

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

Check type of review:

- Threshold Review (lot/bldg. coverage)
- Steep Slopes disturbance over 15%
- Vegetative buffer disturbance
- Demolitions exceeding 50%
- Other, explain: _____
- Driveway relocation
- Exceeding established SSBA's
- New construction requiring permit
- Accessory Apartment

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)

Checklist Include the Following with all Submissions

The application for site plan approval will not be accepted for Planning Board review unless all items identified below are provided:

- 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**
- Steep Slopes Application Fee of \$250 (for disturbance of slopes over 15%) and completed Application For Steep Slope Disturbance Approval (included in this packet)**
- Escrow Fee – minimum of \$4,000 (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	\$1,250	\$1,500
Minor Site Plan w/ E&SC SWPPP	\$2,500	
Major Site Plan	\$4,500	\$3,500
Special Use Applications	Case specific	Case specific

***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

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
- 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
- Zoning Conformance Worksheet (included in this packet) plotted on plan
- Increased setbacks as determined by Zoning Conformance Worksheet
- Existing and proposed contours at a maximum vertical interval of 2 feet both for the site and an area extending at least 25 feet beyond the property boundary
- Slopes over 15%
- Wetlands and 150' wetland setbacks
- Stormwater runoff features
- Supplementary Setback Building Areas as identified on final subdivision plat
- 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

- Standard notations (include on site plan):

“A wetlands permit shall be required from the Water Control Commission of the Town of Pound Ridge for any regulated activity within 150 feet of the wetlands boundaries in accordance with the Town of Pound Ridge Wetlands Law.”

“Approval by the Pound Ridge Water Control Commission shall be obtained prior to the initiation of any construction or any regulated activity, as defined in the Pound Ridge Freshwater Wetlands Law.”

“An application to Pound Ridge for a building permit or for a wetlands permit shall include a survey of the lot showing the location of the existing wetlands controlled area. The Town Engineer or consulting engineer, Building Inspector, or Water Control Commission, as appropriate, may require that the wetlands controlled area for any individual lot be delineated in the field, by means of stakes, fencing, or other means, prior to the initiation of any construction activity.”

“Site Plan approval by the Planning Board shall be required for: any lot where the building coverage exceeds (4,500) square feet in R-3A, (3,600) in R-2A, (2,600) in R-1A; on any lot where the building coverage exceeds the area of the required potential house site within the horizontal circle shown on an approved plat; or any lot where the lot coverage, excluding common driveways approved by the Planning Board, exceeds (12,000) square feet in R-3A, (9,000) in R-2A, (7,000) in R-1A. The minimum front yard, side yard and rear yard setbacks and the minimum buffer area from all lot lines shall be increased in five (5) foot increments in proportion to the amount the threshold standard(s) for site plan approval are exceeded, unless otherwise modified by the Planning Board as part of site plan approval.”

“The minimum required yard is inclusive of the minimum buffer area. No buildings, structures, driveways, parking areas, septic areas, utilities or other improvements, excluding the repair of existing stone walls and non-electric fences four (4) feet or less in height, shall be permitted within the minimum buffer area except as shown on a construction plan or site plan approved by the Planning Board. Such disturbance within the minimum required buffer area shall be the minimum necessary to provide appropriate and reasonable access or service to said lot. Said areas shall generally be maintained in as natural a condition as possible, except that additional landscaping or planting or other buffer screening may be required or permitted by the Planning Board as part of site plan approval.”

“All required existing and proposed vegetation shown on the approved site plan shall be maintained in a healthy and vigorous growing condition throughout the duration of the use of the site. All vegetation not so maintained shall be replaced with comparable vegetation at the beginning of the next growing season.”

If a new pool is proposed, add the additional following notations:

“No portion of any swimming pool or tennis court shall be located closer than 50 feet from any “lot Line” or within a supplementary setback. Spill offs and drainage from any swimming pool shall not be permitted to flow onto adjacent property. Pool water shall be directed to flow into a drainage system designed to prevent erosion and to dissipate pool chemicals. One of the following methods shall be provided to control pool drainage: (a) A surface drainage path of at least 150 linear feet. (b) A surface retention area. (c) A subsurface drywell or adsorption trench.”

“No pool drainage shall flow directly into a wetlands controlled area.”

**TOWN OF POUND RIDGE
APPLICATION FOR STEEP SLOPE DISTURBANCE APPROVAL**

Date: _____

► 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 to sign on their behalf)

► Name of Registered Engineer/Architect: _____ NYS License # _____

Address: _____ Phone: _____

Cell: _____ Fax: _____ E-mail: _____

► Name of Contractor: _____ ECS ID# _____

Address: _____ Phone: _____

Cell: _____ Fax: _____ E-mail: _____

IDENTIFICATION OF PROPERTY

Block/Lot: _____ Zoning District: _____ Area (in acres): _____

DESCRIPTION OF WORK

Total area of land development activity _____ sq. ft.

Proposed Disturbance:

Moderately Steep (15%-25%) _____ sq. ft.

Very Steep Slope (25%-35%) _____ sq. ft.

Extremely Steep Slope (>35%) _____ sq. ft.

Description of Project: *(attach separate sheet if necessary)*

A site plan is required which complies with all the requirements of **Chapter 89 of the Code of the Town of Pound Ridge.**

Residential Site Plan Review

The Town of Pound Ridge has a proud history of providing for development that is environmentally sensitive and responsive to the long-term interests of its citizenry. As a steward of the many environmental resources of the community, the Pound Ridge Planning Board works closely with all applicants for site plan approval in order that mutually beneficial development can be assured.

The purpose for site plan review is to minimize the environmental and visual impacts of new residential development, and improvements to residences that create exceptionally large building coverage and/or lot coverage (particularly the impacts upon adjacent land and public thoroughfares); and to protect the rural character and landscapes of Pound Ridge by increasing the minimum required setbacks and vegetated buffers, where appropriate, based upon site plan review of property and proposed development.

Site Plan Approval is required for new structures and teardowns requiring a building permit within the R-1A, R-2A, and R-3A zoning districts, residential development in excess of the thresholds for building and/or lot coverage, activity within the minimum vegetated buffers, exceeding established SSBA's, driveway relocations, formation of an accessory apartment or disturbance to steep slopes (in excess of 15%).

REVIEW AND APPROVAL PROCESS: The Planning Board shall review the application in accordance with the standards and procedures set forth in Article IX of the Zoning Law, Site Plan Requirements. The typical process includes: 1) a presentation by the applicant to the Planning Board after submittal of an application; 2) a site visit by the Board before its next meeting; and, 3) assuming adequate site plan information and modifications are made, if requested, Board approval with or without modifications. Occasionally, a public hearing is required, but site plan approval usually does not require a public hearing unless it involves disturbance to steep slopes. **If bedroom additions are proposed to an existing residence, or a new residence is proposed, preliminary Department of Health approval is required prior to appearance before the Planning Board.**

ZONING CONFORMANCE WORKSHEET

Application Form For
RESIDENTIAL SITE PLAN
Town of Pound Ridge

Applicant: _____

Address: _____

Block/Lot: _____

Date: _____

	EXISTING	PROPOSED	TOTAL	R-3A	R-2A	R-1A	% THRESHOLD (Total/Threshold)
a. Principal Dwelling				(Maximum Allowable Building Threshold sq. ft.)			
b. Other Buildings							
TOTAL BUILDING COVERAGE							4,500] 3,600 [2,600
a. Total Building Coverage (from above)				(Maximum Allowable Lot Threshold sq. ft.)			
b. Driveway							
c. Other Structures/Improvements (1) pool (2) tennis court (3) patio, deck, walks							
TOTAL LOT COVERAGE							12,000] 9,000 [7,000

	MINIMUM REQUIRED SETBACKS			EXISTING	PROPOSED	INCREASED MINIMUM SETBACKS (Minimum Required x % Threshold Rounded up to 5' increments)
ZONING DISTRICT	R-3A	R-2A	R-1A			
a. Front Yard	60'	60'	50'			
b. Side Yard	50'	50'	35'			
c. Rear Yard	75'	50'	50'			
d. Vegetated Buffer	20'	15'	10'			

Instructions for Completing Zoning Conformance Worksheet

1. Enter existing and proposed square footage of all property coverage and enter total.
2. Divide this total by the maximum coverage threshold for your zoning district (R-3A, R-2A, R-1A)
3. Enter the percentage in the right column
4. Adjust this percentage to a decimal to calculate increased setbacks in the table at the bottom of the worksheet. For example, if the “% Threshold” is 121%, and you are in an R-3A district, multiply each setback by 1.2 (1.2 x 60’ front yard = 72’ rounded up to the nearest 5’ increment = 75’) (1.2 x 50’ side yard = 60’)
5. Enter the increased setbacks in the column to the right. Identify these increased setbacks as well as the minimum setbacks on the site plan.

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: _____

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 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.

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
			<input type="checkbox"/>	<input type="checkbox"/>
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
			<input type="checkbox"/>	<input type="checkbox"/>
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"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
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