

Procedures for Site Plan Review by the Planning Board of Old Brookville

These procedures relate to Local Law 1 of 2005, Section F, for the purpose of establishing guidelines for Site Plan applications, review, and decisions. Please also refer to Local Law 2, 2005 for bulk regulations for Site Plan design and review.

The Planning Board (PB) has the responsibility to review all Site Plans prior to applicants submitting plans to the Architectural Review Board (ARB), the Zoning Board of Appeals (ABA), and/or the Building Inspector (BI). Generally, Site Plan applications require a full review and Open Hearing. The instructions and checklist which follow guide applicants to the materials and information required for applications for Site Plan review.

A Site Plan Application shall include drawings and information about the proposed construction activities as described in the attached Application for Site Plan Review. If approved, an Application will be signed, with or without comments and changes required by the PB, and may then proceed to either the ARB, ZBA, or Building Inspector, as may be necessary.

It is in the interest of the Applicant and the Planning Board to act expeditiously and applicants can help by submitting complete applications with all information required.

Complete the Application and provide the required materials as indicated. The Village Engineer will review all submissions for completeness, and if more information or clarification is needed he/she shall respond with such request to the Applicant. **No Application can be placed on the Planning Board agenda until all required and requested information is submitted and accepted by the Village Engineer at least 20 days prior to a scheduled Open Hearing date.**

Submit this Application to:

Village of Old Brookville, Village Clerk, 201 McCoun's Lane, Old Brookville NY 11545.
Tel- 516 671 4664 Fax- 516 671 4725

Application for Site Plan Review by the Planning Board of Old Brookville

Name of Map _____

Property Location _____

Tax Map Designation Section _____ Block _____ Lot # _____

Owner Name _____ Phone _____

Fax _____ Cell _____ Email _____

Address _____

If Corporation is Owner:

President _____ Secretary _____

Address _____ Address _____

_____ Address _____

Applicant _____ Phone _____

(if different from owner)

Fax _____ Cell _____ Email _____

Address _____

Applicant's Attorney _____ Phone _____

Fax _____ Cell _____ Email _____

Address _____

Provide the following materials with this application:

1. A current boundary survey showing all existing site features, prepared, signed and sealed by a licensed land surveyor.
2. A Site Plan map with title block in the lower right-hand corner of the plan which shall include:
 - a. The name and address of the applicant and of the owner of record; the property's designation on the Nassau County Land and Tax Map; the title of the project. If the applicant or property owner is a corporation the name and address of the president and secretary shall be submitted with the application.
 - b. Per Village specifications, the [maximum or minimum] allowable and the proposed dimensions for: Net Lot Area, Floor Area, Front, Side, and Rear setbacks.
 - c. A date block of the plan adjacent to the title block containing the date of preparation, the dates of revisions and the corresponding revision descriptions.
 - d. A key map showing the location of the property with reference to surrounding areas and existing street intersections within one thousand (1000) feet of the boundaries of the subject site.
 - e. A written and graphic scale of 1" = 20', as well as a North arrow.
 - f. Zoning District boundaries shall be shown on the plan as they affect the parcel.
 - g. Lines of existing and proposed streets, lot dimensions, easements, restrictions, and right-of-way. A copy of such covenant, restriction, easement, or exception shall be submitted with the application, and if none, a notation to that effect shall be indicated on the proposed site plan.
 - h. Location and dimensions of existing structures on the site, indicating which structures are to remain or be removed. Historically or architecturally significant structures are to be noted.
 - i. Photographs of the property showing all areas that will be affected by, or adjacent to, the proposed construction activity.
 - j. Location of all existing and proposed storm drainage and on-site sewage disposal systems.
 - k. Where land contours will change: Existing contours according to Nassau County Datum at intervals not to exceed two (2) feet. Existing contours are to be indicated by dashed lines. Proposed contours shall be shown as solid lines.
 - l. Existing elevations of the road or right-of-way contiguous to the site.
 - m. The location of all significant natural features such as boulders, rock outcrops, water courses, depressions, ponds, marshes, and wetlands, whether or not officially mapped.
 - n. All proposed streets with profiles indicating grading and cross-sections showing width of roadway. The map shall also show all frontage on existing publicly owned and maintained streets.
 - o. Means of proposed water supply and sewage disposal and treatment.
 - p. Delineation of freshwater wetlands areas as designated by the New York State Department of Environmental Conservation, and any portion of the parcel that is within 100' of such wetlands.
 - q. A signature block for Chair of the Planning Board signature.

3. Tree and Shrubbery Survey Map, in the same scale as the Site Plan map above and according to the Village Tree Ordinance, showing the location, type and size of trees having a circumference of eighteen (18) inches or greater measured four (4) feet above ground level. Shrubbery greater than five (5) feet tall extending twenty (20) or more feet in length shall be indicated on the Survey as to type, size, and location. Trees and shrubs which may be affected by any construction on the site, whether temporarily or permanently, must be shown on the map.

4. Provide a landscaping plan to the same scale as the Site Plan Map. If appropriate, this plan may be combined with the Tree Survey Map.

Planning Board Action:

If approved supply four (4) copies of the final plans for signature. The Village shall retain one and the Applicant two: one permanent copy and another copy for evidence of approval for the other Village boards.

For Village Use only

This plan is accepted and referred to: ____ZBA ____ARB ____BI

Planning Board Chair _____ Date _____

Conditions of this approval: