

Village of Amityville

Application to the Planning Board

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

INSTRUCTIONS

ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED.

1. A completed application consists of:

- a. Application (pgs. A1-A2 with all questions answered)
- b. Full Disclosure Affidavit (pgs. B1 & B2 with all questions answered)
- c. Owners Endorsement
- d. Plans, Drawings, Renderings (see Additional Requirements)
- e. Survey (must represent property in its current standing)
- f. Copy of Certificate of Occupancy
- g. If owner's name varies from Village Tax Roll records proof of ownership must be presented.
- h. Electronic copies of above documents (Items a-g)

The entire completed application (*Items a-h above*) must be returned to the Village Hall with 2 additional paper copies (*3 in total*) along with an electronic version (PDF, flash drive, CD) and the proper fee

*PDF files can be emailed to Tracey Gronbach the Secretary to the Planning Board at tgronbach@amityville.com

** If pg. A2 indicates your application requires referral to the Suffolk County Planning Commission please provide an additional 3 copies.

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. Fill out a State Environmental Quality Review Assessment Form (SEQRA). The form will be provided to you from the Secretary to the Planning Board.
- b. 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.
- c. 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.**
- d. 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.

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, indicate exterior colors including materials for exterior walls, doors, windows and roofs and include all existing and proposed light fixtures.
- (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 with descriptions and species.
- (4)** You must provide material samples (siding, roofing, trim, stone, brick, etc.) to present to the Board at the hearing. Photographs of light fixtures will be accepted in lieu of samples. Samples of all finish material used in the work under this application must be provided even if the new materials are to match the existing materials.

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.)
All existing curbs, storm drains, sidewalks, roadways, paving, etc. located on and sharing a border with the parcel
- (h) A drainage plan must be provided if there is to be any major change of grade associated with the subdivision
- (i) 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

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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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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

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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