

Village of Great Neck

PLANNING BOARD

MICHAEL FULLER, Chairman
ARON GOYKADOSH, Member
MEERA KARWAL, Member



FRED KNAUER, Member
CALVIN WONG, Member
ADAM COHEN, Alternate

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 XXI OF THE VILLAGE CODE WHICH GOVERNS SITE PLAN APPROVALS

Before the site plan is submitted with a formal application, it must have Plans Examiner'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 one (1) original and one (1) copy of the completed Planning Board site plan application submitted in PDF format on a DVD. The DVD is to be enclosed in a paper envelope and stapled to the original application
2. Submit three (3) sets of the site plan with certification as to zoning.
3. Submit one (1) copy of a **CURRENT SURVEY** – meaning one that is not more than one year old. If the survey is not current, submit 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 the copy of the survey.
4. Pay a fee of **ONE HUNDRED FIFTY DOLLARS (\$150.00) CASH OR CHECK MADE PAYABLE TO THE VILLAGE OF GREAT NECK.**
5. **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:
 - (i) Advertising
 - (ii) Stenographic minutes of meetings and hearings
 - (iii) Engineering costs for the Village Engineer

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- (iv) 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.
- (v) Recording fees
- (vi) Planning, sound, traffic, environmental or other specialized study or consultant's fees.

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

6. **DEPOSITS.** In addition to the required **One Hundred Fifty Dollar (\$150.00) fee**, the applicant shall deposit with the Village Clerk a sum of money 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. The sum deposited shall be the sum of **Twenty Five Hundred Dollars (\$2500.00) Cash or check made payable to the Village of Great Neck.**

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.

- (b) The applicant or a representative must be present at the hearing. 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 applicants 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.

Fees and Deposits must be on separate checks.

REQUIREMENTS NEEDED ON PLAT FOR SITE PLAN APPROVAL VILLAGE OF GREAT NECK

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. Name and address of person, firm or organization preparing the map.
3. Date, north point and written graphic scale.
4. 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).
5. The lot lines and owners of all adjoining lands as shown on the latest tax records.
6. The locations, names and existing widths of adjacent streets and curblines.
7. 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.
8. A complete outline of existing deed restrictions or covenants applying to the property.
9. 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

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.

Proposed Development – cont'd

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.

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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 feet (200') of the property affected by your application.

The notice must be sent via regular mail to each owner of said lands no less than ten (10) days no more than twenty (20) days before the date set for the initial board meeting.

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.

**PLANNING BOARD
VILLAGE OF GREAT NECK
NOTICE TO PROPERTY OWNERS**

TO: _____

PLEASE TAKE NOTICE THAT the undersigned has made application to the Planning Board of the Village of Great Neck for Site Plan Review on the following:

Please check one:

- New single family dwelling w/attached/detached garage
- Addition/alteration to an existing residence

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 by first class regular mail in accordance with the filing requirements of the Planning Board of the Village of Great Neck.

Applicant's Signature

Dated



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

SP# _____

Fee Paid _____
Receipt _____

APPLICATION FOR SITE PLAN REVIEW

(Answer all applicable questions. Questions not applicable insert N/A)

Name of Proposed Development _____

Owner: If more than one owner, provide information for each.

Name _____

Address _____

City _____, State _____, Zip _____ Tel.# _____

Name _____

Address _____

City _____, State _____, Zip _____ Tel.# _____

Plans Prepared By:

Name _____

Address _____

City _____, State _____, Zip _____ Tel.# _____

Applicant:

Name _____

Address _____

City _____, State _____, Zip _____ Tel.# _____

Ownership Intentions: i.e. purchase options



VILLAGE OF GREAT NECK

APPLICATION FOR SITE PLAN REVIEW – cont'd

Location of site: _____

Tax Map Description:

SECTION _____ BLOCK _____ LOT _____

Current Zoning Classification: _____

State, County or Federal Permits Needed, if any (list type and appropriate description)

Proposed Use (s) of Site:

Total Site Area (square feet or acres) _____

Anticipated Construction Time: _____

Will Development be Staged? _____

Current Land Use of Site (commercial, undeveloped, residential, etc.)

Current Condition of Site (building, brush, etc.)

Character of Surrounding Lands:



VILLAGE OF GREAT NECK

APPLICATION FOR SITE PLAN REVIEW – cont’d

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 non-residential building, include total floor area and total sales area; number of truck and automobile parking spaces.

_____ other proposed structures. (use separate sheet, if needed.)

Has this application been before this or any other Board of the Village of Great Neck previously?

_____ YES _____ NO

If YES attach a copy of the decision

Name of Board _____ Date _____

SIGNATURE OF OWNER/APPLICANT

DATE

EMAIL OF OWNER/APPLICANT

EMAIL OF ARCHITECT

GENERAL MUNICIPAL LAW, § 809 provides as follows:

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them is
 - a. the applicant or
 - b. is an officer, director, partner or employee of the applicant, or
 - c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - d. is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.
3. In the County of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the Election Law.
4. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purpose of this section.
5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.



VILLAGE OF GREAT NECK

I, _____, hereby certify that I am the legal owner of the parcel of land together with any and all structures erected thereon, described as Section _____, Block _____, Lot(s) _____ on the Land and Tax Map of the County of Nassau and commonly known as _____, and furthermore, that the survey entitled, “ _____ ”, dated _____ by _____ is a true and accurate survey of the present conditions, structures and improvements of the said parcel of land.

DATE

OWNER'S SIGNATURE