



**Village of Larchmont  
Building Department  
914-8346210 or 914-834-2050  
Planning Board  
Procedure for Submission**

**Procedures for Application**

Code Sections 361-5(F) and 361-6

Address of Proposed \_\_\_\_\_

Applicant should be represented by the owner, architect and any other person or entity that the owner deems necessary to clearly explain the proposal.

Applicant has the following options:

Option 1.

Filing for a full review under the Site Plan Review Law, which requires, but is not limited to, delineation of existing topography and proposed grade elevations, description of water, sewage and disposal, easements and all other items required under the application procedure for Site Plan Approval under Section 361, A **complete application**, including everything required for an “**Option 2**” application (see below)

**or**

Option: 2.

Filing for “short version” review (only available if no zoning variance is required).  
See attached and all of the items listed thereon.

**Note:** Eight (8) sets of plans and presentation items are required for both Option 1 & Option 2. **Site plans showing Zoning Board approval date.** Nothing herein shall preclude the Planning Board from requesting additional environmental, shadow and other studies, plans, etc.

\_\_\_\_\_ *Initial of Applicant*  
*I have read and provided all requirements*



## Submission Check List

- 1. “Short Version” Application for Site Development Plan Approval, plus Short Environmental Assessment Form;
- 2. Dimensional architectural preliminary plans (including elevations) showing all proposed modifications to (including, without limitation, all proposed demolition of) the existing structure;
- 3. An overlay drawing showing the existing structure with the proposed modification thereof and its relationship, in plan and elevation, to the structures on all immediately adjacent properties;
- 4. A dimensional site plan (copies of zoning maps, whether or not enlarged, and “Google photos” are not acceptable) showing the existing and the proposed modified structure and its relationship to all structures within 250 feet of any corner of the subject property;  
Landscaping Plan
- 5. Clear, composite photographs of the existing structure as seen from the street and showing the structures on the immediately adjacent properties and their proximity to the existing structure;
- 6. Clear photographs of all existing structures on the property, from all sides (to the extent possible)
- 7. Clear photographs from the property to all immediately adjacent properties (including properties across the street), showing all structures visible from the subject property, existing landscaping, ect.;
- 8. A sketch, by an architect or other licensed professional, showing existing and proposed landscaping between the proposed addition and the immediately adjacent properties, as well as all landscaping to be moved or removed and all proposed changes in elevation, if any;
- 9. A drainage plan, with calculations, as to all runoff resulting from proposed modifications to structures and/or to the property; over 500 feet of disturbance needs SWPPP
- 10. Construction plan, showing a schedule;
- 11. Survey updated within 3 years, signed and sealed;
- 12. Don’t forget to hand in your proof of mailings, after the agenda has been posted

\_\_\_\_\_ *Initial of Applicant*  
*I have read and provided all requirements*



Village of Larchmont

**ATTENTION APPLICANTS!!**

Notification Process for Planning Commission Hearing

**These procedures must be completed by the applicant, as indicated below, in order for the Public Hearing to be held for the application.**

**No neighbor notification required for Pre-submission Conference**

**Notification procedure for Planning Board Public hearing**

- 1. Obtain list of neighboring properties online from ([giswww.westchestergov.com/wcgis/Mapping.htm](http://giswww.westchestergov.com/wcgis/Mapping.htm)) **steps; select** Larchmont, **type address, search**, enter 250' buffer distance, **click onto** create labels, **click onto** export CSV file, **click onto** mailing list Prop, **widen columns** to show all information, if name and address is missing and sec/blck/lot is listed, call the building dept. for address and mail to that address, **need to** attach copy with your proof of mailing to the Build Dept. **or purchase** a list from the Village of Larchmont Building Department for \$40.00.
- 2. The name of the property owner and “or current resident” on the second line of the label must be used when addressing envelopes.
- 3. A copy of the agenda will be available on our web-site [villageoflarchmont.org](http://villageoflarchmont.org), under calendars and date of meeting and should be mailed out to the neighboring properties.
- 4. Enclose the correct Public Hearing agenda and seal envelopes.
- 5. Provide proper postage (regular mail) for each envelope and mail all required envelopes at the Post Office certificate of mailing (Postal Service Form 3877) **before the deadline of ten (10) calendar days prior to** the Planning Board Public Hearing.
- 6. Submit to the Building Department the Certificate of Mailing list, certified by the Post Office. Certificate of Mailing list must be submitted prior to the Planning Board public hearing.

**Failure to the applicant to comply with this requirement will result in cancelation of the Public Hearing for the subject application. Re-scheduling will require completion of the process for the next available date.**

Submission deadlines are posted on our website <http://villageoflarchmont.org/wp-content/uploads/2017/04/Land-Board-Meeting-Dates-2017.pdf>



**Village of Larchmont  
Building Department  
914-834-6210 or 914-834-4349  
Planning Board  
Application**

Zoning Approval Date: \_\_\_\_\_

- Preliminary Review  
 Subdivision

- Site Plan  
 Site Plan Modifications

Other \_\_\_\_\_

Location of project _____
Tax map description:    Block _____    Lot _____
Current zoning classification _____

Applicant Name: \_\_\_\_\_

Owner: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State and federal permits needed (list type and appropriate department): \_\_\_\_\_  
\_\_\_\_\_

Proposed use(s) of site \_\_\_\_\_  
\_\_\_\_\_

Area of lot disturbance on the ground \_\_\_\_\_

Soil removal disturbance \_\_\_\_\_

1<sup>st</sup> floor; total amount of square footage added \_\_\_\_\_



Total site area (square feet or acres) \_\_\_\_\_

Anticipated construction time \_\_\_\_\_

Will development be staged \_\_\_\_\_

Current land use of site (agriculture, commercial, undeveloped, etc.) \_\_\_\_\_

Current condition of site (building, brush, etc.) \_\_\_\_\_

Character of surrounding lands (suburban, agriculture, wetlands, etc.) \_\_\_\_\_

Estimated cost of proposed improvement \$ \_\_\_\_\_

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable) \_\_\_\_\_

Describe proposed use, including primary and secondary uses; ground floor area; height; and number of stories for each building:

For residential buildings, include number of dwelling units by size (efficiency, one-bedroom, two- bedroom, three- or more bedrooms) and number of parking spaces to be provided.

For non-residential buildings, include total floor area and total sales area: number of automobile and truck parking spaces.

Other proposed structures.

(Use separate sheet if needed)

**Affidavit of Ownership**

State of New York  
County of Westchester

I, \_\_\_\_\_ being duly sworn,

(PRINT NAME)

(Agent, Owner, Corporate Officer)

Deposes and says: that

\_\_\_\_\_ is the owner  
in fee of the premises which this application applies;  
that the applicant is duly authorized to make this  
application; and that the statements obtained here are  
true to the best of the applicant's knowledge and belief,  
and that the work will be performed in the manner set  
forth in the applications filed therewith, and in accordance  
with all applicable laws, ordinances and regulations.

Signature \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_

\_\_\_\_\_  
Notary