

# VILLAGE OF SAG HARBOR



## Planning Board Site Plan Application Standards/Checklist

Village of Sag Harbor Zoning Code Article XIV: Planning Board outlines the Site Plan Review procedure and required materials. The purpose of this checklist is to provide an overview of the site plan application process and the materials required for each step. Applicants should also refer to the relevant Code section referenced in this checklist for more information. This checklist will be used to determine completeness and applicants are urged to use as a guide to avoid delays in review. Applications will not be placed on the Planning Board agenda until the application is deemed complete.

### ACTIONS REQUIRING SITE PLAN APPROVAL

The following table outlines the actions that are subject to Site Plan Review by the Planning Board within the Village of Sag Harbor.

Site Plan Review (Section 300-14.3)	
1.	Any application for a building permit for any use, building or structure.
2.	Any change of use from a use described in the <b>Table of Uses</b> to another use on the Table or to any other use and any enlargement of an existing use, with some exceptions. The following actions are not subject to Site Plan Review: <ul style="list-style-type: none"><li>• Change of use from one permitted use to another permitted use where the use is 3,000 sf or less.</li><li>• The change of use does not include any common use or occupancy or combination or consolidation of adjacent or nearby space so as to total in excess of 3,000 sf.</li><li>• The change of use does not have a parking space requirement greater than the parking requirement for the existing use. Parking space requirements based on type of land use can be found in Zoning Code Section 300-9.6.</li><li>• The change of use does not include an increased number of gallons per day of sewage flow rate as set forth on the Suffolk County Department of Health Service Standards for Approval of Plans and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.</li></ul>
3.	Site Plan Review is <b>not</b> required for single-family and two-family dwellings, but it is required for apartments.

**SITE PLAN APPLICATION PROCEDURE**

All application materials must be submitted to the Building Department for review by the Village Environmental Planning Consultant Nelson, Pope & Voorhis (NP&V). NP&V will review the application materials to determine whether the application is complete for the purpose of consideration by the Planning Board. NP&V will advise the Planning Board Chair on the status of the application and recommend when the application may be placed on the Planning Board calendar. Once this occurs, the Secretary to the Planning Board will advise the applicant of the date of the Planning Board meeting. The applicant or a representative should be present at the meeting to discuss the application and receive further input regarding procedure. If additional materials are required, any subsequent submissions to the Planning Board must be provided to the Building Department at least two weeks prior to the Planning Board meeting to be considered at the meeting.

If the applicant wishes to receive an adjournment until the following Planning Board meeting, the applicant (or agent for the applicant) shall notify the Planning Board in writing at least one week prior to the meeting. If one weeks' notice is not provided, then the application will be discussed at the originally scheduled meeting.

The following table outlines the Village of Sag Harbor approval process for Site Plans. Additional information is located in Section 300-14.5.

<b>Site Plan Application Procedure (Section 300-14.5)</b>	
1.	<p><b>Pre-submission Conference/Work Session:</b> Prior to submission of a site plan application, the applicant or his agent shall meet with the Planning Board at a work session. The purpose of the work session shall be to discuss proposed uses or development and to determine which of the site plan elements shall be submitted to the Planning Board in order for the Board to determine conformity with the provisions and intent of this chapter. Any pre-submission conference shall include an evaluation of fees to be paid under § 300-14.4B(2).</p> <p>Within 6 months following the pre-submission conference, <b>nine copies</b> of the Site Plan and any related material shall be submitted to the Planning Board. If the 6 month deadline is not met, the applicant will need to have another pre-submission conference.</p>
2.	<p><b>Formal Submission:</b> The complete site plan application shall be submitted to the Building Inspector, who will determine whether the application is complete for review by the Planning Board. The Planning Board, upon letter application, may waive any of the site plan elements set forth in Section 300-14.4C(1) to (4).</p>
3.	<p>If the Planning Board determines further information is required, the Planning Board shall promptly notify the applicant and advise how the application is deficient.</p>
4.	<p><b>Referrals:</b> If the Planning Board determines the application is complete, it shall transmit the application and/or solicit comments and review from the Fire Marshal, the Fire Department and the ambulance corps with jurisdiction, the Board of Historic Preservation and Architectural Review (BHPAR), the Harbor Committee or other municipal or county agency or district with jurisdiction or potentially affected by the proposed development.</p>
5.	<p><b>Public Hearing:</b> If the Planning Board determines that a public hearing is necessary, it shall schedule and hold the hearing within 62 days of determining the application is complete. In determining whether or not to hold a public hearing, the Planning Board shall consider the degree of public interest</p>

	<b>Site Plan Application Procedure (Section 300-14.5)</b>
	in the application and the extent to which a public hearing can aid the decision-making process by providing a mechanism for collection of relevant data.
6.	<b>Notice of Public Hearing:</b> If a public hearing is scheduled, notice of the hearing shall be given to the applicant and be made by publication at least 10 days prior to such hearing in the official newspaper of the Village. In addition to such notice, the applicant shall mail a copy of the public notice by certified mail, return receipt requested, at least 10 days prior to the date of the hearing to all owners of property which lies adjacent and/or directly opposite (by extension of lot lines through any street) to that owned by the applicant as determined by their appearance on the last completed assessment roll of the Village and shall file proof of that mailing with the Secretary to the Planning Board not less than five days before the hearing.
7.	<b>Decision:</b> Within 62 days of conclusion of the public hearing or, if none was held, within 62 days of determining the application is complete, the Planning Board shall determine whether the site plan application complies with the purposes and specifications of the Zoning Code and shall so inform the Building Inspector and Village Clerk and the applicant, in writing, of its approval, approval with modifications, or disapproval. This sixty-two-day period may be extended by the Planning Board upon the written consent of the applicant.
8.	<b>SEQRA:</b> No application shall be deemed complete until any review process required pursuant to the State Environmental Quality Review Act (SEQRA) has been completed or if a positive declaration is made. Village Code Chapter 125 outlines the environmental review process.
9.	<b>Site Plan Approval Expiration:</b> An approved site plan shall be valid for a period of two years from the date of approval. All work proposed on the plan shall be complete within two years from the date of approval unless a longer period was approved or the applicant obtains an extension from the Planning Board.
10.	No excavation, demolition, filling, regrading, clearing, tree removal or any other work in preparation of future use of a site may take place until site plan approval and express written permission has been received from the Planning Board.
11.	A statement shall be placed on all site plans approved by the Planning Board to the effect that the owner agrees to comply with the plan and all conditions noted thereon. The owner or a bona fide agent responsible for completion of the work shall be required to sign such statement and provide such guaranty in an amount determined by the Planning Board before any approved plans will be released by the Planning Board. In the event that the site plan is not signed by the owner or his agent within 90 days of the date of the resolution of the Planning Board approving the plan, the resolution shall be deemed null and void. The Planning Board may extend the ninety-day period as circumstances require.
12.	To obtain a building permit, an applicant shall submit an undertaking secured by cash or other surety acceptable to the Village Board of Trustees to guarantee performance of required improvements. No certificate of occupancy shall be issued, nor any undertaking released, until all requirements of site plan approval, including construction of improvements, are completed in a manner satisfactory to the Planning Board.
13.	Where a site plan application also requires approval for a special exception use, any building permit which is issued shall be in accordance with both the conditions established for the special exception use as well as for the site plan. Where both special exception use and site plan approval are required, each application may be processed concurrently, excepting as may be required by SEQRA.

**MATERIALS REQUIRED FOR A PRE-SUBMISSION CONFERENCE**

The following materials are the minimum requirements in order for a project to be scheduled for a pre-submission conference.

<b>Pre-submission Conference Required Materials</b>	
1.	Completed and notarized Planning Board application.
2.	Completed and notarized disclosure affidavit.
3.	Completed and notarized letter of authorization (if presented by an agent).
4.	Completed and notarized consent for inspection of property.
5.	Completed Coastal Assessment Form.

**MATERIALS REQUIRED FOR A COMPLETE SITE PLAN APPLICATION**

In order for an Application to be deemed complete and placed on the Planning Board Agenda, the items outlined in the following table are required to be submitted.

<b>Site Plan Application Materials (Section 300-14.4A)</b>		Yes	No	N/A
1.	Completed Site Plan Application Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Site Plan Review fee as required by Section 300-14.4B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3a.	Environmental Assessment Form. See Village Code Chapter 125 for additional information. Utilize the New York State Department of Environmental Conservation EAF Mapper tool to generate base form and then complete site and project details ( <a href="http://www.dec.ny.gov/eafmapper/">http://www.dec.ny.gov/eafmapper/</a> ). If you are unsure about whether to use the Short or Full Form, make an inquiry at the Building Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b.	Completed Coastal Assessment Form.			
4.	Site Plan. Specific requirements outlined below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	If additional lighting or a change in lighting is proposed, a plan showing existing lighting and proposed exterior lighting that is depicted on the Site Plan shall be submitted. Details regarding the lighting plans, if required, are outlined in Code Section 300-14.4A(5).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	If surveillance cameras are proposed or existing cameras are altered, a plan indicating the location of both existing and proposed surveillance cameras shall be submitted. Details regarding the surveillance cameras, if required, are outlined in Code Section 300-14.4A(6).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REQUIRED SITE PLAN ELEMENTS**

Completed Site Plans will consist of the following elements outlined in the tables below.

	<b>Site Plan General Requirements (Section 300-14.4C)</b>	Yes	No	N/A
1.	Prepared by a licensed architect, landscape architect, civil engineer or surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Minimum scale of one-inch equals 40 feet or one inch equals 20 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Site Plan Legal Data (Section 300-14.4C(1))</b>	Yes	No	N/A
1.	Name and address of the owner on record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Name and address of the person, firm or organization preparing the map, sealed with the applicable NYS license seal and signature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Date prepared and revision dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	North arrow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Written and graphic scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Suffolk County Tax Map district, section, block, and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Property description shall be prepared by a licensed surveyor or civil engineer. The site plan may reference a land surveyor's map or base reference map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Locations, names, and existing widths of adjacent streets and curblines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Location and owners of all adjoining lands, as shown on the most recent tax records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Outline of existing easements, filed map restrictions, deed restrictions or covenants and a copy of each attached to the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Existing Zoning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Site Plan Natural Features (Section 300-14.4C(2))</b>	Yes	No	N/A
1.	Existing contours with intervals of two feet or less referred to NGVD datum. Spot elevations may be required by the Planning Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Approximate boundaries of any areas subject to flooding or stormwater overflow, including wetlands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The location of existing natural features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Site Plan Natural Features (Section 300-14.4C(2))</b>		Yes	No	N/A
4.	The location of any existing cultural features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The location of any Federal Emergency Management Agency floodplain boundary lines and required base flood elevations, including freeboard requirements, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Site Plan Existing Structures and Utilities (Section 300-14.4C(3))</b>		Yes	No	N/A
1.	Outlines of all structures and location of all uses not requiring structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Paved areas, including parking areas, sidewalks and vehicular access between the site and public streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Locations, dimensions, grades and flow direction of any existing culverts or waterlines, as well as other underground and aboveground utilities within and adjacent to the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Other existing development, including fences, landscaping and screening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The location and use of all buildings and structures within 200 feet of the boundary of the subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Site Plan Proposed Development (Section 300-14.4C(4))</b>		Yes	No	N/A
1.	The location of proposed buildings or structural improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Setbacks from all property lines to proposed structures and horizontal distances from existing structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The location and design of all uses not requiring structures, such as off-street parking areas and pedestrian circulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Parking calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The location, direction, power and time of use for any proposed outdoor lighting or public-address systems.  and Consideration of existing street lighting.	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
6.	The location and plans for any outdoor signs which must be in accordance with applicable sign regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Grading and drainage plans based on a two-inch rainstorm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Drainage calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Contours and spot grade elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Test hole data, as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Site Plan Proposed Development (Section 300-14.4C(4))</b>	Yes	No	N/A
11.	Landscaping, buffering and street tree plans, including material, size, quantity and location. A list of plantings shall also be shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Location of water and sewer mains, electrical service and cable installation, water valves and hydrants, and means of water supply and sewages disposal and treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Storage areas for vehicles, materials, supplies and equipment must be located in a side or rear yard in compliance with this chapter. Those areas must be adequately fenced and screened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	If this site plan is for a first stage of development, a supplementary plan shall indicate the ultimate development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WAIVER OF REQUIREMENTS**

The Planning Board may waive the strict application of the submission requirements set forth hereinabove in the following instances.

	<b>Waiver of Requirements (Section 300-14.6)</b>
1.	<p>The Planning Board may waive the strict application of the submission requirements set forth hereinabove in the following instances:</p> <ul style="list-style-type: none"> <li>• Where the application involves minor additions or renovations, including structural repair or replacement occasioned by accidental damage, long-term deterioration or compliance with the requirements of health, safety or fire regulations, provided that none of the foregoing involve a change of use or an expansion of floor area devoted to the primary use of the premises.</li> <li>• Change of use that does not increase the floor area.</li> <li>• Change of use that does not have a parking requirement greater than the parking requirement for the current use.</li> <li>• Change of use that does not result in different, increased, new or additional Health Department requirements.</li> <li>• However, if the change of use is not listed and a permitted or special exception use in the Table of Uses, a full site plan review is required.</li> </ul>
2.	In the case of a waiver, the Planning Board shall be empowered to require such information from the applicant as it deems necessary to ensure that the spirit and intent of site plan review is carried out.
3.	Where the Planning Board has elected to waive full site review as provided herein, no public hearing shall be required; however, the decision to waive shall be by formal resolution at a regular public meeting of the Planning Board.