

TOWN OF POUND RIDGE PLANNING BOARD
APPLICATION FOR PRELIMINARY and/or FINAL SUBDIVISION APPROVAL

Check type of review:

- | | |
|---|---|
| <input type="checkbox"/> Conventional Subdivision | <input type="checkbox"/> Preliminary Approval |
| <input type="checkbox"/> Cluster Subdivision | <input type="checkbox"/> Final Approval |
| <input type="checkbox"/> Lot Line Change | <input type="checkbox"/> Other—please explain |

► 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): _____

Number of Lots proposed: _____

Does this property exceed 10 acres in area? Yes No If yes, refer to Conservation Board for review.

Land in subdivision is _____ is not _____ within 500 feet of the Town boundary.

Property does _____ does not _____ connect directly into a State or County road.

Application Checklist

Applications for subdivision approval should include the following. Indicate submissions with a checkmark in the space provided. For any item not relevant to the proposed action, the letters "NA" (Not Applicable) shall be inserted.

- _____ Prior to initial submission, contact the Assessor's Office to obtain new lot numbers.
- _____ Submit twelve (12) copies (three (3) full-sized copies folded to no larger than 9" x 12" and nine (9) reduced copies) of the Subdivision Plan, to the Planning Office by 1:00 p.m. two (2) weeks prior to the meeting. Meetings are generally held on the fourth Thursday of each month at 7:30 p.m. at the Pound Ridge Town House. Call the planning office at 914-764-3982 for specific dates.
- _____ Submit an application fee (refer to *Appendix A* for appropriate fee) payable to the Town of Pound Ridge.
- _____ An escrow account must be established with a minimum of \$8,000, check made payable to the Town of Pound Ridge, to be used to compensate the Town's Planning Consultant and Town Engineer for their 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.
- _____ *Verification of taxes paid* - to be completed by Receiver of Taxes (form attached).
- _____ For the initial meeting, send *Notification of Application* (included in this packet) to all owners of record within 1,000 feet of the boundary of the subject property(ies) by registered or certified mail, return receipt, no later than fourteen (14) days prior to the scheduled meeting. This information is available in the Assessor's Office. Complete the *Affidavit of Mailing Form* (included in this packet) and submit to the Planning Office along with a copy of the Notification Letter sent, list of those notified, and return receipts no later than five (5) days prior to the scheduled meeting.
- _____ Notification for the 'Public Hearing' follows the same process as that for the initial meeting. Notification is required for only the initial public hearing meeting.
- _____ Completed *Short Form EAF* (included in this package).
- _____ Completed *Long Form EAF* (if required).
- _____ Submit appropriate *Affidavit Forms* (included in this packet).
- _____ Review plat with the Westchester County Health Department, who will eventually approve any final subdivision plat. Particular attention should be paid to the area, grade and type of soil of proposed building sites and the proper amount of land area for adequate private water supply and sewage disposal facilities.

Plats shall include the following:

- _____ Scale no smaller than one (1) inch equals one hundred (100) feet.
- _____ An area map showing all adjacent roads and properties within one thousand (1000) feet and at a scale of one (1) inch equals four hundred (400) feet.
- _____ The name and address of the owner or owners of land to be subdivided, the name and address of the subdivider, if other than the owner.
- _____ The names of all adjoining property owners and location of adjacent structures.

- _____ The date of the plan.
- _____ Indicate true North point.
- _____ The required yard setbacks for the zoning district in which the subdivision is located.
- _____ The location and approximate dimensions of all existing property lines. (Include the entire area proposed to be subdivided and the remainder of the tract owned by the subdividing owner or land held in related ownership.)
- _____ The location and sizes of any existing water, storm drainage or other utility lines, structures and easements within and nearby the proposed subdivision along with the necessary drainage calculations.
- _____ Identification of all Steep Slopes over 15%
- _____ Stone walls and other historic features
- _____ Water bodies, streams and other controlled areas as defined in the Town Wetlands Protection and Preservation Law (with the minimum activity setback separately delineated), State wetlands designated under the State Freshwater Wetlands Law
- _____ Large trees and other unique vegetation that may influence the design of the subdivision
- _____ Accurate topography at a contour interval of not more than two (2) feet. The topographic data shall be accurately determined by field survey unless the Planning Board specifically waives this requirement or permits the substitution of topographic information obtained from other sources it finds to be satisfactory for the individual case.
- _____ The approximate location, width and grade of all proposed roads and common driveways and of single driveways where required by the Board. Approximate elevations shall be shown at the beginning and end of each road, at road intersections, and at all points where there is a decided change in the slope or direction.
- _____ Profiles for all proposed roads and common driveways and of single driveways where required by the Board. Cross-sections shall be provided when requested by the Board.
- _____ The approximate location, dimensions and area of all proposed or existing lots, including the area of any controlled areas as defined in the Town Wetlands Protection and Preservation Law, or State Wetlands Designated under the State Freshwater Wetlands Law.
- _____ The proposed location of houses, driveways and on-site water and sewage disposal systems.
- _____ Horizontal circles as required in §113-37 Schedule of Bulk Regulations.
- _____ Proposed fire protection, storm water drainage, road trees, road lighting fixtures, road signs and sidewalks.
- _____ The approximate location and dimensions of all property proposed to be set aside for park or recreational use
- _____ The title, name, address, signature and seal of the licensed engineer and/or surveyor preparing the plat and the date prepared, including revision dates, if any.

PROCEDURE FOR SUBDIVISION APPLICATION AND APPROVAL

Subdivision Approval is required whenever a division or re-subdivision of land or any exchange of land or transfer of land is proposed. Prior to a proposal to subdivide land, the Applicant should read and be familiar with the following documents and legislation for the Town of Pound Ridge from which the Planning Board will refer to and employ as part of its subdivision review:

- **The Town's Plan of Development**, which is the guide for Pound Ridge's land development.
- **The Code of the Town of Pound Ridge, Chapter 113, "Zoning"**, which contains standards and requirements for development in the Town's various zoning districts.
- **The Land Development Regulations**, which guides the Board in orderly development of land. In particular Chapter A117 Article III "Subdivision Applications."
- **The Wetlands Law of the Town of Pound Ridge**, which are used by the Board in reviewing subdivision and proposed wetlands activities. These laws are administered and permits are issued by the Water Control Commission.

These documents can be obtained online at townofpoundridge.com. Click on "Code Book" on the Home Page.

All subdivision approvals come from the Planning Board following procedures set out in the Town's Land Development Regulations. The Town Engineer and the Town's Planning Consultant also review subdivision applications carefully, and their recommendations are included in any approval issued by the Planning Board. In addition, two other Town agencies often become involved in the review of applications. These are:

1. **Conservation Board**: If the application involves a land area of 10 or more acres, the Conservation Board will review and report on the proposal.
2. **Water Control Commission**: If the application proposes any alteration of wetland areas or development of land within 150 feet of a wetland or water body, the approval of the Water Control Commission for this activity will be required. This approval is separate from the subdivision approval.

An informal hearing may be requested before the Planning Board to obtain preliminary opinions and reactions prior to the expenditure of funds for detailed site design and engineering. Following this informal conference, the subdivision application form should be filled out and submitted to the Planning Board Office. After the initial meeting, the Planning Board may schedule a field trip to the proposed subdivision site. The applicant or his or her duly authorized representative shall attend the field trip.

When the Planning Board has determined that a preliminary application for subdivision approval is complete, it will schedule a public hearing on that application. This sets in motion the following sequence of events:

1. Preliminary public hearing opened and closed.
2. Planning Board approves, approves with modifications, or disapproves preliminary plat.
3. Applicant modifies application to conform to the findings or modifications of preliminary approval.
4. Planning Board may hold or waive the requirement of a public hearing on the final plat.
5. If approved, linen is reviewed by Department of Health and signed by the County Commissioner of Health.
6. Submit one copy to Planning Office, along with linen for signature by the Chairman.
7. Applicant files linen with Westchester County, Division of Land Records.
8. Applicant orders five copies (4 full-sized and one reduced copy 18" x 24") of the filed map from the County and submits to the Planning Board secretary.

Land exchange or transfer: Where an applicant proposes a subdivision representing an exchange or transfer of land with an adjoining property, the Planning Board may waive the public hearing on such proposal where the following conditions are met:

1. The area of the proposed land exchange or transfer does not exceed ten percent (10%) of the minimum required lot area of the zoning district in which the affected lands are located.
2. No additional lots will be created.
3. Such exchange or transfer of lands does not preclude the proper future development or re-subdivision of the affected properties.
4. Such exchange or transfer of lands shall not create any nonconformity with the terms and regulations of the Pound Ridge Zoning Ordinance.
5. The applicant(s) has prepared and submitted a final plat, in accordance with §A117-31 herein, for the signature of Planning Board Chairman and has paid all appropriate fees.
6. The applicant(s) has paid fees as required in Appendix A of these regulations.

**NOTIFICATION OF APPLICATION FOR PLANNING BOARD
SUBDIVISION REVIEW
Town of Pound Ridge, New York**

Date _____

To: _____

Dear Madam or Sir:

Please be advised that an application has been made for subdivision 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 1,000 feet of this property. Town law requires that the applicant circulate notice for:

- Check one:** Initial Planning Board meeting, mailed certified, return receipt
 Initial Public Hearing, mailed certified, return receipt

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 will be available for review in the Planning Office.

Sincerely,

Signature of Applicant

AFFIDAVIT

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 _____ approval of which is herein made. That the above-mentioned name of record of said premises has hereby sent notification of their application to the Town of Pound Ridge Planning Board to all owners of record within one thousand (1,000) feet of the boundary of the subject property by registered or certified mail, return receipt, for the initial meeting, or within one thousand (1,000) feet of the boundary of the subject property by registered or certified mail, return receipt, for the initial public hearing, 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 _____

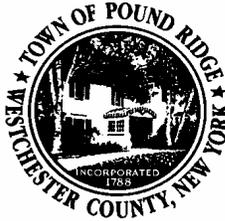
Notary Public

NOTE: Attach List of Persons Notified, copy of Notification Letter sent and certified mail return receipts and submit to the Planning Board Office no later than five (5) days prior to the scheduled Planning Board meeting.

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:

**AFFIDAVIT
TO BE COMPLETED BY OWNER OTHER THAN CORPORATION**

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss.

_____, being duly sworn, deposes and says that he/she is (are) the owner(s) in fee of all the property shown on plat entitled

_____, application for approval of which is herein made. That deponent acquired title to the said premises by deed dated from _____ and recorded in the Office of the Clerk of the County of Westchester on _____, in Liber _____ of Conveyances at Page _____. That the statements contained herein are true to the best of the deponent's knowledge and belief, and are made for the purposes of inducing the Planning Board of the Town of Pound Ridge to approve the application submitted.

Signed _____

Sworn to before me this _____ day
of _____, 20 _____

Notary Public

CORPORATE ACKNOWLEDGEMENT

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss.

On the _____ day of _____, 20 _____, before me personally came _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____; that he/she is the _____ of _____, the corporation described in and which executed the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporation seal; that it was so affixed by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

Signature

**AFFIDAVIT
TO BE COMPLETED BY CORPORATION OWNER**

STATE OF NEW YORK) ss.
COUNTY OF WESTCHESTER)

_____, being duly sworn, deposes and says that he/she resides at _____, in the County of _____, State of _____, that he/she is the _____ (title) of _____ (Name of Corporation) which is the owner in fee of all property shown on plat entitled _____, application for approval of which is herein made. That said _____ (Name of Corporation) acquired title to the said premises by deed from _____ recorded in the Office of the Clerk of the County of _____ on _____, in Liber _____ of Conveyances at Page _____. That the statements contained herein are true to the best of 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.

Signature

Sworn to before me this _____ day
of _____, 20____

Notary Public

OFFER OF CESSION

To the Planning Board of the Town of Pound Ridge:

The undersigned, pursuant to Article 16, Section 278 of the Town law of the State of New York, does hereby make an offer of cession to the public of all streets, highways or parks shown on a certain map entitled:

made by _____, Professional Engineer and Surveyor, dated _____, which map has heretofore been submitted to the above-named Planning Board for its final approval.

_____(L.S)
Signature

Date

INDIVIDUAL ACKNOWLEDGMENT

STATE OF NEW YORK)
COUNTY OF WESTCHESTER) ss.

On the _____ day of _____, 20 _____ before me personally came _____ to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that he/she executed the same.

Notary Public

APPENDIX A

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: a. public / private water supplies? b. public / private wastewater treatment utilities? | <input type="checkbox"/> <input type="checkbox"/> | <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