

Village of Amityville

Application to the Planning Board

21 Ireland Place, Amityville, NY 11701 Telephone: (631) 691-1909 Fax: (631) 264-7656

INSTRUCTIONS

PLEASE NOTE: ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED.

1. A completed application consists of:

- a. Application (pgs. A1-A2 with all questions answered)
- b. Survey (must represent property in its current standing)
- c. Full Disclosure Affidavit (attached)
- d. Short Environmental Form (attached)
- e. Plans, Drawings, Renderings (see Additional Requirements)
- f. Copy of Certificate of Occupancy
- g. Owners Endorsement (attached)
- h. If owner's name varies from Village Tax Roll records a deed must be presented.

The entire completed application (1a-h) must be returned to the Village Hall with 2 additional copies (3 in total) and an electronic version with the proper fee.

*Electronic copies can be submitted by a scanned PDF, flash drive or CD

(PDF's should be emailed to the Secretary to the Planning Board at (cbaskerville@amityville.com)

** If your application requires referral to the Suffolk County Planning Commission please provide an additional 3 copies (6 in total)

2. Once your application has been reviewed you will be notified as to the date of the meeting of the Planning Board.

3. After receiving a hearing date, you will be required to:

- a. Post a sign or signs on the subject property. **Signs must be posted at least 10 days before the scheduled meeting.** Signs can be purchased at Village Hall for a \$35 per sign fee.
- b. Send Notice of Meeting by Certified Mail to all owners of land parcels within a 200-foot radius of your property. A radius map and a list of corresponding property owners will be provided to you from the Secretary to the Planning Board. **These notices must be mailed at least 10 days before the scheduled meeting.**
- c. You are required to bring the certified mailing receipts to Village Hall along with a completed and notarized Affidavit of Posting, which certifies that you have completed your mailings and posted your sign(s) appropriately.

4. If for any reason you decide to withdraw your application, after it has been advertised and posted, or if your hearing is adjourned due to improper posting or mailing, your application fee will not be refunded.

*There is a minimum non-returnable processing fee of \$50.00 for applications withdrawn before advertising and posting.

5. If your application requires an inspection by the Village Code Enforcement Officer, you must call the Building Dept. (631-691-1909) to schedule that inspection in advance of your hearing date. You will be advised if an inspection is required. Should you not schedule the required inspection, your application may put over to the following month.

ADDITIONAL REQUIREMENTS

Applications for Architectural Review must include the following:

- (1)** Floor Plans (including basement/crawl/attic)
- (2)** All elevations of the structure. Elevations shall show all details of exterior construction, exterior colors including materials for exterior walls, doors, windows and roofs. *You must provide material samples to present to the Board at the hearing.
- (3)** A site plan with a scale minimum of one-inch equals 20 feet must be submitted, showing the following:
 - (a)** Property lines, including curb lines of adjacent streets.
 - (b)** Outline of existing and proposed structure, including walks, driveways, terraces, walls and fences.
 - (c)** Location of existing adjacent buildings relative to the property line.
 - (d)** Existing and proposed contours at two-foot intervals.
 - (e)** Existing trees and trees to be removed with a trunk diameter of four inches or more at a point 12inches above the ground.
 - (f)** All proposed plantings and landscaping.

Applications submitted for a Variation from the Sign Code must include the following:

- (1)** Plans (Dimensioned, with materials and colors indicated)
- (2)** Scaled Color Renderings of the proposed sign(s) in their proposed locations on site.
- (3)** Affected Building Elevations representing the location of proposed sign(s).
- (4)** Samples of materials and color swatches to be presented to the Board at the hearing.

Applications submitted for Approval of a Subdivision must include the following:

- (1)** A copy of the deed and single and separate search of the property
- (2)** Plans showing all elevations of all proposed structures.
- (3)** A Plat Plan including:
 - (a)** All dimensions of parcels, including area (sq. ft & acre), depth and width.
 - (b)** Metes and Bounds
 - (c)** Suffolk County Tax Map Numbers
 - (d)** All existing structures on the parcel and adjacent parcels within fifty feet (50') of all lot lines.
 - (e)** Each lot is to be numbered
 - (f)** Zoning of the Parcel being subdivided, and Zoning and Land Use of adjacent properties.
 - (g)** All natural features are to be included, (major depressions, wetlands, bodies of water, etc.)
 - (h)** All existing curbs, storm drains, sidewalks, roadways, paving, etc. located on and sharing a border with the parcel
 - (i)** A drainage plan must be provided if there is to be any major change of grade associated with the subdivision
 - (j)** Soil Boring Tests (dated within 90 days of submission of application)

Plans submitted for a Site Plan or Modification of an Existing Site Plan must include the following:

- (1)** The location of existing and proposed buildings and/or structural improvements.
- (2)** The location and design of all uses not requiring structures, such as off-street parking and loading areas and areas designated for outside storage.
- (3)** The location, height, direction, power and time of operation for any proposed outdoor lighting.
- (4)** The location of any exterior signs.
- (5)** The location, arrangement and proposed means of access and egress, including sidewalks, driveways or other paved areas; profiles indicating grading and cross sections showing width of roadway, location and width of sidewalks and location and size of water and sewer lines. Proposed pedestrian connections to public parking lots should also be shown.
- (6)** Proposed screening and other landscaping, including a landscape plan, schedule of plantings and underground irrigation system.
- (7)** The location and connection to facilities of all proposed waterlines, valves and hydrants and all drainage and sewer lines or alternate means of water supply and sewage disposal and treatment facilities.
- (8)** The location of all trash receptacles, dumpsters, and compactors.
- (10)** The dedicated location or locations for placement of snow during snow removal.
- (11)** An outline of any proposed easements, deed restrictions or covenants and a notation of any areas to be dedicated to any public agency.
- (12)** Any proposed new grades, indicating clearly how such grades will meet existing grades of adjacent properties or the street.
- (13)** Elevations of all existing and proposed principal and accessory structures.
- (14)** If the site plan indicates only a first stage, a supplementary plan indicating the ultimate site development and all phases of interim development.
- (15)** The location of any buildings, structures and vehicular and/or pedestrian entrances and exits within 50 feet of the subject property.
- (16)** The zoning classification of all properties within 50 feet of the subject property.
- (17)** Any other information required by the Planning Board.

END OF INSTRUCTIONS

Village of Amityville

Application to the Planning Board

21 Ireland Place, Amityville, NY 11701 Telephone: (631) 691-1909 Fax: (631) 264-7656

Date Filed: _____ Fee: _____ Receipt No: _____

Applicant's Name: _____ Telephone No.: _____

Address: _____ Email Address: _____

Property Address: _____

Owner, if other than Applicant: _____

Address: _____ Telephone No.: _____

Application is hereby made for Approval of:

- Architectural Review
 Site Plan (New or Mod.)
 Subdivision
 Sign Variation

In accordance with the Code of the Village of Amityville:

CHAPTER	ARTICLE	SECTION

under discretionary power vested in the Planning Board by Chapter 24, Sections 24-1 thru 24-31 of said Code of Ordinance.

Description of proposed project:

Premises are situated on the _____ side of _____ St./Ave.

distant _____ ft. _____ of _____ St./Ave.

known as No. _____ St./Ave., Village of Amityville, N.Y., in a

_____ District, Suffolk County Tax Map# 101 - _____ - _____ - _____
 (Zone) Section Block Lot

Has any application for approval been previously filed with this Board on these premises? **Yes** ___ **No** ___
(if yes, reason and year) _____

(Please provide copy of decision)

Has a Notice of Violation or Court summons been served relative to this matter? **Yes** ___ **No** ___

Is there a school, church or hospital within 200ft. or on the same block on either side of the street?
Yes ___ **No** ___

*If the answer is **Yes** to any of the following questions please submit an additional 3 copies of the completed application so that it may be referred to the Suffolk County Planning Commission.

Is the property within 500 feet of the following?

- a) The boundary of any Village or Town? **Yes** ___ **No** ___
Specify: _____
- b) The boundary of any existing or proposed county or state park or any other recreation area? **Yes** ___ **No** ___
Specify: _____
- c) The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway?
Specify: _____ **Yes** ___ **No** ___
- d) The existing or proposed right-of-way of any stream or drainage channel owned by the County or for which the County has established channel lines? **Yes** ___ **No** ___
Specify: _____
- e) The existing or proposed boundary of any County, State or Federally owned land held or to be held for governmental use? **Yes** ___ **No** ___
Specify: _____
- f) The Atlantic Ocean, any bay in Suffolk County or estuary of any of the foregoing bodies of water?
Specify: _____ **Yes** ___ **No** ___

AFFIDAVIT:

I hereby depose and say that all the statements made in this application along with the statements contained in the paperwork submitted herewith are true.

(Applicant's Signature)

Sworn to before me this _____ day
of _____, _____

Notary Public

For Office Use Only

DISPOSITION OF PLANNING BOARD

APPROVED _____ DENIED _____ DATE _____

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PROPERTY OWNER'S ENDORSEMENT

Note: This section must be completed for all applications. (Separate sheets may be used for multiple owners)

STATE OF _____)

:ss

COUNTY OF _____)

I, _____, being duly sworn, deposes and says that I reside at _____, in the County of _____, State of _____ and that I am the owner of the property for which application has been made.

Furthermore, that I do hereby authorize _____ to act as my agent at the Planning Board meeting(s), for which this application is to be heard.

(Owner's Signature)

Sworn to before me this

_____ day of _____, 20____

Notary Public, State of New York

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FULL DISCLOSURE AFFIDAVIT

In the matter of the Application of:

(RE: location of property)

_____, being duly sworn, deposes and says:

(Applicant)

1. The address and title of the applicant:

2. The names and addresses of ALL persons having any interest, monetary or otherwise, whatsoever in the property described in this application and the nature of their interest: (i.e. contractor, architect, attorney, lending institution, family member, etc.)

3. Do you or any of the persons set forth in paragraph #2 of this Affidavit own any property within 500' of the property described in this application? If yes, list names below:

4. Are you or any of the persons set forth in paragraph #2 of this Affidavit officers or employees of the Village of Amityville? If yes, list names and titles below:

5. Are you or any of the persons set forth in paragraph #2 of this Affidavit related to any officer or employee of the Village of Amityville? If yes, list the names and the nature of their relationship below:

The undersigned affirms the truth and completeness of all statements made within this application.

(Applicant's Signature)

Sworn to before me this _____ day of _____, _____

Notary Public

STATE ENVIRONMENTAL QUALITY REVIEW
SHORT ENVIRONMENTAL ASSESSMENT FORM
for UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality: Village of Amityville	County: Suffolk
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc. – or provide map	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification / Alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, describe briefly:	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other (describe)	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or local) If yes, list agency name and permit/approval <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? If yes, list agency name and permit/approval <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/Sponsor Print Name _____ Date: _____ Signature _____	

IF THE ACTION IS A COASTAL AREA, AND YOU ARE A STATE AGENCY, COMPLETE THE COASTAL ASSESSMENT FORM BEFORE PROCEEDING WITH THIS ASSESSMENT

PART II – IMPACT ASSESSMENT **APPLICANT DOES NOT COMPLETE THIS SHEET** - (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN A 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.
 YES NO

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.
 YES NO

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? If yes, explain briefly:

YES NO

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? If yes, explain:

YES NO

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from responsible officer)