

Planning Board Application Requirements

A completed application constitutes the following:

- Application Form.
- Affidavit of Ownership.
 - Joinder (For multiple owners).
- Short Form EAF Part 1.
- Long Form EAF Part 1.
 - **COMPLETE ONLY IF NECESSARY. LONG FORM LINKED [HERE](#)**
- Fee Schedule.
- Denial Letter from Bureau of Buildings.
- Drawings of proposal.
 - Requirements of drawings detailed in 331-119 of Municipal Code.

To submit your application, deliver the following, **BY APPOINTMENT ONLY, to the Planning Board Clerk in the Department of Development:**

- 2 Hard Copies of the administrative forms, 8 ½ x11” paper.
- 6 hard copies of drawings, 24 x36” paper, FOLDED
- 1 Global PDF of all administrative documents and drawings.
 - Deliver via email to Max Schwartz at mschwartz@newrochelleny.com

****MATERIALS WITHIN GLOBAL PDF MUST BE ROTATED CONSISTENTLY****

PLANNING BOARD APPLICATION FORM

Instructions for use of this application form:

1. Complete this form and a short form SEQRA EAF Part 1.

2. Submit 2 copies each of:

- Completed application form
- Completed application form checklist
- EAF short form Part 1
- Application Review Report from Bureau of Buildings
- Affidavit of Property Ownership
- Joinder (if more than one owner or if Contract Vendee involved)
- Color photographs of the site, abutting properties and neighborhood

WITH a completed fee checklist and check in the required amount made out to City of New Rochelle

AND the required number of sets of plans for which Planning Board approval is sought (see application checklist)

3. Enter Application in the Planning Board module of the Portal and upload all documents

4. Make application appointment with the Board Clerk: call 914-654-2185 to submit documents

Office Use Only

PB Number _____
Fee Paid _____
Receipt # _____
Date _____
Rec'd by (initials) _____

NAME OF PLAN _____ ADDRESS _____

ZONE DISTRICT _____ BLOCK(S) _____ LOT(S) _____

NO. LOTS _____ DWELLING UNITS _____ TOTAL AREA _____ PREVIOUSLY APPROVED RESOLUTIONS NO(S) _____

OWNER

NAME: _____

ADDRESS _____

TEL NO. _____ EMAIL _____

APPLICANT (if applicant is Contract Vendee, a letter of joinder must be submitted with this form)

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

ARCHITECT

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

ENGINEER

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

CONTACT FOR THIS APPLICATION

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

SCOPE OF PROJECT

IF RESIDENTIAL CHECK APPLICABLE FORM OF OWNERSHIP

- FEE SIMPLE
- FEE SIMPLE WITH HOMEOWNERS ASSOCIATION
- CONDOMINIUM
- MULTI-CONDOMINIUMS WITH MASTER HOA
- CO-OP CORPORATION
- OTHER (DESCRIBE) _____

“This plan conforms to all zoning, land development and other Code requirements of the City of New Rochelle and is hereby filed for action by the Planning Board.”

Date _____

Signature of owner, applicant, architect or engineer _____

Please print name _____

NOTE: If the Planning Board approves the plan with any conditions, those conditions must be satisfied and/or incorporated verbatim on the plan prior to issuance of the building permit.

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? 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.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
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, adjoining and 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 <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
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	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

AFFIDAVIT OF PROPERTY OWNERSHIP

Note: If property has been transferred within the past six (6) months, and the City Tax Assessor has a different name of ownership, property owner should submit a copy of deed.

STATE OF NEW YORK)

ss:

COUNTY OF _____)

_____, being duly sworn deposes and says that she/he resides at _____

in the County of _____, State of _____

that she/he or it (if Corporate Owner) is the owner in fee of all the property described as

Block(s) _____ Lot(s) _____ at street address:

_____ in the City of New Rochelle, NY

that she/he authorizes the submission of the application filed with the Planning Board

for approval by the Planning Board and affirms that the statements contained herein are true to the

best of deponent's knowledge and belief, and are made for the purpose of obtaining the approval of

the submitted application by the Planning Board of the City of New Rochelle

Signed by Owner _____ or

Signed by Corporation Owner _____

with capacity as _____ (Title) of _____ (Name of Corporation)

Sworn to before me this _____

Day of _____, 20_____.

(Notary Public)

JOINDER IN APPLICATION

_____, owner of the land and improvements located at _____ and known as Section _____, Block _____, Lot _____ on the tax assessment maps of the City of New Rochelle ("Property"), hereby joins in the application of _____, the contract vendee/lessee/co-owner of the Property, to the City Council/Planning Board to _____

_____. (describe nature of application).

Owner

STATE OF NEW YORK, (COUNTY OF WESTCHESTER) SS.:

On this _____ day of _____, in the year _____, before me, a Notary Public in and for New York State, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within Joinder in Application and acknowledged to me that he/she/they executed the same in his/her/their capacity, and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Planning Board Fee Calculation Sheet (Municipal Code Chapter 133: Fees)

Type of Fee	Amount	Enter 1 (or other relevant number) to calculate fee	Assessed Fees
Subdivision			
Subdivision Filing Fee	\$ 500.00		\$ -
PLUS \$200 for each new lot created	\$ 200.00		\$ -
Site Plan (based on estimated construction costs)			
Total estimated cost of construction (used to determine fees)	\$ -		
Up to \$50,000	\$ 300.00		\$ -
Over \$50,000 - \$100,000	\$ 400.00		\$ -
Over \$100,00 to \$250,000	\$ 600.00		\$ -
Over \$250,000*	\$ 600.00		\$ -
*Plus \$150 for each additional \$100,000 or part thereof	\$ 150.00		\$ -
PARC			
Less than 50,000 square feet of new construction	\$ 1,000.00		\$ -
50,000 square feet or more of new construction	\$ 1,500.00		\$ -
DOZ projects over 50,000 square feet of new construction	\$ 5,000.00		\$ -
Special Permit (see second tab for Telecom permit fees)			
Filing Fee	\$ 500.00		\$ -
Extension			
Subdivision	\$ 500.00		\$ -
Site Plan	\$ 500.00		\$ -
Special Permit	\$ 500.00		\$ -
Notice Address List			
	\$ 85.00		\$ -
Sign Production Fee			
On site signs for public notification (each)	\$ 26.00		\$ -
A. TOTAL FEES TO BE PAID AT TIME OF APPLICATION			\$ -

ADDITIONAL FEES THAT MAY BE ASSESSED BY PLANNING DEPARTMENT (triggered by type and scope of application)

	Amount Per	Calculation	Total
Tree Fund	In lieu fee in place of tree planting when trees are removed and/or when impervious surface is increased. Calculated per 2 caliper inches	\$ 300.00	\$ -
Open Space	The Board may require a sum of money in lieu of the reservation of land for park, playground or other recreational purposes for each dwelling unit in excess of any dwelling unit previously existing on the site. (See §331-118G and §361-9L)	\$ 263.00	\$ -
	Plat Approval per square foot of subdivision	\$ 0.10	\$ -
Bicycle Parking	Payment of an in lieu fee in place of providing off-street bicycle parking facilities as required by §331-126.1	\$ 300.00	\$ -
B. TOTAL FEES TO BE PAID BEFORE PICKUP OF SIGNED MYLAR			\$ -

TOTAL FEES A + B

\$ -