



Village of Ossining
Department of Planning
John Paul Rodrigues Ossining Operations Center
101 Route 9A, PO Box 1166
Ossining, NY 10562
(914) 762-6232
www.villageofossining.org

APPLICATION FOR PLANNING BOARD & BOARD OF ARCHITECTURAL REVIEW

ALL APPLICATIONS MUST HAVE A REFERRAL FROM THE BUILDING INSPECTOR PRIOR TO SUBMITTAL. ALL APPLICATIONS MUST BE SUBMITTED AT CITYSQUARED.COM.

PROJECT LOCATION INFORMATION

Address of Property: _____

Section, Block, Lot #: _____

Zoning District: _____

CONTACT INFORMATION

Name of Applicant: _____

Address: _____

Telephone: _____

Email: _____

Name of Owner: _____

Address: _____

Telephone: _____

Email: _____

Name of Architect/Engineer: _____

Address: _____

Telephone: _____

Email: _____

Name of Attorney: _____

Address: _____

Telephone: _____

Email: _____

Please check appropriate action(s):

- ☐ Site Plan Approval (see attached requirements) [§270-52]
- ☐ Conditional Use Permit [§270-51]
- ☐ Subdivision [§233]
- ☐ Excavation and Fill Permit [§122]
- ☐ Board of Architectural Review Approval [§270-58]
- ☐ Parking Waiver [§270-30A(12)]
- ☐ Other _____

Property Type:

- ☐ Residential No. of dwelling units: _____
- ☐ Commercial No. of commercial units: _____
- ☐ Industrial
- ☐ Mixed use
- ☐ Downtown Row Building
- ☐ Other: _____

Please answer the following:

Does the proposal include the construction of 6 or more residential units? (In compliance with Village Code Chapter 62) **Y** **N**

Is the site currently serviced by water, sanitary, and storm sewer lines? **Y** **N**

Is the site within the boundaries of the Local Waterfront Revitalization Program? **Y** **N**

(Properties west of Route 9. If yes, LWRP consistency review is required by the Environmental Advisory Council. Incorrectly responding to this question may delay your application.)

Is the site within the FEMA 100-year floodplain? (If yes, a floodplain development permit is required.) **Y** **N**

Is the site within a Historic District (see [Zoning Map](#))? (If yes, a Certificate of Appropriateness from the Historic Preservation Commission is required. Please see <https://www.villageofossining.org/historic-preservation-commission> for more information.) **Y** **N**

The Applicant **must** provide a project narrative cover letter addressing the following items:

1. Description of Project.
2. List and describe all *exterior* alterations and additions proposed as part of the project.
3. List and describe all *interior* alterations and additions proposed as part of the project.

If you are applying for a **Conditional Use Permit**, please include answers to the following questions (§270-51):

4. How is the land use or activity designed, located, and operated so as to protect the public health, safety, and welfare of the residents of the Village?
5. How will the land use or activity encourage and promote a suitable and safe environment for the surrounding neighborhood and not cause substantial injury to the value of other property in the neighborhood?
6. How is the land use or activity compatible with existing adjoining development and how will it not adversely change the established character or appearance of the neighborhood?
7. How does the site development minimize erosion and not produce increased surface water runoff onto abutting properties?
8. Explain how existing public streets and utilities servicing the project are determined to be adequate for the proposal?

FEES

(Fees can be paid by cash, check, or credit card with a 3% service charge)

Site Plan (no new construction or additions)	\$500
Site Plan (less than 5,000 sq. ft. of new construction or additions)	\$500
Site Plan (5,000 - 10,000 sq. ft. of new construction or additions)	\$750
Site Plan (10,000 - 20,000 sq. ft. of new construction or additions)	\$1,000
Site Plan (more than 20,000 sq. ft. of new construction or additions)	\$3,000
Subdivision (1 or 2 lots)	\$500
Subdivision (3 to 5 lots)	\$750
Subdivision (6 or more lots)	\$1,000
* Double for retroactive action for all of the above.	
Conditional Use Permit	\$350
Excavation & Fill	\$300
Board of Architectural Review Only (1 to 5 units)	\$150
Board of Architectural Review Only (6 or more units or Commercial)	\$500
For larger projects, as per code:	
Escrow (for consultants including planning, engineering and traffic review)	TBD
Recreation Fees per dwelling unit	\$7,500
Recreation Fees per affordable unit	\$5,000
Performance Bond	TBD

PLANNING BOARD & BOARD OF ARCHITECTURAL REVIEW CHECKLIST

All documents are to be submitted in unsecured PDF form at CitySquared.com.

Item	Site Plan	Conditional Use	Subdivision	BAR	Excavation & Fill
(X = N/A)					
Application review meeting Date:					
Building Dept. referral letter					
Completed application with narrative cover letter					
Completed Zoning Table					
Property survey (signed and sealed by a NYS licensed surveyor)					
Site plan (signed and sealed by a NYS licensed architect/engineer)					
Copy of property deed					
Copy of contract, owner authorization form, or power of attorney (If applicant is not owner)					
Exterior materials and color scheme indicated on plans/high-res images			X		X
Building elevations (all sides)			X		X
Color photos of all sides of the building or site					
Site plan information sheet for mixed-use buildings			X	X	X
Storm water permit application				X	
Short or Long EAF as required by SEQRA				X	
Certification of clean fill	X	X	X	X	
Escrow Application w/applicable fees					
Digital copy of all documents submitted at CitySquared.com					
All application fees paid to the Village of Ossining					

By signing below, I acknowledge that all information presented herein is true to the best of my knowledge. I further understand that any false information intentionally provided or omitted is grounds for revocation of variances or approvals. I give the Village Staff and Land Use Board members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

Applicant Signature

Date

GENERAL INFORMATION

- Applications shall be complete and submitted to the Department of Planning **by 12:00 pm** on the deadline date. **NO EXCEPTIONS.** If the application is deemed incomplete by the Department of Planning you will be contacted. You will have one week in which to complete the application or the application will be held from the agenda until complete.
- Applicant are recommended to review the Village of Ossining Zoning Ordinance to ensure compliance and to facilitate filling out the application. The Zoning Ordinance may be viewed by online at <https://ecode360.com/OS1500>
- Prior to submitting an application, it is required that the applicant attend a pre-application meeting to discuss the project with Village Staff. Applicants may schedule an appointment by calling the office of Department of Planning at (914) 762-6232. The purpose of the pre-application meeting is to address technical issues, to identify potential concerns, to consider other involved or interested agencies (e.g. Westchester County Planning Department, NYSDOT, NYSDEC, other Village Boards/Commissions, etc.) and to review information likely to be necessary to refer the application to the appropriate Village Board or Commission.
- If the subject property is within 500 feet of a municipal boundary, a County or State road, a County or State park or recreation area, a State or County owned facility, or the right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, the Department of Planning will file a General Municipal Law 239 L, M, and N request to the Westchester County Planning Department.
- The Applicant must be the Owner, Tenant, or Contract Vendee. All applications must be signed by the Owner or legal representative of the Owner.
- The Applicant or a representative must be present at the hearing in order for the application to be considered.
- The Applicant or representative will be notified if additional copies of the complete application are required for review by other agencies.
- Escrow funds are retained in a separate account by the Village, and are disbursed to consultants from the Finance Department upon receipt of consultant invoices. Please refer to Escrow information at the end of this packet.
- In accordance with Section 270-51C of the Village Code, the applicant must notice all owners of properties which lie within 300 feet of any boundary line of the subject property. Notices and addresses will be provided by Village Staff and should be mailed by the applicant using USPS. Mailings must be done no less than 10 days before the hearing/meeting, and proof of mailing in the form of a notarized affidavit must be submitted to the Planning Department.
- If an approval is granted by the Planning Board/ Board of Architectural Review, no construction shall commence until all required approvals are granted and permits obtained through the Building Department. You can contact the Building Department to determine what additional permits are required at (914) 941-3199.

SITE PLAN CHECKLIST

All sets of plans must be signed and sealed by a NYS licensed professional architect or engineer. Site Plans must include the following:

- ☐ Title block with project title and following information:
 - ☐ Project street address
 - ☐ Name and address of property owner
 - ☐ Name and address of applicant if different than property owner
 - ☐ Name and address of licensed professional(s) and firm(s) who produced plans
 - ☐ North arrow
 - ☐ Scale: $\frac{1}{4}" = 1'$, $\frac{3}{16}" = 1'$, $\frac{1}{8}" = 1'$, $1" = 10'$, $1" = 20'$, $1" = 30'$ or scaled approved by Planning
 - ☐ Date prepared and revision history block
 - ☐ Tax parcel (section, block and lot) number
 - ☐ Zoning data

Must include existing and proposed location and dimensions of:

- ☐ Property boundaries, proposed and existing easements with descriptions
- ☐ Legal survey of property prepared, certified, and signed by a NYS licensed surveyor
- ☐ Overhead and underground utilities included but not limited to water, sewer, drainage, gas, electric, and communication
- ☐ Vehicular and pedestrian circulation
 - ☐ Sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets including pavement markings and materials. Location of emergency vehicle access if different than existing public way(s)
 - ☐ Parking and internal circulation: garages, carports, parking spaces, delivery/loading areas, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials, parking lot grades, turning movements, curb radius and aisle widths.
 - ☐ Profiles and cross sections of roads and sidewalks. Information should include grades, widths and locations
 - ☐ Handicap accessible facilities, including handicap parking, access ways and wheelchair ramps
- ☐ Snow storage areas
- ☐ Outdoor storage areas, dumpster/recycling locations and screening
- ☐ Existing and proposed fencing and walls. Must also include height and building materials
- ☐ Buffer areas, vegetative cover and trees: diameter at breast height (DBH) of all existing trees, significant trees, and indication of any trees to be removed, landscaping plan and plant schedule
- ☐ Drainage ways, culverts, streams, swales, and wetlands.
- ☐ Grading and drainage showing proposed topography at 2-foot contours.
- ☐ Proposed and existing buildings and structures. Label use and height
- ☐ Outdoor lighting and public address systems
- ☐ Signage
- ☐ Storm water drainage and best management practices in accordance with Chapter 227 Storm Water Management and Erosion and Sediment Control

STORM WATER PERMIT APPLICATION

(FOR EXTERIOR WORK ONLY)

Storm Water - Refer to Chapter 227 of the Village Code

Part I

Check all that apply:

- ☐ This project will result in construction activity including clearing, grading, excavating, soil disturbance or placement of fill results in land disturbance of equal to or greater than 2,500 square feet
- ☐ This project will involve activities disturbing less than a quarter acre of total land area that is part of a larger common plan of development or sale, even though multiple separate and distinct land development or redevelopment activities may take place at different times on different schedules
- ☐ This project will alter land that is undeveloped or land on slopes greater than 15%; or as already identified by the Storm Water Maintenance Officer ("SMO"), certain conditions exist such as water bodies, areas of known storm water problems or conditions.

Part II

If any of the above boxes in Part I are checked please check all boxes that apply in Part II.

- ☐ This project will result in storm water runoff from land development or redevelopment activities discharging a pollutant of concern to either an impaired water identified on the Department's 303(d) list of impaired waters or a total maximum daily load (TMDL) designated watershed for which pollutants in storm water have been identified as a source of the impairment.
- ☐ This project will result in storm water runoff from land development or redevelopment activities disturbing two or more acres
- ☐ This project will result in storm water runoff from land development or redevelopment activity disturbing less than two acres of land that has been identified by the Storm water Management Officer as being necessary to include water quantity or quality controls during the course of the project, even if the project is not increasing impervious cover.

Part III

- ☐ Check here if no boxes in Part I or Part II apply to your project.

****If the box in Part III is checked then a Storm Water Pollution Prevention Plan is not required for this project****

- If any of the boxes in **Part I** and **Part II** of the Storm Water Application are checked please submit a Storm Water Pollution Prevention Plan (SWPPP) as part of your planning board review that contains the contents for Water Quantity and Water Quality controls.
- If any of the boxes in **Part I** are checked please submit a Storm Water Pollution Prevention Plan (SWPPP) as part of your planning board review that contains the **applicable** contents for **Water Quantity** controls.

If required, please provide all applicable Water Quantity Storm Water Pollution Prevention Plan (“SWPPP”) Requirements as listed below:

- Background information about the scope of the project, including location, type and size of project
- Site map/construction drawing(s) for the project, including a general location map. At a minimum, the site map should show the total site area, all improvements, areas of disturbance, areas that will not be disturbed, existing vegetation, on-site and adjacent off-site surface water(s), wetlands and drainage patterns that could be affected by the construction activity, existing and final slopes, locations of off-site material, waste, borrow or equipment storage areas and location(s) of the storm water discharge(s). The site map should be at a scale no smaller than one-inch equals 100 feet
- Description of the soil(s) present at the site
- Construction phasing plan describing the intended sequence of construction activities, including clearing and grubbing, excavation and grading, utility and infrastructure installation and any other activity at the site that results in soil disturbance. Consistent with the New York Standards and Specifications for Erosion and Sediment Control (Erosion Control Manual) not more than five acres shall be disturbed at any one time unless pursuant to an approved SWPPP.
- Description of the pollution prevention measures that will be used to control litter, construction chemicals and construction debris from becoming a pollutant source in storm water runoff
- Description of construction and waste materials expected to be stored on-site with updates as appropriate and a description of controls to reduce pollutants from these materials, including storage practices to minimize exposure of the materials to storm water and spill-prevention and response
- Temporary and permanent structural and vegetative measures to be used for soil stabilization, runoff control and sediment control for each stage of the project, from initial land clearing and grubbing to project close out
- A site map/construction drawing(s) specifying the location(s), size(s) and length(s) of each erosion and sediment control practice
- Dimensions, material specifications and installation details for all erosion and sediment control practices, including the siting and sizing of any temporary sediment basins
- Temporary practices that will be converted to permanent control measures
- Implementation schedule for staging temporary erosion and sediment control practices, including the timing of initial placement and duration that each practice should remain in place
- Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practice
- Name(s) of the receiving water(s)
- Delineation of SWPPP implementation responsibilities for each part of the site
- Description of structural practices designed to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree attainable
- Any existing data that describes the storm water runoff at the site
- All information in §227-7B(1) of the Village Code
- Description of each post-construction storm water management practice
- Site map/construction drawing(s) showing the specific location(s) and size(s) of each post-construction storm water management practice
- Hydrologic and hydraulic analysis for all structural components of the storm water management system for the applicable design storms
- Comparison of post-development storm water runoff conditions with pre-development conditions,
- Dimensions, material specifications and installation details for each post-construction storm water

management practice

- Maintenance schedule to ensure continuous and effective operation of each post-construction storm water management practice
- Maintenance easements to ensure access to all storm water management practices at the site for the purpose of inspection and repair. Easements shall be recorded on the plan and shall remain in effect with transfer of title to the property
- Inspection and maintenance agreement binding on all subsequent landowners served by the onsite storm water management measures in accordance with §227-9 of the Village Code

ZONING WORKSHEET

ZONE:	Requirements	Existing Conditions	Proposed	Variance Amount
Lot Area (sf) (Minimum)				
Lot Width (feet) (Minimum)				
Front Yard (feet) (Minimum or Max)				
One Side Yard (feet) (Minimum)				
Both Side Yards (feet) (Minimum)				
Rear Yard (feet) (Minimum)				
Livable Floor Area Per dwelling unit (Minimum)				
Habitable Floor Area Per dwelling unit (Minimum)				
Building Height (stories or feet whichever is less) (Maximum)				
Impervious Coverage (%) (Maximum)				
Building Coverage (%) (Maximum)				
Off-Street Parking Requirements (Minimum)				
Required buffer areas for abutting a residential district (if applicable)				
Maximum Density (if applicable)				
Other:				

Enter minimum requirements. You can obtain the minimum required setbacks from Appendix B and parking Requirements from Appendix C of the Zoning Code which can be found on our website, www.villageofossining.org.

Existing Square Footage: _____

Square Footage of Addition: _____

Total Square Footage: _____

Signature of Applicant and Date

SITE PLAN INFORMATION SHEET FOR
MIXED-USE PROPERTIES ONLY

Please provide any existing site or floor plans for your building or business

Total number of businesses: _____ Total number of apartments: _____

Total number of parking spaces available on-site: _____

Description of Business/Apartment (i.e. retail, office, auto repair, restaurant, one-bedroom apt., two-bedroom apt., etc.)	Square Footage of Business/Apartment	Number of Parking Spaces for the Business/Apartment available either on-site or as an alternative arrangement

(Please attach an additional sheet if more space is needed)

Signature of Applicant & Date

OWNER AUTHORIZATION FORM

**FOR USE WHEN APPLICATION IS FILED BY ANYONE OTHER THAN
PROPERTY OWNER**

TO:

Village of Ossining Planning Dept. 101

Rt. 9A, P.O. Box 1166

Ossining, NY 10562

PROPERTY ADDRESS: _____

I _____ (property owner) hereby authorize
_____ to file a Land Use Board Application on my behalf to the
Planning Board, Board of Architectural Review, Zoning Board of Appeals, or Historic Preservation
Commission. If you should have any questions or require additional details, please feel free to contact
me at the following phone number(s) _____ or email address _____.

Signature: _____

Print Name: _____

NOTARY: Sworn before me this day _____ day of _____, 20 _____

Signature of Notary

ESTABLISHMENT OF AN ESCROW ACCOUNT

(See Attached Fee Schedule)

Please note that your escrow account will be billed by Village of Ossining consultants for review of your submission materials, site visits, development of review memorandum/letters, preparation and attendance at meetings, and written or oral communications pertaining to your application.

Upon completion of your project, please contact the Planning Department regarding reimbursement of any unused escrow money. It is understood that escrow balance will be monitored, and if it falls below a balance 50% of the initial fee, the applicant will replenish the balance to the amount required in the fee schedule. Nonpayment of this amount will freeze the application process and/or the Village may withhold approvals, the building permit, and or the certificate of occupancy for the project.

Applicant Name: _____

Applicant Mailing Address: _____

Property Address: _____

Property Owner: _____

Contact Name for Escrow: _____

Mailing Address for Escrow: _____

Email Address (please print): _____

Phone Number for Escrow Contact: _____

Fax Number for Escrow Contact: _____

Please check all types of applications on the attached list and attach corresponding escrow fees:

(Applicant's Signature) _____ Date: _____

2023 ESCROW FEE SCHEDULE

✓	Application Type	Amount
	Board of Architectural Review	\$0
	Site Plan less than 1,500 sq. ft. addition	\$1,500
	Site Plan 1,500 sq. ft. to 5,000 sq. ft. addition	\$3,500
	Site Plan greater than 5,000 sq. ft.	\$5,000
	Amended Site Plan	\$1,500
	Subdivision 1-2 units	\$1,500
	Subdivision 3 or more units	\$5,000
	Special Permit	\$750
	Wetland Permit applications to the Planning Board per §149-7	\$1,000
	Wetland Permit issued by Building Inspector per §149-6(D)	\$250
	Parking Waiver	\$750
	Conditional Use	\$750
	Use Variance	\$2,000
	Area Variance	\$0
	Other Village Code Appeal to ZBA /ZBA Zoning Code Interpretation	\$750
	Certificate of Appropriateness (if required by HPC)	\$500
	Zoning (Text/Map) Amendment	\$5,000
	Other Village Board or Planning Board applications/requests	\$2,000
	SEQR	See §118-8 of the Village Code

(*) Fee amounts are based on a reasonable estimate of consultant expenses necessary for the specific review and may be adjusted up or down following evaluation by staff. Fees for applications or reviews not listed will be determined on a case-by-case basis after consultation between the Village Staff and the Consultants.