



Planning Board Application Checklist

Planning Board Chairman, Victor Levy

Village of Westhampton Beach, 165 Mill Road, Westhampton Beach, New York 11978

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

NOTICE: This checklist is presented as a guide for the preparation of a complete Planning Board application. Please be sure to include all of the documents and items required.

Name of Applicant: _____

Suffolk County Tax Map Number: 905 - ____ - ____ - ____ Address of the Property: _____

All applications must be submitted in 12 collated packets, inclusive of 2 originals and 10 photocopies. Each packet must contain the required documentation. Incomplete applications will not be accepted.

The Environmental Assessment Form must be completed in its entirety and no question can be left blank.

_____ 12 copies of the Application submitted in collated packets (Inclusive of 2 originals and 10 photocopies)

APPLICATION SUBMITTED BY:

_____ Property Owner (Property owner must sign application, and their signature must be Notarized)

_____ Agent of Owner (Owner(s) Authorization is attached (signed and Notarized))

APPLICATION INCLUDES:

_____ 12 Environmental Assessment forms (completed and fully-executed- this form is part of the Application)

_____ 12 Surveys of Property. (Surveys must NOT exceed 11"x17" and must be prepared within one (1) year of application date).

_____ 12 Copies of **EVERY** Certificate of Occupancy/Certificate of Compliance

_____ 12 Copies of Application submitted in collated packets (Inclusive of 2 originals, and 10 photocopies)

_____ 12 Copies of Landscape Plan

_____ 12 Copies of Preliminary Subdivision Plan.

_____ 12 Copies of Floor Plans.

_____ 12 Copies of **Original** Deed.

_____ **Application Fee is Attached** (See fee schedule inside application form)

Signature of Applicant/Agent/Owner

NOTE: When a hearing date has been scheduled, applicant or his/her 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/her 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.

ADMINISTRATIVE USE ONLY

Application date stamped:

Application is ____ Complete ____ Incomplete



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) **Twelve (12)** copies of every Certificate of Occupancy issued for this property.
- (B) **Twelve (12)** copies of this Application form.
- (C) Application fee in accordance with the Application Fee Schedule.
- (D) **Twelve (12)** copies of Environmental Assessment Form Part I.
- (E) **Twelve (12)** 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. **Surveys must not exceed 11" x 17"**
- (F) **Twelve (12)** 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) **Twelve (12)** copies of a landscape plan or, in the alternative, the landscape plan shall be included as part of the Site Plan.
- (H) **Twelve (12)** copies of the preliminary floor plans and elevations of the proposed improvements will be required by the Planning Board prior to approval.
- (I) **Twelve (12)** copies of preliminary subdivision.
- (J) **Twelve (12)** 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: (\$500.00, 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: Ten 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.



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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 for \$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 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 to be paid to the Trustees of the Village of Westhampton Beach 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.

Date: _____

Application is hereby made for a:

- (____) Site Plan
- (____) Subdivision
- (____) Special Exception Review
- (____) Waiver of Site Plan
- (____) Waiver of Subdivision
- (____) Other
- (____) Modification of Site Plan
- (____) Modification of Subdivision

PART I: OWNER INFO:

Property Location: _____

Owner(s) of Record: [FULL NAME]: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

Email Address: _____

Mailing Address of Owner(s): _____

City, State, Zip Code: _____

PART II: AGENT INFO: (If applicable)

Agent Name: _____

Office Phone #: _____ Cell Phone #: _____ Email Address: _____

Mailing Address of Agent: _____

City, State, Zip Code: _____

NOTE: If this application is being made by someone other than the owner, the owner must sign the owner(s) authorization. (See Page 4)

PART III: ATTORNEY INFO: (If applicable)

Attorney for Applicant: _____

Office Phone #: _____ Cell Phone #: _____ Email Address: _____

Mailing Address of Attorney: _____

City, State, Zip Code: _____

NOTE: If this application is being made by someone other than the owner, the owner must sign the owner(s) authorization. (See Page 4)



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PART IV: SURVEYOR/ENGINEER INFO

Surveyor or Engineer Name: _____

Office Phone #: _____ Cell Phone #: _____ Email Address: _____

Mailing Address of Surveyor/Engineer: _____

City, State, Zip Code: _____

NOTE: If this application is being made by someone other than the owner, the owner must sign the owner(s) authorization.

PART V: EXISTING SITE INFORMATION

(A) Project Title: _____

(B) Project Address: _____

(C) Suffolk County Tax Map #: District: 905 Section: _____ Block: _____ Lot: _____

(D) Size of Property: _____ (E) Zoning District: _____

(F) Present Use of the Property: _____

(G) Size of Present Structures: _____

(H) Existing Number of Parking Spaces: _____

PART VI: PROPOSED PROJECT INFORMATION

(A) Description of Proposed Project: _____

(B) Proposed Building Size: _____

(C) Total Building Size (*Existing & Proposed*): _____

(D) Number of Uses or Tenants: _____

(E) Proposed Use(s): _____

(F) Number of Parking Spaces Proposed: _____

(G) Easements or other restrictions on property: _____

(H) Encumbrances on property: _____

(I) Number of proposed subdivided lots: _____

(J) Total of the proposed area of site improvements: _____ sq. ft.
(for purposes of determining the required fee as provided for in Chapter A200-1.A.(3)(b) of the Village Code)

PART VII: SUBDIVISION ONLY

(A) Other properties within 1,000 feet of subdivision held in name of applicant in which owners or stockholders in proposed subdivision have an interest (attach 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.



Environmental Assessment Form

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PART 1 (To be completed by the Applicant)

(Note: To be accompanied by a survey showing the location of a project or action, including elevations, if necessary). This form must be completed in its entirety. **If a question does not apply, please indicate so.**

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 (SEQRA) 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 the applicant.

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

VILLAGE REVIEWING AGENCY

Project Name: _____ Site Plan: _____

Street: _____ Subdivision Waiver: _____

Zoning District: _____ Suffolk County Tax Map No.: 905- _____ - _____ - _____

Subdivision: _____ Special Permit: _____

Zoning Board: _____

OWNER:

Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

ATTORNEY OR AGENT:

Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

SURVEYOR OR ENGINEER:

Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

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



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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;
Other (describe): _____

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

3. Approximate percentage of project area:	Presently	After completion
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 the predominant soil type(s) on site? _____

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

6. Is project located within quarter mile of or contain:

- a. A building or site listed on the National Register of Historic Places? _____ Yes _____ No
- b. A building or site listed on the Statewide Inventory of Historic and Cultural Resources? _____ Yes _____ No
- c. An archeological site or fossil bed? _____ Yes _____ No

7. What is the depth to the water table? _____ Feet

8. Do hunting or fishing opportunities presently exist in the project area? _____ Yes _____ No

9. Does project site contain any species of plant or animal life that is identified as Threatened or Endangered? _____ Yes _____ No

10. Are there any unique or unusual landforms on the project site? (i.e. cliffs, dunes, other geological formations)? _____ Yes _____ No

If yes, describe: _____

11. Is the project site presently used by the community or neighborhood as an open space or recreation area? _____ Yes _____ No

12. Does the present site offer or include Scenic Views or Vistas known to the community? _____ Yes _____ No

13. Are there any streams within or contiguous to project area? _____ Yes _____ No

14. Are there lakes, ponds or wetland areas within or contiguous to project area? _____ Yes _____ No

If yes, (a) Name: _____; (b) Size in acres: _____

15. What is the dominant Land Use and Zoning Classification within a 1/2 mile radius of the project (e.g. single family residential, R-2,) and the scale of development (e.g. two story)



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B. PROJECT DESCRIPTION

1. Physical dimensions and scale of project (fill in dimensions as appropriate).
 - a. Total contiguous acreage owned by the project sponsor _____ acres.
 - b. Project acreage developed: _____ acres initially; _____ acres ultimately.
 - c. Project acreage to remain undeveloped _____ acres.
 - d. Length in miles _____
 - e. If project is an expansion of the existing structure(s), indicate percent of expansion proposed:
 Building square footage _____ Developed acreage _____
 - f. Number of off-street parking spaces existing _____ Proposed _____
 - g. Maximum vehicular trips generated per hour _____ (Upon completion of project).
 - h. If residential, Number and type of housing units:

	<u>One Family</u>	<u>Two Family</u>	<u>Multiple Family</u>	<u>Condominium</u>
Initial	_____	_____	_____	_____
Ultimate	_____	_____	_____	_____
 - i. If: Orientation

	<u>Neighborhood-Town-Regional</u>	<u>Estimated Employment</u>
Commercial	_____	_____
Industrial	_____	_____
 - j. Total height of tallest proposed structure _____ feet.
2. How many acres of land will be graded? _____ acres.
3. How much natural material (i.e. rock, earth, etc.) will be removed from the site? _____ tons; _____ cubic yards
4. Approximate percentage of developed project area with slopes: _____ 15% or greater, _____ 10-15%, _____ 0-10%
5. How many acres of vegetation (trees, shrubs, ground covers) will be removed from the site? _____ acres.
6. Will any mature forest (over 100 years old) or other locally important vegetation be removed by this project? _____ Yes _____ No
7. Are there any plans for revegetation to replace that removed during construction? _____ Yes _____ No
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 I (including demolition) Month _____ Year _____
 - (c) Approximate completion date final phase: Month _____ Year _____
 - (d) Is Phase I financially dependent on subsequent phases? _____ Yes _____ No
10. Number of jobs generated. During construction: _____ After projected completed _____
11. Number of jobs eliminated by this project: _____



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12. Will project require relocation of any projects or facilities? Yes No If yes, explain: _____
-
13. Acreage of freshwater or tidal wetlands affected by the 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 disposal?
 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: _____



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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 of Approval Required</u>	<u>Submittal Date</u>	<u>Approval Date</u>
Village Board of 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: _____