



INSTRUCTIONS FOR APPLICANTS FOR PLANNING BOARD SITE PLAN APPROVAL

NOTE: If your application requires a variance, conditional use permit or similar use permit, you must make application to either the Board of Appeals or Board of Trustees and receive a decision prior to filing for site plan approval.

You should read and be familiar with Article XXV of the Village Code which governs Site Plan approvals.

Before the site plan is submitted with a formal application, it must have Building Inspector's certification that the plan meets the requirements of the zoning law, or if a variance has been obtained from the Board of Appeals or the Board of Trustees, that the plans meet the requirements of the Board's decision, copies of the variance from the Board of Trustees and the Board of Appeals must be attached. All sets must have this certification.

THE APPLICATION

A. You must:

1. Submit an original and nine (9) copies of a completed Village of Port Washington North Planning Board Site Plan Application.
2. Submit ten (10) sets of the site plan with certification as to zoning.
3. Pay a fee of TWO HUNDRED DOLLARS (\$200.00) CASH OR CHECK MADE PAYABLE TO THE VILLAGE OF PORT WASHINGTON NORTH.
4. COSTS. On all applications to the Planning Board for site plan approval the applicant shall be liable for and shall pay the following costs which may be incurred by the Village in processing the application:

Advertising & Public Notices

Stenographic minutes of meetings and hearings

. Engineering Review Fees for the Village Engineer

Recording Fees

. Planning, sound, traffic, environmental or other specialized study or consultant's fees.

Fees and disbursements required by any other municipality, commission, or department, the review or approval of or the submission to which is required by law.

Legal fees for the Village Attorney, which shall be charged at an hourly rate approved by the Board of Trustees multiplied by the number of hours, or portions thereof, that the Office of the Village Attorney actually spends on the application, but in no event in excess of 100 hours.

5. DEPOSITS. In addition to the fees required, the applicant shall deposit the sum of \$1,000.00 with the Village Clerk, which deposit is established to defray and reimburse the Village for those costs listed in Subsection v hereof, which have been actually and necessarily incurred by the Village in processing the application. In the event the amount of deposit is insufficient to cover the costs listed in Subsection v hereof, the applicant shall, at such time as is fixed by the Village Clerk, deposit with the Village an amount deemed sufficient to defray all such costs. If the amount deposited exceeds the

actual costs listed in Subsection v, which are actually and necessarily incurred by the Village, the unused portion of such deposit shall be returned to the applicant with 60 days after the decision of the application is filed.

The applicant or a representative and/or appropriate professional(s) must be present at the hearing who should be prepared to present the plan to the Board and answer questions accordingly. The Board will determine whether or not the site plan meets all criteria and is ready for consideration. If it does not, the Board will advise the applicant of the necessary revisions and other items and will set a date for a further hearing based upon timely submission of required revisions. A building permit cannot be issued until a final resolution is handed down by this Board.

Ten (10) copies of a CURRENT SURVEY - meaning one that is not more than one (1) year old. If the survey is not current, an affidavit stating that the survey is an accurate representation of the existing conditions on the premises. This must be certified by a licensed Land Surveyor and attached to each copy of the survey.

**REQUIREMENTS NEEDED ON PLAT FOR SITE PLAN APPROVAL
VILLAGE OF PORT WASHINGTON NORTH**

The applicant shall cause a site plan map to be prepared by an architect, landscaper architect, civil engineer, surveyor, land planner or other competent person at a scale of not less than one (1) inch equals thirty (30) feet and not more than one (1) inch equals ten (10) feet. The site plan shall include the elements listed below unless one (1) or more thereof are waived by the Planning Board's representatives at a preliminary conference.

A. Legal Data:

1. Name and address of the owner of record.
2. Section, Block and Lot, and lot area to be provided.
3. Name and address of person, firm or organization preparing the map.
4. Date, north point and written graphic scale.
5. Sufficient description or information to define precisely the boundaries of the property. All distances shall be feet and tenths of a foot. All angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one (1) in ten thousand (10,000).
6. The lot lines and owners of all adjoining lands as shown on the latest tax records.
7. The locations, names and existing widths of adjacent streets and curb lines.
8. The locations, widths and purposes of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjacent to the property. .
9. A complete outline of existing deed restrictions or covenants applying to the property.
10. Existing zoning.

B. Natural Features:

1. Existing contours with intervals of five (5) feet or less referred to a datum satisfactory to the Planning Board.
2. Approximate boundaries of any areas subject to flooding or storm water overflows.
3. Location of existing watercourses, marshes, wooded areas, rock outcrops, isolated trees with a diameter of either six (6) inches or more, measured three (3) feet above the base of trunk, and any other significant existing natural features.

C. Existing Structures and Utilities:

1. Outlines of all structures and location of all uses not requiring structures.
2. Paved areas, sidewalks and vehicular access between the site and public streets.
3. Locations, dimensions, grades and flow direction of any existing sewers, culverts and waterlines, as well as other underground and aboveground utilities within and adjacent to the property.
4. Other existing development, including fences, landscaping and screening. .

D. Proposed Development (should include as applicable):

1. The location of proposed buildings or structural improvements.
2. The location and design of all uses not requiring structures, such as off-street parking and loading areas and any common spaces and/or recreation areas.
3. The location, direction, power and time of use for any proposed outdoor lighting or public address systems.
4. The location and plans for any outdoor signs.
5. The location, arrangement and materials of proposed means of ingress and egress, including sidewalks, driveways or other paved areas. Profiles indicating grading cross sections showing width of roadway, location and size of water and sewer lines. Any proposed direct pedestrian connection to public parking lots or structures will also be shown.
6. A planting plan, prepared by a qualified landscape architect or architect, showing any proposed screening and other landscaping.
7. The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternate means of water supply and sewage disposal and treatment.
8. An outline of any proposed easements, deed restrictions or covenants.
9. Any contemplated public improvements on or adjoining the property.
10. Any proposed new grades, indicating clearly how such grades will meet existing grades or adjacent properties or the street.
11. Elevations of all proposed principal or accessory structures.
12. If the site plan only indicates a first stage, a supplementary plan indicating ultimate development.
13. Any other information deemed by the Planning Board to be necessary for its determination that the site plan conforms to the spirit and intent of this chapter.
14. Building area computations.
15. Earthwork calculations for amounts of cut and fill.
16. Limit of proposed disturbance.
17. Finished floor elevations.
18. Post construction stormwater management plans, with drainage calculations.
19. Erosion control plans.
20. Retaining walls, with calculations if greater than 4 feet in height.