

Village of Great Neck

PLANNING BOARD:

MICHAEL FULLER, Chairperson
ARON GOYKADOSH, Member
MEERA KARWAL, Member
FRED KNAUER, Member
ADAM COHEN, Alternate



BUILDING DEPT:

ROBERT BARBACH, Superintendent
DENNIS FROMIGIA, Building Inspector

TO: Subdivision Applicants

Dear Applicant

The Village Planning Board must coordinate its review of your subdivision application under State and Village laws that govern subdivision applications with its review of the application under the New York State Environmental Quality Review Act ("SEQRA").

The Planning Board believes that it can review both aspects most effectively when it reviews the application and materials and conducts its public hearing before it renders its determination under SEQRA, even though the law does not require that. In fact, under applicable provisions of law, the Board may elect to (i) refrain from making its SEQRA determination until 20 days after it determines that it has a complete application, (ii) refrain from commencing its public hearing until 62 days after it makes its SEQRA determination; (iii) wait for 120 days after it opens the public hearing to finally close it; and (iv) wait until 62 days after the hearing is closed to render its decision.

However, the Board believes that it is in the best interests of the applicant and the community to handle each application as expeditiously as the law and circumstances permit.

Both the Village Law and SEQRA permit the Planning Board, with the agreement of the applicant, to modify the statutory time frames for processing the application.

You should understand that the Board does not require any applicant to agree to modify the statutory time frame. However, the Board believes that doing so in the manner set forth in the attached form letter is beneficial, to you, as applicant, and the community. If, after you review the attached form letter, you agree with the Board's view, kindly sign the letter, and return it to the Village Clerk with your application.

Please be assured that if you elect not to sign and submit the attached form, your application will be handled in accordance with law, with no prejudice whatsoever to your rights in connection with the application.

Very truly yours,

PLANNING BOARD



**VILLAGE OF GREAT NECK PLANNING BOARD
NASSAU COUNTY, NEW YORK**

FINAL SUBDIVISION APPLICATION

CASE NO: _____ FEE _____ DEPOSIT _____ RECEIVED BY _____

I, the undersigned, as Engineer or Developer for the subdivision known as

have accomplished the steps listed below which are essential for the final consideration of this map.

1. Submit an **original and thirteen (13) copies** of a completed Village of Great Neck Planning Board **FINAL** subdivision application, (Form #1 Form #2 and Short Environmental Assessment Forms **properly signed.**) (If Corporation, affix Corporation Seal).
2. Submit **two (2) copies** of the list of property owners within two hundred feet (200') of the affected premises and **two (2) copies** of the Affidavit.
3. Submitted an **original and thirteen (13) copies** of a new completed Village Great Neck Planning Board Form #1 for information purposes if a change of ownership has occurred since approval of the preliminary map.
4. Submitted approving resolution of other planning authorities, if required.
5. Submitted two (2) copies of the Consent or Mortgagees, if any, to filing a map.
6. Submitted Certificate of Title covering property shown on map.
7. Paid **Application Fee of Two Hundred Fifty (\$250.00) Dollars.**
8. **COSTS.** On all applications to the Planning Board for subdivision approval, the applicant shall be liable for and shall pay the following costs which may be incurred by the Village in processing the application.
 - a. Advertising
 - b. Stenographic minutes of meetings and hearings
 - c. Engineering costs for the Village Engineer
 - d. 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 the maximum number of hours set forth below:
 - Application in which no environmental impact statement is required- ten (10) hours.
 - Application in which an environmental impact statement is required – twenty (20) hours
 - e. Recording fees
 - f. Planning, sound, traffic, environment or other specialized study of consultant fees

All the foregoing fees and costs shall be consistent with fees for services then prevailing in the community.

**VILLAGE OF GREAT NECK PLANNING BOARD
NASSAU COUNTY, NEW YORK**

FINAL SUBDIVISION APPLICATION

9. **DEPOSITS.** In addition to the required Two Hundred Fifty (\$250.00) Dollar application fee, the applicant shall deposit with the Village Clerk \$5,000 to be used by the Village to defray the expenses listed under costs hereof, which are actually and necessarily incurred by the Village in processing and reviewing the application.

In the event the amount of the deposit is insufficient to cover the expenses listed under costs 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 expenses listed under costs which are actually and necessarily incurred by the Village, the unused portion of such deposit shall be returned to the applicant within sixty (60) days after the decision on the application is filed.

10. **SUBMIT fourteen (14) paper prints** of the supposed subdivision map, to scale and covering the entire holding showing:
- a. Section lines indicating the order in which the final map will be submitted.
 - b. Existing contour from an actual field survey, based on County Datum.
 - c. Boundary Description
 - d. Title and location of subdivision
 - e. Name, address of record owner and attorney for the builder.
 - f. Name, license number and seal of licensed engineer or land surveyor.
 - g. Nassau County Land Map Section, Block and Lot Numbers
 - h. North arrow and scale (20' to inch preferred)
 - i. ownership and land use of all adjacent properties
 - j. Zoning use district, if more than one district, the exact boundary lines of the districts.
 - k. Location of village, town or Special District Lines on or within 300' of the proposed subdivision.
 - l. Location and types of sidewalk, curb and pavement on existing streets.
 - m. Status of existing streets, i.e., mapped street not dedicated.
 - n. Existing and proposed drainage structures. (Invert elevations).
 - o. Names, widths and locations of existing and mapped streets within two hundred (200) feet of the map boundary. (Official Village, Town and/or County Names).
 - p. Tie-ins to nearest existing streets.
 - q. Indication of use or proposed use of any open area on the map.
 - r. Existing and proposed easements and municipality to whom to be dedicated. (Easements must have a minimum width of 10 feet).
 - s. Street and Lot Layout, including names of streets.
 - t. Area of proposed subdivision and number of lots.
 - u. Lot lines (Scaled dimensions or statement that all lots meet the minimum zoning widening requirements of the Village of Great Neck)
 - v. Proposed widening on existing streets.
 - w. Approximately key elevations, directions of flow and rate of grade where minimum grades are used on all proposed streets.
 - x. **Key Map (1"=400')**
 - y. Established and existing elevations on existing roads.
 - z. Show proposed finished elevation of first floor and garage of all contemplated structures.

**VILLAGE OF GREAT NECK PLANNING BOARD
NASSAU COUNTY, NEW YORK**

FINAL SUBDIVISION APPLICATION

**11. APPLICANT MUST SUBMIT A RADIUS MAP OF PROPERTIES LYING WITHIN TWO
HUNDRED FEET (200 ').**

NAME OF ENGINEER/DEVELOPER

ADDRESS

TELEPHONE #

**VILLAGE OF GREAT NECK PLANNING BOARD
NASSAU COUNTY, NEW YORK**

These schedules are to be submitted in duplicate and shall be annexed to the Final Application for approval of the plat of the subdivision of the land.

These schedules are estimates of the costs of public improvements and public utilities to be installed and constructed by the owner pursuant to the Rules and Regulations of the Village of Great Neck Planning Board.

In addition to the items listed below, gas mains are to be installed pursuant to contracts executed by the owner and the utility companies' costs thereof are not to be included in these estimates.

Date _____

NAME OF SUBDIVISION

SECTION NO.

**VILLAGE OF GREAT NECK PLANNING BOARD
NASSAU COUNTY, NEW YORK**

SCHEDULE A

ESTIMATE OF COST OF PUBLIC IMPROVEMENTS

		<u>Applicant's Unit Price</u>	<u>Estimate Total</u>	<u>Engineer's Unit Price</u>	<u>Estimate Total</u>
a) Grading _____ cu. yds.	@	\$ _____	\$ _____	\$ _____	\$ _____
b) Paving _____ sq. yds.	@	\$ _____	\$ _____	\$ _____	\$ _____
c) Sidewalks _____ sq. yds.	@	\$ _____	\$ _____	\$ _____	\$ _____
d) Curbs _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
e) Driveway Aprons _____	@	\$ _____	\$ _____	\$ _____	\$ _____
g) Storm Drains					
15" _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
18" _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
24" _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
30" _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
36" _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
h) Manholes _____	@	\$ _____	\$ _____	\$ _____	\$ _____
i) Catch Basins					
Single Inlet _____	@	\$ _____	\$ _____	\$ _____	\$ _____
Double Inlet _____	@	\$ _____	\$ _____	\$ _____	\$ _____
j) Recharge Basins _____	@	\$ _____	\$ _____	\$ _____	\$ _____
k) Street Signs _____	@	\$ _____	\$ _____	\$ _____	\$ _____
l) Monuments in Place _____	@	\$ _____	\$ _____	\$ _____	\$ _____
m) Planting Screens _____ lin. ft.	@	\$ _____	\$ _____	\$ _____	\$ _____
n) Other (specify) _____	@	\$ _____	\$ _____	\$ _____	\$ _____
o) Street Trees _____	@	\$ _____	\$ _____	\$ _____	\$ _____
p) Slope Stabilization _____	@	\$ _____	\$ _____	\$ _____	\$ _____
q) Fencing _____	@	\$ _____	\$ _____	\$ _____	\$ _____
r) Topsoil & Seed _____	@	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL			\$ _____		\$ _____

**VILLAGE OF GREAT NECK PLANNING BOARD
NASSAU COUNTY, NEW YORK**

**SCHEDULE B
ESTIMATE OF COST OF PUBLIC UTILITIES**

	<u>Applicant's</u>	<u>Estimate</u> <u>Unit Price</u>	<u>Engineer's</u> <u>Total</u>	<u>Estimate</u> <u>Unit Price</u>	<u>Total</u>
a) Water Supply _____ lin. ft. @ (Unit Price includes mains, connections, etc.)		\$ _____	\$ _____	\$ _____	\$ _____
6" _____ lin. ft. @		\$ _____	\$ _____	\$ _____	\$ _____
8" _____ lin. ft. @		\$ _____	\$ _____	\$ _____	\$ _____
10" _____ lin. ft. @		\$ _____	\$ _____	\$ _____	\$ _____
12" _____ lin. ft. @		\$ _____	\$ _____	\$ _____	\$ _____
b) Sanitary Sewers _____ @		\$ _____	\$ _____	\$ _____	\$ _____
_____ @		\$ _____	\$ _____	\$ _____	\$ _____
_____ @		\$ _____	\$ _____	\$ _____	\$ _____
TOTAL (SCHEDULE B)					\$ _____
TOTAL (SCHEDULE A)					\$ _____
TOTAL OF SCHEDULES A & B					\$ _____

(SIGNED) _____
OWNER

Amount of Bonds \$ _____

Inspection Fee \$ _____

LETTERHEAD OF APPLICANT

(DATE)

Village of Great Neck Planning Board
61 Baker Hill Road
Great Neck, NY 11023

RE: Agreement as to Time Periods Applicable
To Subdivision Application No.

Dear Planning Board Members:

The undersigned applicant recognizes that the Planning Board should have a meaningful opportunity to analyze the referenced subdivision application before rendering its determination with respect to the application under the State Environmental Quality Review Act ("SEQRA"). The New York State Department of Environmental Conservation ("DEC") has issued regulations relating to SEQRA, set forth at Title 6 NYCRR Part 617 (the "SEQRA" Regulations), which require, at §617.6(b)(1)(ii), that the Planning Board obtain all information that it deems necessary to make an informed decision before rendering its SEQRA determination.

The applicant understands that, in order to discharge that function, the Planning Board ordinarily reviews all application materials, receives and reviews input thereon from the Village's Building and other departments, legal counsel, and consulting engineers, and questions such advisors and the applicant and its representatives at a public meeting.

The applicant understands that, pursuant to New York State Village Law §7-728(5)(d), the Planning Board need not begin its public hearing on the application until 62 days after the Planning Board issues a negative declaration under SEQRA (or, if the Board requires a draft environmental impact statement ("DEIS") under SEQRA, then 62 days after notice of the completed DEIS is filed).

However, the applicant also recognizes that the Planning Board can elect to hold its public hearing on the application prior to rendering its SEQRA determination in order to coordinate its review of the application under the subdivision provisions of the New York State Village Law and the Village's local laws and rules, with its review of the application under SEQRA.

To that end, and in order to induce the Planning Board to commence its public hearing before it is required by law to do so, the applicant hereby agrees that (i) the Planning Board will not be deemed to have received all "additional information" required by the Board under SEQRA Regulations for this application until such time as the Board closes its public hearing to review the preliminary plat, and (ii) this application shall not be deemed "complete", for purposes of Village Law §7-728(5)(c), until the Board renders its determination under SEQRA after it has received all such "additional information".

Very truly yours,

[NAME OF APPLICANT]

By: _____
Name
Title

Notary Public

Affidavit to be Completed by Owner Other Than Corporation

NOTARY



**VILLAGE OF GREAT NECK PLANNING BOARD
FINAL APPLICATION
REQUIREMENTS ON FINAL PLAT**

FINAL PLAT: The applicant, within six (6) months after approval of the preliminary layout shall present at the Office of the Board, upon Form PB#6 in Duplicate, the application for the consideration of the final plat.

REQUIREMENTS:
SUBDIVISION PLAT:

- A. ORIGINAL PLAT: The original plat shall be clearly and legibly drawn in India ink upon tracing cloth. The size of the sheets shall not be greater than thirty-six (36) by forty-eight (48) (36 x 48) inches. The drawing shall be at a scale of not more than one (1) sheet is required, and additional key sheet, thirty-six by forty-eight (36 x 48) inches, shall be filed, showing a reduced scale, the entire subdivision on one (1) sheet with lot and block numbers. Each sheet shall be indexed with one-inch high lines along the borders to assist in folding the sheets into eight and one-half by eleven (8 ½ x 11) inches in size.
- B. SURVEY DATE: Sufficient data to locate every street line, lot line and boundary line and to reproduce such lines upon the ground. This data shall be made by a licensed land surveyor and tied in with reference points previously established by an authorized public authority or by a licensed land surveyor.
- C. DIMENSIONS: The length and bearing of all straight lines and the radius, length and central angle of all curves. All dimensions shall be shown in feet and decimals of a foot.
- D. OPEN PUBLIC SPACE: All open public spaces for which deeds of cession are to be given and those spaces, title to which is reserved by the developer. For any of the latter, there shall be submitted, with final plat, copies of agreements or other documents showing the manner in which such areas are to be used and maintained and the provisions made therefore.
- E. CONFORMITY TO ORDINANCES: a representation that all lots conform and are in accordance with the minimum requirements of the applicable zoning use districts of the Village of Great Neck., exceptions to the foregoing statements shall be duly noted and application for approval for variance shall be requested upon PBF#8. No variance from rules, regulations or zoning ordinances shall be deemed to have been granted by approval of any final plat on which such variance is shown unless a specific application in writing shall have been made to and approved by the Board.
- F. LOT AND BLOCK NUMBERS: Lot and Block numbers in accordance with the Nassau County Land and Tax Map.
- G. MONUMENTS:
 - 1. Existing reference monuments shall be shown with their symbol.
 - 2. Additional monuments shall be set at all points required by the Board.
 - 3. The applicant shall propose locations for such monuments to be approved by the Board.

- H. TITLE AND LOCATION: Title of the proposed subdivision, as approved by the County Clerk and location of the proposed subdivision.
- I. NORTH ARROW: The true NORTH direction shall be at the top of the map or within twenty (20) degrees east or west thereof.
- J. DISTRICT LINES: Location of village, town, city, fire school district and other special district lines within 500 feet of an adjacent municipality.
- K. EXISTING STREETS: Names, widths and proposed widening of existing streets located within the area to be subdivided or in the area extending two hundred (200) feet beyond the boundaries of the proposed subdivision. On existing streets, the location and type of sidewalks, curbs and pavement shall be shown. Whenever, the widening of county roads may be required by the County Department of Public Works. Widening of village or town roads may be required by the village or Town Engineer.
- L. STREET GRADE AND DRAINAGE: Approval of street grades and drainage by the Nassau County Commissioner of Public Works and the Village of Great Neck.
- M. WATER AND SEWAGE : Approval of water supply and sewage disposal by the State Health Department.
- N. KEY MAP AND LOCATION: Key map at a scale of four hundred (400) feet to the inch and location diagram at a scale of three thousand (3,000) feet to the inch.
- O. STREET CROSS SECTION : Typical cross section of the proposed streets showing general specifications for the public.
- P. INTENTION OF DEDICATION: A note signed by the owner stating:
- “The lands shown on this map as roads, streets or highways, or for the widening thereof, and also easements for the installation of sewers or drainage as indicated, and also land indicated as dedicated for other public use, are hereby irrevocably offered for dedication to the municipality having jurisdiction thereof.”
- Q. CERTIFICATION OF VILLAGE BOUNDARY:
1. A note signed by the applicant’s surveyor stating that:
- “The land shown on this map lies wholly within the limits of the Village of Great Neck and not within the three hundred (300) feet of the boundary of the village.”
2. The note shall be appropriately amended when the foregoing statement does not accurately describe the location of the plat.
- R. CERTIFICATION BY SURVEYOR: Certification by a licensed land surveyor attesting to the accuracy of the survey shall be affixed to the plat.
- S. PLOT GRADING AND DRAINAGE PLAN:
1. As part of his final application, the applicant shall submit a separate grading and drainage plan for each plot, which plan shall be sufficiently large to provide the following:

- a) Identification of each plot.
- b) Existing and proposed finish grade elevations at each corner of the plot.
- c) Existing and proper finish grade elevations at each principal corner of structure.
- d) Proposed finish grades at both sides of abrupt changes of grade such as retaining walls, slopes, etc.
- e) Other elevations which may be necessary to show grading and drainage.

T. FILING LEGEND: A legend in substantially the following form:

- 1. Plat filed with Village Clerk on (DATE) _____
- 2. Resolution filed with Clerk on (DATE) _____
- 3. Endorsed plat filed with County Clerk (DATE) _____
- 4. Plat, three above, filed with Village Clerk (DATE) _____

U. SECOND SUBMISSION OF FINAL PLAT AND RECORDING OF DEEDS

ALL SECOND SUBMISSION PLANNING BOARD FINAL APPLICATIONS MUST BE SIGNED AND HIGHLIGHTED TO REFLECT ANY AND ALL CHANGES THAT WERE REQUESTED BY THE BOARD AND PAYMENT OF ALL PARK FUND FEES AND OUTSTANDING BALANCES, COPY OF A SIGNED SUBDIVISION MYLAR MUST BE SUBMITTED BEFORE A BUILDING PERMIT IS TO BE ISSUED.

THE BELOW LIST MUST APPEAR ON ALL PLATS SUBMITTED TO THE PLANNING BOARD

1. I hereby certify that all Village Taxes and Assessments now due have been paid in full.

SIGNATURE

DATE

PRINT NAME

2. I hereby certify that the plat is in accordance with the terms and conditions of the Resolution of the Planning Board granting final plat approval on _____.
Date

Signature

Date

Print Name

Firm Name

Consulting Engineers for the Village of Great Neck

3. Approved by the Planning Board of the Village of Great Neck as being in accordance with the terms and conditions of the Resolution of the Planning Board granting final approval on _____ (Date)

Signature

Date

Chairperson, Planning Board, Village of Great Neck



VILLAGE OF GREAT NECK

"I hereby authorize the members of the Planning Board, the Building Inspector of the Village, and legal counsel to the Planning Board to enter upon and inspect my property prior to the Planning Board rendering a determination with regard to this application."



VILLAGE OF GREAT NECK

“The applicant represents to the Village that the applicant has enclosed with this application copies of all decisions rendered by any other Village Board or committee that relate in any way to the project with respect to which this application is submitted.”

SIGNATURE

Village of Great Neck

PLANNING BOARD:

MICHAEL FULLER, Chairperson
ARON GOYKADOSH, Member
MEERA KARWAL, Member
FRED KNAUER, Member
ADAM COHEN, Alternate



BUILDING DEPT:

ROBERT BARBACH, Superintendent
DENNIS FROMIGIA, Building Inspector

Attached is the **NOTICE TO PROPERTY OWNERS** we request you use when notifying the owners of all the lands within a radius of two hundred (200) feet of the property affected by your application.

If the subject property is within 500 feet of any adjoining municipalities, the clerk of each village must be notified as well as the town clerk, if any unincorporated area of the town is within 500 feet of the subject property.

The **NOTICE MUST BE SENT BY FIRST CLASS MAIL** to each owner of said lands no less than ten (10) days not more than twenty (20) days BEFORE THE DATE SET FOR THE INITIAL BOARD MEETING ON ALL SUBDIVISION APPLICATIONS.

THE AFFIDAVIT OF MAILING MUST BE FILED WITH THE CLERK OF THE PLANNING BOARD NO LATER THAN FIVE (5) DAYS PRIOR TO THE HEARING DATE.

STATE OF NEW YORK)
)ss.
COUNTY OF NASSAU)

Annexed hereto is a list of the names and address of the owners of record of properties within a radius of 200 feet of the property which is the subject of the above entitled application.

SIGNATURE

Sworn to before me this

_____ day of _____, 20__

Notary Public

PLANNING BOARD
VILLAGE OF GREAT NECK
NOTICE TO PROPERTY OWNERS

NAME AND ADDRESS OF PROPERTY OWNER

PLEASE TAKE NOTICE THAT the undersigned has made application to the Planning Board of the Village of Great Neck for: _____

at: (STREET ADDRESS)

(OWNERS NAME)

Described on the Nassau County Land & Tax Map as _____

Section _____ Block _____ Lot(s) _____ Zone _____

A public hearing will be held by the Planning Board on this application at the Village Hall,
61 Baker Hill Road, Great Neck, New York, on Thursday,
_____ at 7:30 P.M.

This Notice is sent to you via first class mail.

SIGNED _____
APPLICANT

Dated at: _____

_____, 20____

STATE OF NEW YORK)
)ss:
COUNTY OF NASSAU)

OWNERS OF RECORD OF ABUTTING PROPERTIES AS SHOWN

LOT

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

NOTARY PUBLIC