



Planning Board Application Checklist

Planning Board Chairman Ralph Neubauer

Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, NY 11978

Phone: 631-288-2429 Fax: 631-288-6275 Email: secretary@westhamptonbeach.org



Name of Applicant: _____

Suffolk County Tax Map Number: _____

Address of the Property: _____

_____ 8 copies of Application submitted (**2 originals and 6 photocopies**).

_____ All items have been completed.

APPLICATION SUBMITTED BY:

_____ Property Owner (**Property owner must sign application**).

_____ Agent of Owner.

_____ Owner(s) Authorization is attached (signed and notarized).

_____ Property Owner(s) signature notarized.

APPLICATION INCLUDES:

_____ 8 Environmental Assessment forms (completed and executed).

_____ 8 Copies of Survey of Property **prepared within one(1) year of application date.**

_____ 8 Copies of **every** Certificate of Occupancy issued for this property.

_____ 8 Copies of Site Plan.

_____ 8 Copies of Landscape Plan.

_____ 8 Copies of Preliminary Subdivision Plan.

_____ 8 Copies of Floor Plans.

_____ 8 Copies of Original Deed.

_____ **Application fee is attached:** (see fee schedule inside application form)

_____ Application date stamped

_____ Application is _____ complete _____ not complete

Checklist filled out by: _____

Date: _____

NOTE: When a hearing date has been scheduled, applicant or his designated agent will be responsible to notify the bounders of the date, time and place of the hearing, in accordance with Village Law. At that time, the secretary to the Planning Board will mail a copy of the public notice to the applicant or his designated agent with detailed instructions for notifying the bounders. Failure to properly notify the bounders, as instructed, will result in the inability of the Board to hear the application.

Planning Board Application Instructions

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To assist the Planning Board in reviewing and processing this application, it is necessary that certain information be provided to the Planning Board. This information is found to be the minimum information necessary to deem the application complete and allow the application to be scheduled for a public hearing. At the time of the hearing, the Planning Board reserves the right to request additional information as may be needed to make an informed decision.

The following are the minimum submission requirements for the purpose of this application.

- (A) Eight (8) copies of every Certificate of Occupancy issued for this property.
- (B) Eight (8) copies of this Application form.
- (C) Application fee in accordance with the Application Fee Schedule below.
- (D) Eight (8) copies of Environmental Assessment Form Part 1.
- (E) Eight (8) copies of a Survey prepared within one year of the application date containing the required information listed in Section 197-63(f) of the Village Code.
- (F) Eight (8) copies of Site Plan prepared by a Professional Engineer, Licensed Surveyor, Architect or Landscape Architect licensed by the State of New York, and shall bear his seal and signature. The site plan shall contain the required information contained in Section 197-63(g) of the Village Code. The survey may also constitute the Site Plan if all the necessary information for both is included.
- (G) Eight (8) copies of a landscape plan or, in the alternative, the landscape plan shall be included as part of the Site Plan.
- (H) Eight (8) copies of preliminary floor plans and elevations of the proposed improvements will be required by the Planning Board prior to approval.
- (I) Eight (8) copies of preliminary subdivision.
- (J) Eight (8) copies of original recorded deed.

ADDITIONAL INFORMATION:

The applicant is instructed to review the Zoning Ordinance of the Incorporated Village of Westhampton Beach and become familiar with the requirements contained therein. Of particular importance are the submission requirements contained in Section 197-63 of the Village Code.

Upon completion of any Application, it will be reviewed for completeness. If all of the necessary information is provided, the Application will be scheduled for a Public Hearing. If additional information is required, you will be so notified.

The Planning Board meets the second Thursday of each Month. To be scheduled for a Public Hearing all Planning Board applications must be submitted thirty(30) days prior to the hearing date. Thereafter, any new information required by the Planning Board must be submitted to the Planning Board fourteen(14) days prior to the hearing date.

If no new information or reason for adjournment is received by the Planning Board by letter prior to the hearing date, the Application will be denied without prejudice. The applicant or his/her representative must be present at the regular meeting or the case will not be heard.

APPLICATION FEE SCHEDULE:

Site Plan(\$350.00 plus Engineering Review Fee for Site Plans)/Modification of Site Plan(\$250.00): Items (A) through (H) of the requirements of the application. Where an application is for a permitted change of use and no changes to the site plan are proposed, items (F), (G) and (H) will not be required. In that case, the survey (item E) will suffice.

Engineering Review Fee for Site Plans: Five cents per square foot of proposed area of site improvements, including all areas required to be graded, landscaped, paved or otherwise altered, but not including the building footprint of any existing or proposed buildings. This fee is to be paid at the time the site plan application is filed.

Waiver of Site Plan(\$150.00): Items (A), (B), (C), (D) and (E) of the requirements of the application. The survey (item E) may be greater than one(1) year old if the waiver is not for an improvement external to a building, but must show all current features. The applicant must also provide a sketch and/or scale drawing depicting the building alteration. Applications necessitating a change of use or an expansion of floor area are not eligible for a waiver.

Subdivision, Modification of Subdivision(\$350.00)/Waiver of Subdivision: Items (A), (B), (C), (D), (E), (I), (J) of the requirements of the application.

For Major Subdivisions:

\$150.00 Preliminary Fee plus \$150.00 per lot plus Engineering Review Fee for Subdivisions.

\$150.00 Final Fee plus \$150.00 per lot.

For Minor Subdivisions:

\$150.00 Fee plus \$150.00 per lot

Engineering Review Fee for Subdivisions: Five percent (5%) of the final estimated cost of capital improvements, excluding water mains and underground electric lines, shall be paid before the final plat is signed. An initial fee of **\$500.00** per lot shall be paid at the time of preliminary plat submission. This initial fee shall be subtracted from the total engineering review fee. The remainder shall be paid before the signing of the final plat.

Special Exception Review: All items required for an application are required except that for a change of use where no changes to the Site Plan are proposed, Items (F), (G) and (H) will not be required. This fee is paid to the Trustees upon Initial application to the Trustees.

Once the Planning Board has approved an Application, a permit from the Building Department will be required and will necessitate a separate application fee.



PART VII: SUBDIVISION ONLY

(A) Other properties within 1000 feet of subdivision held in name of applicant in which owners or stockholders in proposed subdivision have an interest (attached separate sheet if necessary) _____

(B) Would the requested subdivision result in parcels (whether or not presently improved) which would comply with the Zoning Ordinance without a variance? _____ If not, (a) has application been made to the Zoning Board of Appeals for a variance? _____ and (b) if so, attach a copy of the application for the variance and a copy of the Zoning Board of appeals decision thereon.

(C) Does applicant, (directly or indirectly, including, but not limited to any stockholder of applicant, if a corporation) or any predecessor in title since March 6, 1970, own adjacent property? _____. If yes, (a) when did the parcel, which is the subject of this application, first come into separate ownership? _____, and (b) was the subdivision resulting in such separate ownership approved by the Planning Board _____ and (c) if yes, indicate the date of such approval _____.

Sworn to Before me this ____ day of _____, 20 ____.

NOTARY PUBLIC

OWNER SIGNATURE (Required)

If Owner is a Corporation, indicate name of Corporation and Officer(s) Title

NAME OF CORPORATION

TITLE OF OFFICER

OWNER(s) AUTHORIZATION:
(if necessary)

STATE OF NEW YORK)
) SS.:
COUNTY OF SUFFOLK)

_____, being duly sworn, depose and say, that I reside at _____
 _____. That I am the owner (or an officer of the corporation, which is the owner) of the premises described in this application, and hereby authorize _____, whose mailing address is _____ to make the foregoing application and to appear on my behalf before the Planning Board of the Village of Westhampton Beach with reference to this application. I hereby agree to allow my agent, whose name and address appears above, to act on my behalf, and I further agree to abide by any requirements imposed by the Planning Board as a condition of its approval.

Sworn to Before me this ____ day of _____, 20 ____.

NOTARY PUBLIC

OWNER SIGNATURE



Environment Assessment Form

Planning Board Chairman Ralph Neubauer

Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, NY 11978

Phone: 631-288-2429 Fax: 631-288-6275 Email: secretary@westhamptonbeach.org



Part 1 (To be completed by the Applicant)

(NOTE: To be accompanied by a survey showing location of project or action, including elevations if necessary).

The purpose of this Environmental Assessment Form is to provide information, which will assist the Village in determining whether the action you propose, may have a significant impact or effect on the environment. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Please complete the entire form leaving no blanks. If a question does not apply, please indicate so.

This is a standardized form widely used by agencies of government in an effort to comply with the State Environmental Quality Review Act and to protect the environment by a close review of a proposed action. Different parts, accordingly, will be of lesser or greater significance depending on actual facts as presented by applicant.

NOTE: If sufficient space does not exist to give appropriate answers to any question(s) on this form, please attach sheet giving such answers properly referenced to question number and page number.

VILLAGE REVIEWING AGENCY

Project Name:	_____	Site Plan:	_____
Street:	_____	Subdivision Waiver:	_____
Zoning District:	_____	Subdivision:	_____
County Tax Map Parcel No.:	_____	Special Permit:	_____
Map, Block, Lot:	_____	Zoning Board:	_____

OWNER:

Name:	_____		
Full Address:	_____		
P.O. and Zip Code:	_____	Telephone No.:	_____

ATTORNEY OR AGENT:

Name:	_____		
Full Address:	_____		
P.O. and Zip Code:	_____	Telephone No.:	_____

SURVEYOR/ENGINEER:

Name:	_____		
Full Address:	_____		
P.O. and Zip Code:	_____	Telephone No.:	_____

DESCRIPTION OF PROJECT: (Briefly describe type of project or action)

A. SITE DESCRIPTION (Physical setting of overall project, both developed and undeveloped areas)

1. General character of the land: _____ Generally uniform slope, _____ Generally uneven and rolling or irregular

2. Present land use: _____ Urban, _____ Industrial, _____ Commercial, _____ Rural, _____ Forest, _____ Agriculture, _____ Suburban, Other (describe): _____

3. Approximate percentage of project area:	<u>Presently</u>	<u>After completion</u>
Meadow or brushland	_____ %	_____ %
Forested	_____ %	_____ %
Agricultural	_____ %	_____ %
Water surface	_____ %	_____ %
Wetland	_____ %	_____ %
Unvegetated (rock, earth or fill)	_____ %	_____ %
Roads, buildings and other paved surfaces	_____ %	_____ %
Other (indicate type) _____	_____ %	_____ %

4. What is predominant soil type(s) on site? _____

5. Approximate percentage of presently undeveloped project area with slopes: _____ 15% or greater; _____ 10-15%; _____ 0-10%



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- 8. If single phase project: (a) Anticipated date of commencement: Month _____, Year _____
(b) Approximate completion date: Month _____, Year _____
- 9. If multi-phased project: (a) Total # of phases anticipated? _____
(b) Anticipated date of commencement Phase 1 (including demolition): Month _____, Year _____
(c) Approximate completion date final phase: Month _____, Year _____
(d) Is Phase 1 financially dependent on subsequent phases? _____ Yes, _____ No
- 10. Number of jobs generated: During construction _____ after project completed _____
- 11. Number of jobs eliminated by this project: _____
- 12. Will project require relocation of any projects or facilities? _____ Yes, _____ No
If yes, explain: _____

- 13. Acreage of freshwater or tidal wetlands affected by project: _____ acres.
- 14. (a) Is surface or subsurface liquid waste disposal involved? _____ Yes, _____ No
(b) If Yes, indicate type of waste (sewage, industrial, etc.) _____
(c) If surface disposal, name of stream into which effluent will be discharged. _____
- 15. Will surface area of existing lakes, ponds, streams, bays or other surface waterways be increased or decreased by proposal? _____ Yes, _____ No
- 16. Is project or any portion of project located in the 100 year flood plain? _____ Yes, _____ No
- 17. (a) Does project involve disposal of solid waste? _____ Yes, _____ No
(b) If Yes, will an existing solid waste disposal facility be used? _____ Yes, _____ No
(c) If Yes, give name: _____ location _____
(d) Will any wastes not go into a sewage disposal system or into a sanitary landfill? _____ Yes, _____ No
- 18. Will project use herbicides or pesticides? _____ Yes, _____ No
- 19. Will project routinely produce odors (more than one hour per day)? _____ Yes, _____ No
- 20. Will project cause a continuing increase in noise levels on completion? _____ Yes, _____ No
- 21. Will project cause an increase in energy use? _____ Yes, _____ No
- 22. If water supply is from wells, indicate pumping capacity: _____ gallons per minute.
- 23. Total anticipated water usage per day: _____ gallons per day.
- 24. Zoning: (a) Current specific zoning classification of site: _____
(b) Is proposed use consistent with present zoning? _____ Yes, _____ No
(c) If No, indicate desired zoning: _____
- 25. Approvals: (a) Is any Federal permit required? _____ Yes, _____ No
(b) Does project involve State or Federal funding or financing? _____ Yes, _____ No
(c) Local and Regional approvals:

	<u>Approval</u>	<u>Type Approval</u> <u>Required</u>	<u>Submittal</u> <u>(date)</u>	<u>Approval</u> <u>(date)</u>
Village Board if Trustees:	_____ Yes, _____ No	_____	_____	_____
Village Planning Board:	_____ Yes, _____ No	_____	_____	_____
Village Zoning Board:	_____ Yes, _____ No	_____	_____	_____
County Health Department:	_____ Yes, _____ No	_____	_____	_____
Other Suffolk County Agencies:	_____ Yes, _____ No	_____	_____	_____
State DEC:	_____ Yes, _____ No	_____	_____	_____
Federal Agencies:	_____ Yes, _____ No	_____	_____	_____

C: INFORMATION DETAILS Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with the proposal, please discuss such impacts and the measures, which can be taken to mitigate or avoid them.

PREPARERS SIGNATURE: _____ TITLE: _____

REPRESENTING: _____ DATE: _____