPROVAL APPLICATION



DOBBS FERRY — NEW YORK —

**Village of Dobbs Ferry Building Department
Village Hall - 112 Main Street Dobbs Ferry,
New York 10522 Phone; (914) 231-8513 - Fax: 914-693-3470
ESTABLISHMENT OF AN ESCROW ACCOUNT
(See Fee Schedule attached)**

Please note that your Escrow Account will be billed by Village consultants for review of your project, reviews, meetings, and phone calls.

Upon completion of your project, please contact the Building Department regarding reimbursement of any unused escrow money. It is understood that escrow balance will be monitored and if it falls below a balance \$500 the applicant will replenish the balance to the amount determined by the Village. Nonpayment of this amount will freeze the application process and or the Village may withhold approvals, the Building permit, and or CO for the project.

Applicant Name: _____

Applicant Mailing Address: _____

Property Address: _____

Property Owner: _____

Contact Name for Escrow: _____

Mailing Address for Escrow: _____

Email Address (please print): _____

Phone Number for Escrow Contact: _____

Fax Number for Escrow Contact: _____

Please list types of applications and attach corresponding escrow fees (see attached list for amounts):

(Applicant's Signature) _____ Date: _____

2022 ESCROW FEE SCHEDULE

Application Type	Amount
Site Plan less than 1,500 sq. ft. addition	\$1,500
Site Plan 1,500 sq. ft. to 5,000 sq. ft. addition	\$3,000
Site Plan greater than 5,000 sq. ft.	\$5,000
Amended Site Plan	\$1,500
Subdivision 1-2 units	\$2,000
Subdivision 3 or more units	\$5,000
Area Variance	\$750
Use Variance	\$2,000
Other Variance/Appeal to ZBA	\$700
AHRB	\$500
Zoning Text Change	\$5,000
Other Waiver from Village Board or Planning Board	\$2,000

All other Escrow Fees not listed will be determined after consultation between the Dobbs Ferry Staff and the Consultants.



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

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

Item Satisfied

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 corners 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”.**