

# Planning Board Application Process

## 1.0 Overview

The Planning Board meets monthly eleven months of the year with a summer recess in August. Placement of cases onto the Planning Board agenda depends on the number of applications received by the Planning Department, the order in which these were received, the completeness of the submitted plans, and the complexity of the application review process. In the case of board approvals, additional steps are required by the Applicant after receiving the signed resolution.

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

### 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 <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.

## 2.0 Upon receipt of the Bureau of Buildings Application Review Report

- Review relevant sections 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).
- Compile the Planning Board Application Package (available on the City of New Rochelle website) and submit the required number of copies to Department of Development with the relevant fee(s) per the Planning Board Application Checklist, and the Planning Board Fee Calculation Sheet.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**NOTE:** Submitting an application does not guarantee a place on the agenda of the following Board Meeting. Inclusion depends on the number of applications received by the Planning Department, the order in which these were received, the completeness of the submitted plans, and the complexity of the application review process. See the Planning Board annual calendar for an overview of deadlines.

**Application documents are available on the City of New Rochelle website. Go to:**  
[Departments:\Development:\Planning: Planning Board](#)

Once a completed application has been logged in the Portal and the required application documents and fees have been received in 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
- City Forestry
- PARC members (see below for explanation)

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

### **4.0 Peer Architectural Review Committee (PARC)**

Over the same time period as the internal review, the Peer Architectural Review Committee (PARC) meets to review applicable site plans and major subdivisions (see §331 – 117.1 of the Municipal Code for criteria). 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’. The applicant and/or their representative must attend PARC to discuss the plans.

Tentative dates for PARC meetings are included on the PB annual calendar. These are subject to change depending on the availability of the PARC architects. Applicants will be notified of the confirmed date and time.

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. An email will be sent to the applicant notifying her/him that the comments are available.

### **5.0 Application Amendments**

Applicants are commonly required 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.

## **6.0 Public Notice**

The applicant will be notified when their application has been 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 at City Hall Development Department for applicants 15 days before the PB meeting based on submitted final plans(see the City website for pickup times). 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 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.

## **7.0 The Planning Board Meeting**

Applicants and/or their representatives are required to attend the Planning Board meeting to present plans to the Board and the Public, and to answer questions posed by the Board, followed by questions and comments from the Public. The Board may then choose to ask the applicant to make further amendments and return to a later Board meeting; or the Board may be satisfied it has enough information to make a decision and vote to approve or deny the application. Conditions of approval are commonly placed on the applicant when approval is granted and agreement to these conditions will be

requested at the meeting. The Planning Department will also determine any required tree fund, open space, and/or bicycle facilities fees (see Municipal Code [§331-118G](#) [site plans]; [A 361-9L](#) [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 made available via the Property Portal Planning Board Module. Applicants will be notified by email.

The applicant must then copy the resolution conditions onto 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 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 Planning as the official record of the agreed plans. One set of the 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 on <http://www.newrochelleny.com/index.aspx?nid=639>

### **9.1 Municipal Code (see link on City of New Rochelle [home page](#))**

- Some key sections include:
  - Chapter 178. Impervious surfaces
  - Chapter 215 Illicit Discharges
  - Chapter 301. Trees
  - Chapter 331-119 Site Plan Requirements
  - Chapter 331-117 Peer Review
  - Chapter 331-126 Off Street Parking
  - Chapter 331-152 Affordable Housing

**9.2 Planning Board Calendar**

**9.3 Application Flow Chart**

**9.4 Application Package**

**9.5 Property Portal**

**9.6 Planning Board Fee Calculation Sheet**

**9.7 Planning Board Plans Schedule**