

Planning Board Process





Welcome to the Planning Board.

This document outlines the planning board process and applicants are strongly encouraged to read it in its entirety before completing an application.

1.0 Overview

The Board meets on the fourth Tuesday of each month with a summer recess in August. Submission dates for applications are in the month preceding the scheduled hearing. The Planning Board calendar is available on www.newrochelleny.com and includes meeting deadlines. DOZ applicants are encouraged to present their projects to the Planning Board for an administrative review at the meeting preceding the formal hearing.

1.1 Application Review Report (Denial Letter)

A Bureau of Buildings Application Review Report must accompany all Planning Board applications.

To receive this report:

- Complete a Building Permit application through the Property Portal on the City of New Rochelle website at <http://www.newrochelleny.com/>. Submit the drawings and the application to the Bureau of Buildings for zoning and planning board review and pay the associated fees.
- Complete the DOZ pre-application review process form available on the City's website at [Departments/development/developing](#) in the DOZ. Submit the completed form with the application to Buildings. **Note:** Section B of the pre-application form MUST also be printed on one page of the submitted plans.

2.0 Upon receipt of the Bureau of Buildings' Application Review Report referring applicant to the Planning Board:

- Review relevant section of the Municipal Code, City of New Rochelle website.
- Review application documents on Planning Board pages of the New Rochelle City website.
- Complete the steps under the New Application section in the Planning Board Module of the Property Portal (use same log in as used for applying for a Building Permit).
- Call 914-654-2185 to schedule an appointment with the Planning Board Clerk to submit the application.
- Compile the Planning Board Application Package (available on the City of New Rochelle website) and submit the required number of copies (two copies of the application **AND** eight sets of plans made up of six full size sets for internal reviewers and two 11x17 sets with color renderings for the Professional Architectural Review Committee to Department of Development with the relevant fee(s) per the Planning Board Application Checklist, and the Planning Board Fee Calculation Sheet. Section B of the DOZ pre-application form must be printed on the plans.

TO AVOID DELAYS PLEASE ENSURE APPLICATIONS ARE COMPLETE BEFORE SCHEDULING A SUBMISSION APPOINTMENT

Once a completed application has been logged in the Portal and the required application documents and fees have been submitted via scheduled appointment to the Planning Department at City Hall, 515 North Avenue, New Rochelle; an internal review of the application is undertaken.

3.0 Internal Review Process

3.1 Application Review

- The Legal and Planning Departments review the application package upon receipt.

3.2 Plan Review

The Planning Department reviews the submitted plans, focusing on compliance with the relevant sections of the code. This review is scheduled once a month in the same week as the Application Deadline. Sets of plans are then sent to:

- Bureau of Buildings
- Department of Public Works
- Traffic
- Fire
- Police
- Planning
- PARC members (see below for explanation)

Departments complete a first review and then meet together with Planning and Legal to discuss findings.

4.0 Professional Architectural Review Committee (PARC)

All DOZ applications undergo two PARC reviews. The applicant's architect is required to attend these meetings. Other members of the applicant's team and the applicant are encouraged to attend. The first is during the first internal review period and the second is during the revised plan review (explained below). The purpose of this Committee is 'to assist and serve as an adjunct to the Planning Board in its review of the architectural features and physical details of applications'.

Dates for PARC meetings are coordinated by the Planning Department based on the availability of the PARC architects. Applicants will be kept informed of the proposed dates and times.

5.0 Application Amendments

The Planning Department collates all comments and recommendations from the various reviews and provides these to the applicant along with Plan Amendment instructions. This process is usually completed before the end of each calendar month **HOWEVER** review may take longer depending on the complexity of the project and the completeness of the plans received. All comments will be uploaded to the Property Portal Planning Module. Automated comment notification emails are sent to the applicant when comments are available.

Applicants are expected to amend plans based on the review comments and recommendations. When amendments are made, new plans **MUST BE SUBMITTED WITH A COVER LETTER OUTLINING THE CHANGES. Bubble notes on the plans are recommended for ease of review.** Amended plans must be signed and sealed by the appropriate design professional. Amended plans will then undergo a second review by the same departments outlined above and a second PARC review meeting will be scheduled during this period.

Updated plans must be submitted in an 11x17 format for the board and key staff (10 copies in total) in time for distribution to board members on the Monday of the week of the technical meeting, see Planning Board calendar for dates.

6.0 Public Notice

Once the review process is completed and final amended plans have been received by the Planning Department the application will be scheduled for a public hearing. Legal notice **MUST** follow the steps outlined below for an application to be heard.

- **The City**

The City places the meeting agenda on its website and in the Journal News pursuant to New York State Open Meeting Law.

Signs for posting on the property are made available to applicants to be picked up from the Planning Department on the date specified on the Planning Board calendar.

The City will notice adjacent municipalities when the proposed land use concerns property within 500 feet of a municipal boundary.

Westchester County and/or various State Departments will also be notified when applicable. For example, where a project requires access from a State Road.

- **The Applicant**

Signs for posting are available for pickup between 1pm and 4pm at City Hall Development Department for applicants 15 days before the PB meeting based on submitted final plans (see the City website for calendar giving pickup days). Signs will not be issued until final plans are received, reviewed, and deemed complete. An affidavit of posting is required to be completed (available on the City website) and returned to the Planning Department along with a photograph of the sign posted on the property prior to the Planning Board Public Hearing.

Notification to abutting property owners (all properties within 250 feet of the boundary) is required to be mailed no less than 10 days before the meeting. This must be by certified mail, return receipt requested. Return receipt cards must be submitted to the Planning Department prior to the Planning Board Public Hearing. See City website for approved wording of notification letter. A list of abutting property owners can be obtained from the Assessor's Office (914-654-2052).

7.0 The Planning Board Meeting

Pre-application informal presentation.

Applicants of DOZ projects are strongly encouraged to make an informal presentation to the Planning Board in the month prior to the formal hearing. This familiarizes the Board with the project and provides helpful feedback to the applicant.

Formal hearing

Applicants and/or their representatives are required to attend the Planning Board meeting to present the project to the Board and the Public, and to answer questions posed by the Board, followed by questions and comments from the Public. Conditions of approval are commonly placed on the applicant when approval is granted and agreement to these conditions will be requested at the meeting. Most conditions are drafted ahead of the meeting based on the review comments and shared with the applicant. The applicant will receive all reviewer comments via the portal prior to the meeting. The Planning Department will also determine any required tree fund, open space, and/or bicycle facilities fees after the meeting and before the signing of the mylar (see Municipal Code §331-118G [site plans]; A361-9L [subdivisions]; and §331.126 [bicycles] for criteria).

8.0 After the Meeting

The Planning Board Clerk draws up the meeting resolutions, these are reviewed by the Legal Department and signed by the Planning Board Clerk and City Clerk.

A copy of the relevant site plan / subdivision resolution(s) will be sent to the applicant by email. Certain fees are assessed and collected at this time as required (as per 7.0 above).

The applicant must then copy the resolution conditions onto one page of a final updated signed and sealed set of mylars containing the applicable signature block, and including the original signature of the applicant or authorized agent. The applicant submits this set to the Planning Department for signature by the Planning Board Clerk, Building Official, City Engineer, Commissioner of Development, and other signatories as required on the applicable signature block. This set becomes the official record of the City.

The applicant is notified of any additional planning fees. These must be paid before the signed mylar is released to the applicant to make four (4) hard copy sets of plans and one CD copy. These are then returned with the original signed mylar to the Planning Department.

The signed set of mylars is held in perpetuity by the Planning Department as the official record of the agreed plans. One set of hard copies is held in the Planning Board files, the remaining three sets are distributed to Buildings, DPW, and Traffic for their files.

Once all necessary originals and copies have been received the applicant can return to the Building Department to continue the permitting process.

9.0 Resources

All documents listed below are available at: <http://www.newrochellyny.com/639/Planning-Board-Application-Instructions>

9.1 Municipal Code (see link on City of New Rochelle home page)

- Chapter 178 - Impervious Surfaces
- Chapter 215 - Illicit Discharges
- Chapter 301 - Trees
- Chapter 331-175 Downtown Overlay Zone
- Chapter 331-119 Site Plan Requirements
- Chapter 331-117 Professional Review
- Chapter 331-126 Off-Street Parking
- Chapter 331-152 Affordable Housing

9.2 Planning Board Calendar

9.3 DOZ Application Flow Chart

9.4 Application Form

9.5 Property Portal

9.6 Planning Board Fee Calculation Sheet

9.7 Planning Board Plans Schedule

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