

**TOWN OF POUND RIDGE PLANNING BOARD**  
**COMMERCIAL SITE PLAN APPLICATION FORM**

Address of Property: \_\_\_\_\_

▶ Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address (if different from above) \_\_\_\_\_

\_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

▶ Name of Applicant (*if other than owner*): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Submit a letter of authorization from the owner on their behalf.)*

▶ Name of Registered Engineer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

▶ Name of Attorney: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**IDENTIFICATION OF PROPERTY**

Block/Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Area (in acres): \_\_\_\_\_

Description of Project: (attach separate sheet if necessary)

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## Checklist

### Include the Following with all Submissions

Applications for commercial site plan review should include the following. Indicate submissions with a checkmark in the space provided. For any item not relevant to the proposed action, insert the letters "NA" (Not Applicable).

- Signed Application Form**
- Submit twelve (12) copies, (three (3) full-sized copies folded to no larger than 9" x 12," and nine (9) reduced copies) of the Site Plan and elevations of any proposed structures, and twelve (12) copies of the completed application form to the Planning Office by 1:00 P.M. two (2) weeks prior to the meeting.**
- Application fee of \$250 made payable to the Town of Pound Ridge**
- Escrow Fee – minimum of \$2,750 (depending on type of review), made payable to the Town of Pound Ridge**  
An escrow account must be established in order to compensate the Town's Planning Consultant and Engineering Consultant for services during the review. Any unused funds will be returned to the applicant. If the review costs exceed this amount, the applicant will be asked to replenish the escrow account.

**Listed below are approximate charges that may be incurred during the review process:**

Type of Application	Engineering Review Fee*	Planning Review Fee
Minor Site Plan	<b>\$1,250</b>	<b>\$1,500</b>
Minor Site Plan w/ E&SC SWPPP	<b>\$2,500</b>	
Major Site Plan	<b>\$4,500</b>	<b>\$3,500</b>

**\*Explanation of application review types, based on the requirements established by applicable sections of Town Code, NYSDEC State Environmental Quality Review standards (SEQR) and Stormwater Management Design regulations, historical records and applicable engineering principles:**

**Minor Site Plan Applications:** These applications consist of minor development(s) to an existing site plan on which the proposed area of land disturbance is less than 5,000 square feet in total. Minor Site Plan Applications typically include the construction of decks, patios, and other site improvements not associated with more extensive site development plans. Review of these applications is focused on but not limited to preparation of an acceptable erosion and sediment control plan and general conformance with site engineering principles.

**Minor Site Plan with Erosion and Sediment Control SWPPP:** These applications are similar in nature to minor site plans, but increased land disturbance requires the preparation of an Erosion and Sediment Control Stormwater Pollution Prevention Plan (SWPPP), as defined by Town Code §91B-7. Typical examples of applications subject to this review category include the construction of in-ground swimming pools, garages and other minor structures where total site disturbance is greater than 5,000 square feet, but less than 1 acre. These applications also include projects located within the NYC DEP East of Hudson Watershed, where site disturbance is greater than 5,000 square feet, but less than 1 acre of land area and are subject to obtaining coverage under the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-10-001).

**Major Site Plan Applications:** Major Site Plans include all applications for construction of a new dwelling on a previously undeveloped lot (regardless of total site disturbance) and applications where total proposed site disturbance exceeds 1 acre. These applications require the preparation of a Stormwater Pollution Prevention Plan (SWPPP), inclusive of post-construction stormwater controls and must demonstrate full compliance with the design standards of the NYSDEC Stormwater Management Design Manual, latest edition. Applications subject to this review category that are located within the NYC DEP East of Hudson Watershed are also required to obtain coverage under the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-10-001).

Under special circumstance, Major Site Plans can also include other applications where total site disturbance is less than 1 acre. For these applications, sites are significantly constrained, have historical flooding issues or the scope of the project requires more extensive engineering review than would be involved for a minor site plan application. In accordance with Town Code §91B-7(B)(3), the requirement of post construction stormwater controls for such applications will be determined at the discretion of the Planning Board.

**Applications Not Requiring Engineering Review:** These applications consist of renovations or minor additions to an existing site plan for which no additional permanent impervious surfaces will be created and temporary site disturbance is generally less than 1,000 square feet. Applications not requiring engineering review typically include exterior renovations to an existing structure and approval actions not requiring modification to existing site engineering (i.e, water supply, wastewater utilities).

#### **Post Approval Application Fees**

Certain applications may require additional fees to be posted for work tasks occurring after approval by the Planning Board. Examples include site inspections during construction as required for compliance under the NYSDEC SPDES program, inspection of permanent stormwater infrastructure and review of outstanding items left as conditions of Planning Board Resolution of Approval. Fee estimates for all Post Approval Application budgets will be established at the time of application approval by the Planning Board. Such funds must be posted into escrow by the time of signature of resolution of approval by the Planning Board Chairman.

**Notification**

Send notification of application (included in this packet) to all owners of record within 500' of the boundary of the subject property(ies) for the initial application by regular mail at least 14 days prior to the meeting. This information is available in the Assessor's Office.

Submit a copy of the notification letter, list of homeowners notified, and completed Affidavit of Notification (included in this packet), to the Planning Office prior to the meeting.

**Completed EAF (included in this packet)**

**Verification of taxes paid (included in this packet)**

**Proposed Lighting Plan including type, height, design, direction, shielding and location**

**Proposed Signage Plan including location, type, design, mounting height, size, color and illumination.**

**Detailed landscaping plan, including type, size and location**

**Construction plans of proposed retaining walls, steps, ramps, paving and drainage "structures"**

**Elevations of proposed structures**

**Proposed finished floor and basement elevations of buildings, finished grades of walls, pavements and storm drains.**

**Site Plan should include:**

- Location of all existing and proposed buildings and other structures, retaining walls, stone walls, fences, rock outcroppings and wooded areas
- Outline and elevations of the pavement abutting streets and proposed means of vehicular and pedestrian access to and from the site.
- Location and layout of proposed off-street parking and loading spaces
- Location of required setback lines
- Location of trees with a diameter of six inches or more
- Location of septic system, expansion area and wells
- Location of all proposed site improvements
- Names of adjoining property owners
- Footprints of all structures on adjacent lots
- Slopes over 15%
- Wetlands and 150' wetland setbacks
- Stormwater runoff features
- Vicinity map
- Title, date, revisions dates, North arrow, scale, name and address of owner, engineer, architect, landscape architect or surveyor preparing the plan
- Block and Lot numbers of subject property and adjoining parcels
- Conditions specified by the Zoning Board of Appeals, Planning Board or Town Board in the approval of any variance of special permit related to the subject property

## **Commercial Site Plan Approval**

Commercial site plan approval is needed if you wish to develop a parcel of land for business purposes in any of the Town's business districts (the "Planned Business" districts: PB-A, PB-B, and PB-C). You will also need site plan approval if you wish to take an existing building in a business district and add on to it. If you wish to use a building without added construction, you should still follow the procedure to obtain a "Certificate of Compliance". Site plan approval is also needed if you wish to improve a nonconforming business use in a residential district, which approval is generally subject to the same zoning standard as for conforming uses in business districts.

Some uses are permitted in the business districts subject to the approval of a special permit by the Pound Ridge Town Board. This is a separate approval from the site plan approval procedure. It is likely that the site plan approval of the Planning Board will still be needed prior to issuance of a building permit.

All site plan approvals come from the Planning Board following procedures set out in the Town's Zoning Ordinance (go to [townofpoundridge.com](http://townofpoundridge.com) and click on "Code Book"). The Building Inspector also reviews any site plan application carefully, and his recommendations are included in any approval issued by the Planning Board. Activities such as wetlands disturbance, excavation or filling are outside the approval authority of the Planning Board, and separate approvals must be sought from the Water Control Commission.

# Town of Pound Ridge

Debbie Damascus  
Receiver of Taxes

Tel.: 914-764-5511  
Fax: 914-764-0102



Date: \_\_\_\_\_

## PURSUANT TO LOCAL LAW 1 OF 1988 COLLECTION OF FEES, FINES, ASSESSMENTS AND CHARGES

To Whom It May Concern:

The Receiver of Taxes, of the Town of Pound Ridge, New York 10576, does hereby certify that all current taxes due on the property designated as:

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_, of the Town of Pound Ridge assessment map are paid to date.

The said parcel being assessed to: \_\_\_\_\_

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**NOTE:** This document is valid only until the close of the next tax-billing period

Ending on: \_\_\_\_\_.

\_\_\_\_\_  
Debbie Damascus  
Receiver of Taxes

**COMMENTS:**

**NOTIFICATION OF APPLICATION  
PLANNING BOARD REVIEW  
Town of Pound Ridge, NY**

Date \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Madam or Sir:

Please be advised that an application has been made for commercial site plan review by the Planning Board of the Town of Pound Ridge for the following property:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Block/Lot \_\_\_\_\_

You are being notified of this application since you are a property owner located within 500 feet of the perimeter of this property.

Details of the proposed application are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The meeting will be held at the Pound Ridge Town House, 179 Westchester Avenue on \_\_\_\_\_ at 7:30 p.m., at which time the details of this application will be presented. For a complete agenda of hearings to be held on that date, consult our website at ***townofpoundridge.com***.

Plans are available for review in the Planning Office.

Sincerely,

\_\_\_\_\_  
Signature of Applicant

**AFFIDAVIT OF NOTIFICATION  
TO BE COMPLETED BY APPLICANT OR DULY AUTHORIZED  
REPRESENTATIVE**

STATE OF NEW YORK                    )  
COUNTY OF WESTCHESTER        )        ss.

\_\_\_\_\_, being duly sworn, deposes and says that he/she is (are) the owner(s) of record or representative of the owner of the property located at

\_\_\_\_\_, which is the subject of an application for Planning Board approval of which is herein made. That the above-mentioned name of record of said premises has hereby sent notification of their application for the Town of Pound Ridge Planning Board to all owners of record within five hundred (500) feet of the boundary of the subject property by regular mail, and is in receipt of the proper documentation stating that all such notifications were received by said owners of record. That the statements contained herein are true to the best of the deponent's knowledge and belief, and are made for the purpose of inducing the Planning Board of the Town of Pound Ridge to approve the application submitted.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Sworn to before me this the \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**TOWN OF POUND RIDGE – 2014 FEE SCHEDULE**  
**(Effective March 6, 2008, amended February 14, 2013)**

**1. APPLICATION FEES**, for filing with the Planning Board:

a) Informal Hearing	\$100.00
b) Lot Line Change	\$270.00
c) Preliminary Subdivision	\$270.00+
for each new lot shown on preliminary plat	\$150.00
d) Final Subdivision Plat	\$220.00+
for each lot shown on final plat	\$50.00
e) Recreation fee for each newly created building lot	\$12,000.00
f) Site Plan Approval	\$250.00
g) Steep Slope Application	\$250.00
h) Road Inspection and Common Driveway inspection (5% of estimated construction costs or actual cost of inspection, whichever is greater)	

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**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.

<b>Part 1 - Project and Sponsor Information</b>			
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.			<b>NO</b>
			<b>YES</b>
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:			<b>NO</b>
			<b>YES</b>
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			



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)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____ Date: _____		
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	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.
_____	_____
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)

**PRINT**