

# Village of Great Neck

## PLANNING BOARD



### **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 flash drive.
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

- (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 precisely define 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.

# Village of Great Neck

## PLANNING BOARD



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 certified 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 \_\_\_\_\_ Lots (s) \_\_\_\_\_ Zone \_\_\_\_\_

A public hearing will be held by the Planning Board on this application at the Village Hall, 767 Middle Neck Road, Great Neck, New York, on \_\_\_\_\_,

\_\_\_\_\_ at \_\_\_\_\_.

This notice is sent to you by certified mail in accordance with the filing requirements of the Planning Board of the Village of Great Neck.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

**AFFIDAVIT OF MAILING**

STATE OF NEW YORK)

: ss:

COUNTY OF NASSAU)

\_\_\_\_\_ being duly sworn, deposes and says that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (s)he served the Notice attached hereto upon the following persons at the address indicated:

OWNERS OF RECORD OF PROPERTIES WITHIN A 200' RADIUS:

SECTION	BLOCK	LOT
<hr/>		
<hr/>		
<hr/>		

enclosed and properly sealed in a postpaid envelope, which I deposited in an official depository under the exclusive care and custody of the United States Postal Services within the State of New York at

\_\_\_\_\_

That said Notice was mailed by CERTIFIED MAIL which receipt is attached hereto and forms a part hereof.

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



# Village of Great Neck

SP# \_\_\_\_\_  
767 Middle Neck Road  
Great Neck, NY 11024

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:

\_\_\_\_\_  
\_\_\_\_\_



**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

**ONE OF THE FOLLOWING AFFIDAVITS MUST BE COMPLETED**

**AFFIDAVIT TO BE COMPLETED BY OWNER OTHER THAN CORPORATION**

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

\_\_\_\_\_ being duly sworn deposes and says that s/he is the owner in fee of the property described in the foregoing application for consideration of site plan review, and that the statements contained therein are true to the best of his/her knowledge and belief.

(Signed) \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**AFFIDAVIT TO BE COMPLETED BY CORPORATION OWNER**

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

\_\_\_\_\_ being duly sworn deposes and says that s/he resides at \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_, that s/he is the \_\_\_\_\_ in fee of the property described in the foregoing application for consideration of site plan review, and that the statements contained therein are true to the best of his/her knowledge and belief.

(Signed) \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**AFFIDAVIT TO BE COMPLETED BY AGENT OR OWNER**

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

\_\_\_\_\_ being duly sworn, deposes and says that s/he is the agent named in the foregoing application for consideration of site plan review, that s/he 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

AFFIDAVIT OF DISCLOSURE IN COMPLIANCE WITH  
SECTION 809 OF THE GENERAL MUNICIPAL LAW

PLANNING BOARD OF VILLAGE OF GREAT NECK  
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In the Matter of the Application of

\_\_\_\_\_  
To the Planning Board of the Village of Great Neck

For a \_\_\_\_\_ concerning

The premises known as \_\_\_\_\_,

And designated as Section\_\_\_\_, Block\_\_\_\_, Lot(s) \_\_\_\_\_  
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STATE OF NEW YORK)

) Ss:

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ being duly sworn deposes and says:

1. Your deponent is over 18 years of age and resides at
2. Deponent is the (a) applicant, (b) one of the applicants, (c) officer of applicant  
\_\_\_\_\_ (state office held), (d) partner or principal in applicant.  
[strike inapplicable language]
3. To deponent's knowledge, the name, address and nature and extent of the interest in the applicant of every state officer and every officer and employee of the Village of Great Neck (as the term "interest in applicant") is defined in General Municipal Law §809) is as follows: \_\_\_\_\_  
\_\_\_\_\_

(if "none," so state).

(Signed)\_\_\_\_\_

Sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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 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