



The Village of Ossining

The Board of Architectural Review & Planning Board 2018 Application

Table of Contents:

P. 2	General Information & Fees
P. 3	BAR Exemptions
P. 4	Requirements for Site Plan Approval
P. 10	Storm Water Permit Requirements
P. 13	Application
P. 15	Zoning Worksheet
P. 16	Site Information Sheet
P. 17	Submission Deadlines/Meeting Dates

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.

General Information

- Applications **MUST** be complete and submitted to the Department of Planning by **12:00 pm** on the deadline date (see schedule on page 2). **NO EXCEPTIONS. If the application is deemed incomplete by the Department of Planning it will not be docketed or accepted for the meeting, and you will be contacted.**
- Applicant must be the Owner, Tenant, or Contract Vendee. If you are the Tenant or Contract Vendee, the owner must be a cosigner.
- The applicant or a representative must be present at the hearing in order for the application to be considered.
- 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.
- The Applicant or representative will be notified if additional copies of the complete application are required for review by other agencies.

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
Subdivision (1 or 2 lots)	\$300
Subdivision (3 to 5 lots)	\$500
Subdivision (6 or more lots)	\$1,000
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

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.

Checklist for: **Site Plan, Conditional Use, or Subdivision Approval** **Application**

Submit **12 COPIES** paper (clipped together) of the following, along with the non-refundable fee:

- Completed application form (Page 13-14).
- Pre-application meeting. Date: _____
- Copy of denial letter from the Building Inspector (Requires pre-application to the Building Dept.)
- Narrative letter explaining the project.
- Completed zoning table (Page 15).
- Site Plan Information Sheet, only for mixed use building (Page 16).
- Legal survey of property signed and sealed by a NYS licensed surveyor.
- Storm Water Permit Application (Page 10).
- Site plan of property, signed and sealed by a NYS licensed professional, showing the following (10 copies can be 11" x 17" and 2 full copies at 24" x 36"):
 - Position of existing and proposed building structures with **full dimensions**
 - Front, side and rear yard setbacks to show building envelope
 - All other site plan elements such as landscaping, lighting, etc.
 - At least 3 elevation drawings

Submit **1 COPY** of the following items:

- If applicant is the owner, copy of the deed. If applicant is not the owner, a copy of the contract, notarized letter of permission, or power of attorney (applicants are not to be the architects).
- An electronic copy (PDF or CD) of the plans, documents, and application (Send file to JKane@villageofossining.org.)
- If you have a prior application, with or without conditions from HPC, ZBA, or Planning Board, submit a copy of the approval resolution.
- Photographs of the site
- Short EAF
- Long EAF

**For larger projects more information will be required before approvals can be granted.
See Page 7 for more details.**

Checklist for Board of Architectural Review Approval

Please refer to Village of Ossining's Architectural Guidelines, which can be found in the Planning Department or online at the Village of Ossining website at www.villageofossining.org.

Board of Architectural Review Approval Only: If your application also requires Board of Architectural Review Approval, the following documentation is required for complete Board of Architectural Review.

Submit **1 COPY** of the following item:

- If applicant is the owner, a copy of the deed. If applicant is not the owner, a copy of the contract, notarized letter of permission, or power of attorney (applicants are not to be the architects).
- Pre-application meeting. Date: _____
- Copy of denial letter from the Building Inspector (Requires pre-application to the Building Dept.)
- An electronic copy (PDF or CD) of the plans, documents, and application (Please send files to JKane@villageofossining.org.)

Submit **12 COPIES** of the following along with the non-refundable fee:

- Completed application form (Page 13-14)
- Completed zoning table on Page 15 (If you are proposing to expand the footprint of your building.)
- Building elevations – **INCLUDE ALL FOUR SIDES** (10 copies can be 11" x 17" and 2 full copies at 24" x 36").
- Site plan of the property, signed and sealed by a NYS licensed professional, showing the location of both existing and proposed buildings or extensions (10 copies can be 11" x 17" and 2 full copies at 24" x 36").
- COLOR PHOTOS** of existing building and adjoining buildings on **ALL** sides of your property.
- Description of all materials and color schemes shall be on the plans. If you have samples of the materials/colors, please bring them to the meeting.

Board of Architectural Review and Planning Board Approvals:

If your application requires approval from the Planning Board and Board of Architectural Review, the following documentation is required for complete Board of Architectural Review and must be submitted with the items required listed on the Site Plan, Conditional Use, or Subdivision Application Checklist found on Page 5:

Submit **12 COPIES** of the following:

- Elevations illustrating proposed changes – **INCLUDE ALL FOUR SIDES** (10 copies can be 11" x 17" and 2 full copies at 24" x 36").
- Description of materials must be included on the plans

Checklist for Excavation and Fill Permit Application

Submit **12 COPIES** of the following, along with the non-refundable fee:

- Completed application form (Page 13-14).
- A brief written statement on the amount of Fill or Excavation being proposed to take place on-site and for what purpose.
- For legalizations – A certified letter from the place where they purchased the fill.
- Storm Water Permit Application (Page 10).
- Site plan of property, signed and sealed by a NYS licensed professional (10 copies can be 11” x 17” and 2 full copies at 24” x 36”). Be sure to include the location of the work being proposed.

Submit **1 COPY** of the following item:

- If applicant is the owner, a copy of the deed. If applicant is not the owner, a copy of the contract, notarized letter of permission, or power of attorney (applicants are not to be the architects).
- Official certification that the Fill is not contaminated and can be used for the purposes proposed.
- An electronic copy (CD or PDF) of the plans, documents, and application.
(Please send file to JKane@villageofossining.org)
- Short EAF
- Long EAF

INFORMATION REQUIRED FOR APPROVALS ON LARGER PROJECTS:

- SEQR process must be complete. Please be advised that we may request additional information and copies of the application for review by other agencies.
- Information listed on the Final Site Plan Approval and Technical Review Checklist will be required. **See Page 8 for Final Site Plan Approval and Technical Review Checklist.**
- Any additional land use approvals from the Historic Preservation Commission or the Zoning Board of Appeals must be obtained.
- Affordable Housing – each residential development application which proposes the construction or substantial rehabilitation of 6 or more dwelling units, rental or purchase, shall provide a set aside of 10% affordable housing units rounded up to the nearest whole number.¹

PLEASE NOTE THE FOLLOWING ADDITIONAL FEES/BOND THAT MAY BE REQUIRED:

- Escrow (for planning, engineering, traffic monitoring, etc.)
- Recreation fees \$7,500 per dwelling unit (includes rental apartments, condos, co-ops and subdivisions); OR \$5,000 per affordable housing units only
- Performance bond

IF THE APPLICATION IS APPROVED, ALL REQUIRED PERMITS MUST BE OBTAINED THROUGH THE BUILDING DEPARTMENT PRIOR TO COMMENCING CONSTRUCTION. PLEASE CONTACT THE BUILDING DEPARTMENT FOR MORE INFORMATION AT 914-941-3199.

¹ Refer to Local Law No 5, 2009, Chapter 62, Affordable Housing & Affordable Housing Rules & Regulations for additional information

INFORMATION REQUIRED FOR FINAL APPROVALS ON LARGER PROJECTS:

Checklist for Final Site Plan Approval and/or Technical Reviews

Please submit checklist with your documents!

Required Legal Data:

- Section, block and lot number of the property taken from the latest tax records.
- Name and address of the licensed professional or firm preparing the plan and map.
- Current zoning classification of property, including exact zoning boundary if in more than one district.
- Property boundary line plotted to scale. Distances, angles and area should be shown.
- Property lines and names of owners of adjoining parcels.
- Location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within and adjoining the property.
- Description of all existing deed restrictions, easements, or covenants applying to the property.
- Zoning data.
- Copy of denial letter from the Building Inspector

Natural Features:

- Geological features, such as depth to bedrock and the location of rock outcrops.
- Topographic features, including a map showing existing contour intervals of no more than ten feet. Two foot contour intervals should be required if the topography is relatively flat. Areas of steep slopes should be delineated as necessary.
- Vegetative cover, including existing wooded areas, significant isolated trees, wetlands, and similar features.
- Soil characteristics such as load bearing capacity and drainage capacity.
- Hydrologic features should include drainage and runoff patterns, flood hazard areas, wetlands and depth to groundwater.

Existing Structures and Utilities:

- Location and dimensions of major buildings, structures and parking and loading areas.
- Location and width of roads and paths, including site access.
- Location size and flow direction of sewers, water supply lines and culverts. Major electric, gas and telephone lines and appurtenances should also be shown.
- Parking – size, number of parking spaces, as well as ADA accessible spaces.

Proposed Development:

- Grading and drainage plan showing proposed topography at appropriate contour intervals (2 ft.). This information can be combined with the map of existing topography if it can be clearly depicted.
- Location, proposed use and height of buildings and other structures.
- Location, design and construction materials of improvements not requiring structures such as parking, loading, retaining walls, fences, waste disposal units and outdoor storage areas. A detailed drawing shall be included.
- Location and arrangement of site access and egress, including all paths for pedestrian and vehicular travel within the site. Information should include profiles and cross-sections of roadways and sidewalks showing grades, widths and location.
- Location and size of water and sewer lines, hydrants and appurtenances. Extensions of existing systems should be noted, including location, design and construction materials.
- Location, design and construction materials of all energy distribution facilities, including electric, gas and solar energy.
- Location, size and design of all outdoor lighting facilities and public address systems.

- General landscaping plan and planting schedule, including the treatment of buffer areas and the location and types of trees to be planted.
- Location of all storm water drainage and best management practices in accordance with Chapter 227 Storm Water Management and Erosion and Sediment Control. (See attached Storm Water What to Submit for Planning Board Approval).
- An outline of any proposed easements, deed restrictions or covenants.
- Any contemplated public improvements on or adjoining the property.

STORM WATER PERMIT APPLICATION
(FOR EXTERIOR WORK ONLY)

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****

Storm Water - Refer to Chapter 227 of the Village Code

What to Submit for Planning Board Approval

- 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”) Requirements as listed below:

- All information in §227-7B(1) of this chapter
- 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 this chapter



VILLAGE OF OSSINING PLANNING DEPARTMENT

Tel: (914)762-6232 FAX: (914) 762-6208

APPLICATION TO THE PLANNING BOARD

Date Filed: _____

Application No.: _____

Location of Property: _____

Section _____ Block _____ Lot _____ Zone _____

Name of Applicant: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Name of Owner: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Name of Developer: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Name of Architect/Engineer: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Application (continued)

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 _____

Description of Proposal:

Please attach a brief narrative explaining your proposal.

By signing below you deem this application complete according to the directives set forth by the Village of Ossining Planning Department and the Village of Ossining Zoning Code.

Signature of Owner: _____ Date: _____

Signature of Applicant, if not Owner: _____ Date: _____

ZONING WORKSHEET

ZONE:	<u>Requirements</u>	<u>Existing Conditions</u>	<u>Proposed</u>	<u>Variances Needed</u>
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

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

If you need more space please attach an additional sheet.

Signature of Applicant & Date

Village of Ossining
BOARD OF ARCHITECTURAL REVIEW
AND PLANNING BOARD
2018 SCHEDULE

PLEASE NOTE: Fully Completed application submissions **MUST BE RECEIVED BY 12:00 pm** on the deadline date. Any applications received after 12:00 pm or that are incomplete will be scheduled for the following month.
NO EXCEPTIONS.

Deadline for Submission:	Deadline for Revisions (Returning Applicants)*	Applicant to Send Out Notice to Abutting Property Owners**	BAR/Planning Board Meeting:
12:00 pm Thurs., 12/14/17	12:00 pm Thurs., 1/4/18	By COB on Fri., 1/12/18	7:00 pm Tues., 1/23/18
12:00 pm Thurs., 1/18/18	12:00 pm Mon., 2/12/18	By COB on Fri., 2/16/18	7:00 pm Tues., 2/27/18
12:00 pm Thurs., 2/15/18	12:00 pm Mon., 3/12/18	By COB on Fri., 3/16/18	7:00 pm Tues., 3/27/18
12:00 pm Thurs., 3/15/18	12:00 pm Mon., 4/9/18	By COB on Fri., 4/13/18	7:00 pm Tues., 4/24/18
12:00 pm Thurs., 4/19/18	12:00 pm Mon., 5/7/18	By COB on Fri., 5/11/18	7:00 pm Tues., 5/22/18
12:00 pm Thurs., 5/17/18	12:00 pm Mon., 6/11/18	By COB on Fri., 6/15/18	7:00 pm Tues., 6/26/18
12:00 pm Thurs., 6/14/18	12:00 pm Mon., 7/9/18	By COB on Fri., 7/13/18	7:00 pm Tues., 7/24/18
12:00 pm Thurs., 7/19/18	12:00 pm Mon., 8/13/18	By COB on Fri., 8/17/18	7:00 pm Tues., 8/28/18
12:00 pm Thurs., 8/16/18	12:00 pm Fri., 9/7/18	By COB on Fri., 9/14/18	7:00 pm Tues., 9/25/18
12:00 pm Thurs., 9/13/18	12:00 pm Tues., 10/9/18	By COB on Fri., 10/12/18	7:00 pm Tues., 10/23/18
12:00 pm Thurs., 10/18/18	12:00 pm Mon., 11/5/18	By COB on Fri., 11/16/18	7:00 pm Tues., 11/27/18
12:00 pm Thurs., 11/8/18	12:00 pm Thurs., 12/6/18	By COB on Fri., 12/7/18	7:00 pm Tues., 12/18/18
12:00 pm Thurs., 12/13/18	12:00 pm Thurs., 1/7/19	By COB on Fri., 1/11/19	7:00 pm Tues., 1/22/19

NOTE: Planning Board and Board of Architectural Review meetings are held at 7:00 PM at the Ossining Operations Center (Armory), 101 Route 9A, Ossining, NY. If a special meeting is required, applicants will be notified. Applicant(s) or representative must appear at scheduled hearing.

**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.*

NOTE: Applicant shall bring in proof of mailing, the return receipt from the USPS, the Friday before the PB meeting.

Joseph Clarke
Chairman
Planning Board & Board of Architectural Review