

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



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

PLANNING BOARD PRELIMINARY APPLICATION

CASE NO.: _____ FEE _____ DEPOSIT _____ RECEIVED BY _____

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

_____ have accompanied 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 subdivision application (Form #1, Form #2 and Short Environmental Assessment Form **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. Paid **Application Fee of Two Hundred Fifty (\$250.00)**.
4. **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.
 - (i) Advertising
 - (ii) Stenographic minutes of hearings
 - (iii) Engineering Costs for the Village Engineer
 - (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 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, 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.
5. **DEPOSITS.** In addition to the required Two Hundred Fifty (**\$250.00**) **each application – preliminary and final**), the applicant shall deposit with the Village Clerk the sum of **\$10,000 (\$5,000 preliminary and \$5,000 final)** 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.

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

6. Obtained approval of name of the proposed subdivision from the Village Clerk.
7. **PERFORM ALL SOIL BORINGS UNDER THE SUPERVISION OF H2M AND HAVE THAT SUBMITTED PERTINENT DATA ON THE PLAT SUBMITTED.**
8. **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.
9. **APPLICANT MUST SUBMIT A RADIUS MAP OF PROPERTIES LYING WITHIN TWO HUNDRED FEET (200 FEET).**

PLEASE NOTE:

10. **APPLICANT IS REQUIRED TO NOTIFY THE OWNERS OF ALL PROPERTY** within radius of 200' of the property affected by the application. This Notice must be mailed **FIRST CLASS MAIL, TO EACH OWNER**, of said lands **NO LESS THAN TEN (10) DAYS NO MORE THAN TWENTY (20) DAYS PRIOR TO THE DATE SET FOR THE HEARING**. The affidavit of mailing must be filed with the Village Clerk of the Planning Board no later than five (5) days prior to the hearing date.

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

- 11. ALL SECOND SUBMISSION PLANNING BOARD PRELIMINARY APPLICATIONS MUST BE HIGHLIGHTED TO REFLECT ANY AND ALL CHANGES THAT WERE REQUESTED BY THE BOARD AT THE FIRST HEARING.**

NAME OF ENGINEER/DEVELOPER

ADDRESS

TELEPHONE #



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

**APPLICATION FOR CONSIDERATION OF PRELIMINARY
LAYOUT FOR THE SUBDIVISION OF LAND**

1. Proposed name of subdivision _____

2. Location of property _____

Nassau County Tax Map – Section _____ Block _____ Lot(s) _____
Village _____

3. Name, Address and Telephone No. of Owner _____

4. Name, Address and Telephone No. of Applicant _____

If corporation, give names of officers _____

5. Name, Address, Telephone No. and License No. of Engineer or Land Surveyor _____

1. This property is in Use District _____
Under the Zoning Ordinance of the _____

2. Has any change in the zoning been requested? _____
If so, give details. _____

If not, do you contemplate any future requests for change in zoning? _____

3. 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 _____

Date _____

SIGNATURE OF OWNER/APPLICANT

9. Deed or Deeds recorded in the County Clerk's Office:

DATE

LIBER

PAGE

APPLICATION FOR CONSIDERATION OF PRELIMINARY
LAYOUT FOR THE SUBDIVISION OF LAND (cont'd)

10. Preliminary layout covers _____ Acres _____ Plots _____
11. Does the owner propose to dedicate to public use all open spaces shown on the map?

12. Give number of acres which owner proposes to dedicate to public use for park and/or playground purposes

13. Does owner propose to submit plat to cover entire preliminary layout or to file same in sections?

14. Does the preliminary layout cover the entire holding of the applicant? _____
15. Does the owner intend to request any variances from the requirements of the Regulations of this Board upon the submission for the approval of the final plat? _____

If so, give details _____

(SIGNED) _____ DATED _____



**VILLAGE OF GREAT NECK PLANNING BOARD
PRELIMINARY APPLICATION FOR SUBDIVISION
LIST OF ITEMS TO BE PLACED ON PLATS**

REQUIRED INFORMATION:

- A. The Preliminary Layout presented to the Board shall show the following:
1. Sections: The boundaries of each section, where the subdivision is to be divided into sections for the purpose of submitting all plats; and each such section shall bear a number indicating numerically the order in which the applicant proposes to submit for approval the plats covering such sections. Unless otherwise approved by the Board, the order of submission of final plats shall follow the sequence of the section numbering.
 2. Scale: Scale of the layout which shall be not more than one hundred (100) feet to the inch.
 3. Topography: Topographic character of the land by means of contours existing and proposed surface, with intervals not to exceed two (2) feet. Where the terrain is unusually flat or unusually steep, the Board may require a smaller contour interval or permit a greater contour interval. The existing topography shall be drawn from an actual field survey certified by a licensed land surveyor. Contours for existing surfaces shall be extended to cover an area two hundred (200) feet beyond the boundaries of the parcel to be subdivided. Said topographic survey shall contain details concerning cutting and retentions as necessary to accomplish plans of development. The Board, at its discretion may require the developer to submit eight-by-ten inch photographs adequately depicting the topography.
 4. Subdivision Name: Proposed subdivision name or identifying title and name of the incorporated village or unincorporated community, town and county in which subdivision is located.
 5. Owner of Subdivision: Name and address of record owner and applicant.
 6. Licensed Surveyor: Name, license number and seal of licensed land surveyor.
 7. Map Reference: Nassau County Land and Tax Map designation for the land plotted.
 8. North Arrow: The true North direction shall be at the top of the map or within twenty (20) degrees east or west thereof.
 9. Adjacent Land: The name and layout and dimensions of all adjacent subdivisions, names of owners of record of adjoining undeveloped properties and uses and improvements of adjacent lands shall be accurately shown. This information shall be shown for the area extending two hundred (200) feet beyond the boundaries of the proposed subdivision.
 10. Applicable Use Districts: The applicable use districts of the Zoning Ordinance and the boundaries of such district, as affect the area to be subdivided and also the area extending two hundred (200) feet beyond the boundaries of the proposed subdivision.
 11. District Lines: Location of village, town, city, fire, school district and other special district lines within 500 feet of an adjacent municipality.

**VILLAGE OF GREAT NECK PLANNING BOARD
PRELIMINARY APPLICATION FOR SUBDIVISION
LIST OF ITEMS TO BE PLACED ON PLATS (cont'd)**

12. District Lines: Location of village, town, city, fire, school district and other special district lines within 500 feet of an adjacent municipality.
13. Other Essential Features: Location of existing buildings, watercourses, streams, ponds, storm sewers, sanitary sewers, water mains, gas mains, parks and other essential existing features, as well as easements, rights-of-way or other flow and rate of grade on all proposed streets.
14. Elevations: Approximately key elevations, directions of water flow and rate of grade on all proposed streets.
15. Street Elevations: Established and existing elevations of existing streets.
16. Storm Drains: Proposed provisions for collecting and disposing of stormwater.
17. Existing Streets: Names, widths and proposed widenings 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 sidewalk, curb and pavement shall also be shown. Whenever the widenings of county roads may be required by the County Department of Public Works. Widenings of village or town roads may be required by the village or Town Engineer.
18. Master Plan Streets: The location of streets, public ways or any other features shown on the Master Plan.
19. New Streets: The names of all proposed streets, which names shall be the same as the names of the streets of which they are continuations, or if not continuations, shall not be similar to the names of the streets within the area served by the same fire department or post office.
20. Dedicated Areas: All parcels of land proposed to be dedicated for public use, such as parks, playgrounds, recharge basins, streets, etc.
21. Schools and Firehouses: Approximate distances to nearest schools and firehouses serving the proposed subdivision.
22. Proposed Easements: Boundaries of proposed easements over, under or through private property. Permanent easements shall be not less than ten (10) feet in width and shall provide satisfactory access to an existing public highway or other public open space shown on the layout.
23. Lot Lines: Proposed lot lines, with approximate dimension. The proposed location and elevation of the dwelling and garage to be erected shall be shown on each lot.
24. Boundary Description: An outline survey of the land to be surveyed.
25. Key Map and Location Diagram: 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.
26. Acreage and number of lots: Total number acres and total number of lots in proposed subdivision.

**VILLAGE OF GREAT NECK PLANNING BOARD
PRELIMINARY APPLICATION FOR SUBDIVISION
LIST OF ITEMS TO BE PLACED ON PLATS (cont'd)**

27. Test hole data

- (a) Date, location, elevation and graphic representation of findings for all test holes, including groundwater level.
- (b) Locations shall include critical areas where drainage structures requiring seepage are to be constructed.

- B. Variances. Variances from applicable zoning use districts or rules and regulations herein set forth shall be noted on preliminary layouts.
- C. Original layout. The original layout shall be clearly and legibly drawn on commercially acceptable reproducible material. The size of the sheets shall be not greater than thirty-six by forty-eight (36x48) inches. When more than one (1) sheet is required, an additional key sheet thirty-six by forty-eight (36x48) inches shall be filed, showing, on 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 1/2x11) inches in size.

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,

[Applicant Name]

By: _____
Name/Title

Chairperson, Planning Board, Village of Great Neck

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 and no 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.**

PLEASE PLACE ON PLAN SIGNATURE BOXES FOR PLANNING BOARD CHAIRMAN, CONSULTING ENGINEERS AND VILLAGE CLERK TRESURER.



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.”

SIGNATURE



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

**AMENDMENT TO PRELIMINARY APPLICATION
ADOPTED BY THE BOARD JULY 15, 1999**

ALL SECOND SUBMISSION PLANNING BOARD PRELIMINARY
APPLICATIONS MUST BE HIGHLIGHTED TO REFLECT ANY AND
ALL CHANGES THAT WERE REQUESTED BY THE BOARD

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

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

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 the following:

AT: Street Address: _____

OWNER 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 mail.

SIGNED _____
APPLICANT

Dated at: _____

_____, 20____

AFFIDAVIT TO BE COMPLETED BY AGENT OR OWNER

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

being duly sworn, deposes and says that he/she is the agent named in the foregoing application for consideration of preliminary layout, that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements are true to the best of his/her knowledge and belief.

(SIGNED) _____

Sworn to before me this

____ day of _____, 20__

Notary Public

*If the above affidavit is completed, the Owner must sign the Affidavit below giving Agent authorization

AFFIDAVIT TO BE COMPLETED BY OWNER GIVING AGENT AUTHORIZATION

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

_____, being duly sworn, deposes and says that
 he/she resides at _____ in the County of
 _____, State of _____; that he/she is the owner of
 _____ which is the subject premises described in the
 foregoing application, shown on the Nassau County Tax Map as
 Section _____ Block _____ Lot _____ that he/she has authorized
 _____ to make the foregoing application and that the
 statements of fact contained in the foregoing application are true.

(SIGNED) _____

Sworn to before me this

_____ day of _____, 20_____

Notary Public