



**Village of Ossining
The Board of Architectural Review & Planning Board
2020 Application**

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Applications are also available on our website
www.villageofossining.org

DEPARTMENT OF PLANNING
John-Paul Rodrigues Ossining Operations Center
P.O. Box 1166 - 101 Route 9A
Ossining, NY 10562
Tel: (914)762-6232
Fax: (914) 762-6208

**If you have any questions on the application,
or would like to set up a pre-application meeting, please call.**

1. General Information:

Fees: (Please make checks payable to The Village of Ossining)

Site Plan (no new construction or additions)	\$350
Site Plan (less than 5,000 sq ft of new construction or additions)	\$350
Site Plan (between 5,000 and less than 10,000 sq ft of new construction or additions)	\$500
Site Plan (between 10,000 and less than 20,000 sq ft of new construction or additions)	\$750
Site Plan (more than 20,000 sq ft of new construction or additions)	\$3,000
*Double for retroactive action for all of the above.	
Subdivision (1 or 2 lots)	\$300
Subdivision (3 to 5 lots)	\$500
Subdivision (6 or more lots)	\$1,000
* Double for retroactive action for all of the above.	
Conditional Use Permit	\$300
Excavation & Fill	\$300
Board of Architectural Review Only (1 to 5 units)	\$200
Board of Architectural Review Only (6 or more units)	\$500
For larger projects as per code	
Escrow (for planning, engineering and traffic review)	TBD
Recreation Fees per dwelling unit	\$7,500
Recreation Fees per affordable unit	\$5,000
Performance Bond	TBD

1. Applications **SHALL** be complete and submitted to the Department of Planning **by 12:00 pm** on the deadline date (see attached schedule) **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.**
2. 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>
3. Prior to submitting an application it is recommended that the applicant attend a Wednesday afternoon 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.
4. 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 239 L, M, and N request to the Westchester

County Planning Department.

5. The Applicant must be the Owner, Tenant, or Contract Vendee. All applications must be signed by the Owner or legal representative of the Owner.
6. The Applicant or a representative must be present at the hearing in order for the application to be considered.
7. The Applicant or representative will be notified if additional copies of the complete application are required for review by other agencies.
8. 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.
9. **Board of Architectural Review Exemptions:** If your project falls within any of these categories you will not need approvals from the Board of Architectural Review, but you may need a building permit. Please call the Building/Planning Department to confirm:
 - Creation or replacement of rear or side yard decks.
 - Replacements in kind or repairs.
 - Door or window replacements.
 - In-kind emergency repair as determined by the Building Department.
 - Any zoning compliant addition, which is less than 150 sq ft, and is located on the side or rear of the property using materials that match/compliment with the current structure.
 - An enclosure of a deck or patio, which is less than 150 sq ft, and is located on the side or rear of the property using materials that match/compliment with the current structure.
 - Any skylight, door, or window additions or existing skylight, door, or window enlargements can be approved with sign-off from the BAR chair.
 - Any exterior physical architectural changes, which are not listed above, but are still minor in nature and do not significantly alter the exterior architectural features of the building can be approved with sign-off from the BAR chair.

Any questions may be directed to the Department of Planning at 914-762-6232

2. BAR & Planning Board Application Checklist:

	BAR/PB APPROVAL				
	Site Plan	Conditional Use	Subdivision	Arch. Review	Excavation
12 Copies of following (clipped together):					
Completed Application Form					
Pre-application meeting					
Copy of Building Department Denial Letter					
Completed Zoning Table					
Site Plan, signed and sealed by NYS licensed professional (ten 11X17, two 24X36)					
Site Plan Information Sheet for Mixed Use Buildings					
Stormwater Permit Application					
Legal property survey signed and sealed by NYS Licensed surveyor					
Building elevations – all sides					
Exterior material and color scheme on plans (can bring samples to meeting)					
Color photographs of all sides of building					
Official certification that Fill is not contaminated and appropriate for application					
1 Copy of following:					
Copy of the deed if applicant is the owner					
Copy of contract, notarized letter of permission, or power of Attorney, if not owner					
Building Department Denial Letter (Copy)					
Electronic copy of all documents on CD or email to jkane@villageofossining.org					
Color photographs of the site					
Short or Long EAF as required per SEQRA					

By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the variance(s). I/we also give the Village staff and Planning 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

3. Site Plan Check List:

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

Village of Ossining

Board of Architectural Review and Planning Board Application

1. Property/Project Location Information

Address of Property: _____

Tax Map #: _____

Dimensions: Frontage: _____ ft. Depth: _____ ft. Square Footage: _____ sf.

Zoning District: _____

2. Application for: Please check all that apply

_____ Site Plan Review _____ Conditional Use Permit _____ Subdivision

_____ Board of Architectural Review _____ Storm water Permit

_____ Other _____

3. Property Type: Residential Commercial Industrial Mixed use Downtown Row Building
 Other _____

No. of dwelling units (residential): _____ CO? Yes (Year _____) No

No. of commercial units (if applicable): _____

4. Name of Applicant: _____

Address: _____

Telephone: _____

E-mail: _____

5. Name of Owner: _____

Address: _____

Telephone: _____

E-mail: _____

6. Name of Architect/Engineer: _____

Address: _____

Telephone: _____

E-mail: _____

7. Attorney: _____

Address: _____

Telephone: _____

Email: _____

8. Project description:
9. Planning Board - please check appropriate action(s):
- Site Plan Approval (see attached requirements) [Section 270-52]
 - Conditional Use Permit [Section 270-51]
 - Subdivision [Chapter 233]
 - Excavation and Fill Permit [Chapter 122]
 - Board of Architectural Review Approval [Section 270-58]
 - Other _____
10. List and describe all *exterior* alterations and additions proposed as part of the project.
11. List and describe all *interior* alterations and additions proposed as part of the project.
12. For commercial establishments, please complete the following:
- | | Existing | Proposed |
|---|----------------------------------|-----------------------------------|
| a) Number of customers per day: | _____ | _____ |
| b) Number of employees: | _____ | _____ |
| c) Hours of operation: | _____ | _____ |
| d) Days of operation: | _____ | _____ |
| e) Hours of deliveries: | _____ | _____ |
| f) Frequency of deliveries (check one): | | |
| <input type="checkbox"/> Less than once a month | <input type="checkbox"/> Monthly | <input type="checkbox"/> Biweekly |
| <input type="checkbox"/> Several times/week | <input type="checkbox"/> Weekly | <input type="checkbox"/> Daily |

13. Does the proposal include the construction of 6 or more residential units? Yes No
 If yes, then the proposal requires compliance with Village Code Chapter 62. Affordable Housing.
14. Is the site currently serviced by water, sanitary, and storm sewer lines? Yes No
 If serviced, are the lines large enough to accommodate the water, sewer and stormwater needs of your proposed use? Yes No
 If water and sewer lines are not present, how will they be provided?
15. Is the site within the 100-year floodplain? Yes No
 If yes, a floodplain development permit is required.
16. Does the property have existing easements, deed restrictions or covenants? Yes No
 If yes, please provide detail:
17. Is the site within a Historic District (see [Zoning Map](#))? Yes No
 If yes, a Certificate of Appropriateness from the Historic Preservation Commission is required.
18. Is the site within the boundaries of the Local Waterfront Revitalization Program (any property west of Route 9)? Yes No
 If yes, Environmental Advisory Commission LWRP Consistency Review is required.
19. Involved and Interested Agencies: List all other agencies from which a permit or approval will be required for this project:
 _____ Village Board of Trustee (specify _____)
 _____ Westchester County (specify _____)
 _____ NYS Department of Environmental Conservation (specify _____)
 _____ NYS Department of Transportation (specify _____)
 _____ Other (specify _____)

f) How are significant existing vegetation preserved to the extent practicable?

g) How is adequate lighting of the site and parking areas provided and how is exterior lighting sources designed and located so as to produce minimal glare on adjacent streets and properties?

STORM WATER PERMIT APPLICATION

(FOR EXTERIOR WORK ONLY)

Storm Water - Refer to Chapter 227 of the Village Code

Part I

Check all that applies:

- 1) 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

- 2) 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

- 3) 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

If required, please provide all applicable Water Quality Storm Water Pollution Prevention Plan (“SWPPP”) Requirement

- 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	Variances Needed
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.
- Enter existing conditions
- Enter the proposed setbacks
- Enter variances needed by subtracting proposed measurements from requirements

Existing Square Footage: _____

Square Footage of Addition: _____

Total Square Footage: _____

Signature of Applicant and Date



VILLAGE OF OSSINING
BOARD OF ARCHITECTURAL REVIEW AND PLANNING BOARD
2020 SCHEDULE

Completed applications must be received in the Planning Department office by 12:00 pm on the date indicated.

Planning Board meetings are held at 7:00 pm in the John Paul Rodrigues Ossining Operations Center.

Deadline for New Submissions	Deadline for Revisions* (Returning Applicants)	Applicant to Send Out Notice to Abutting Property Owners**	BAR/Planning Board Meeting
Thurs., 12/19/19	Mon., 1/13/20	Fri., 1/17/20	Tues., 1/28/20
Thurs., 1/23/20	Mon., 2/10/20	Fri., 2/14/20	Tues., 2/25/20
Thurs., 2/20/20	Mon., 3/9/20	Fri., 3/13/20	Tues., 3/24/20
Thurs., 3/26/20	Mon., 4/13/20	Fri., 4/17/20	Tues., 4/28/20
Thurs., 4/23/20	Mon., 5/11/20	Fri., 5/15/20	Tues., 5/26/20
Thurs., 5/21/20	Mon., 6/8/20	Fri., 6/12/20	Tues., 6/23/20
Thurs., 6/25/20	Mon., 7/13/20	Fri., 7/17/20	Tues., 7/28/20
Thurs., 7/23/20	Mon., 8/10/20	Fri., 8/14/20	Tues., 8/25/20
Thurs., 8/20/20	Fri., 9/4/20	Fri., 9/11/20	Tues., 9/22/20
Thurs., 9/24/20	Fri., 10/9/20	Fri., 10/16/20	Tues., 10/27/20
Thurs., 10/22/20	Mon., 11/9/20	Fri., 11/13/20	Tues., 11/24/20
Thurs., 11/12/20	Mon., 11/30/20	Fri., 12/4/20	Tues., 12/15/20
Thurs., 12/23/20	Mon., 1/11/21	Fri., 1/15/21	Tues., 1/26/21

**For applicants presently on an agenda who have been asked to submit additional information or revisions.*

*** Notice shall be mailed by the Applicant by Close of Business at the Post Office. Applicant shall bring in proof of mailing by the Friday before the Planning Board meeting.*