

VILLAGE/TOWN OF MOUNT KISCO

Planning Board
104 Main Street
Mount Kisco, NY 10549

SUBMITTING A PLANNING BOARD APPLICATION

Site Plan/Subdivision Review/Change of Use/Special Permit Review and Approval Procedures*

OVERVIEW: PLANNING BOARD PROCESS

Planning Board Meeting Schedule:

Unless otherwise posted, the Planning Board meets on the 2nd and 4th Tuesday of every month except July, August and December. A separate schedule is posted for those months. Each month consists of one (1) Regular Meeting and one (1) Work Session, in that sequence. Decisions regarding site plan/subdivision and change of use permit applications occur at Regular Meetings. The Planning Board will not vote on an application at a Work Session.

Submission of any initial application including a conceptual application or applications for subdivisions, site plans and site plan amendments, additions, change of use permits, and special use permits must be made **at least 21 calendar days (3 weeks) in advance of the next scheduled Planning Board Meeting.**

Application Fees:

- Conceptual Application Review Fee **\$400.00**
- Site Plan/Change of Use Permit Application Fee **\$500.00 plus**
(plus \$75 per required parking space or \$100 per proposed dwelling unit)
- Subdivision Application Fee **\$750.00 plus**
(plus \$400 per newly created lot)
- Wetland and Drainage Control Permit Fee **\$500.00**
Project value under \$10,000.00 **\$1,000.00**
Project Value over \$10,000.00
- Recreation/Parkland Fee per proposed lot **\$7,500.00**

Note: The fee per parking space refers to the number of parking spaces required for the use proposed (major site plans only) and is required whether the spaces currently exist or are being proposed. The fee is paid with the initial application fee.

* All applications shall be subject to the Rules and Procedures of the Planning Board as they presently exist and as they may be modified in the future.

Planning Board Required Escrow Deposit:

<u>Subdivision number of Proposed Lots</u>	5 or fewer	\$5,000.00
	6 to 20	\$10,000.00
	21 to 40	\$25,000.00
<u>Site Plans, Special Permits</u>	Minor Site Plan*	\$2,500.00
	Major Site Plan**	\$5,000.00
	Special Permit	\$5,000.00
	Code Amendment	\$10,000.00 an acre with a minimum payment of not less than \$10,000.00
<u>Area Site Plan</u>		\$20,000.00
<u>Fee in lieu of parking for CB1, CB2, and OD districts</u>		\$25,000.00

* Minor site plan is defined as a project whose total costs are less than 10% of the property's market value as listed on the most recent final Village Assessment Roll.

** Major site plan is defined as a project whose total costs are more than 10% of the property's market value as listed on the most recent final Village Assessment Roll.

Procedures:

Site Plan/Subdivision Approval

The site plan/subdivision process incorporates two successive stages, (a) conceptual review and (b) final site plan approval. The conceptual review is required by the Planning Board.

Final site plan approval is required in all cases prior to the issuance of a building permit or certificate of occupancy.

a. Conceptual Review

Most applicants will be required to submit an application for conceptual review prior to a formal site plan application. Conceptual review allows an applicant to present a concept to the Planning Board for discussion and feedback and to pose questions and request guidance from the Planning Board prior to submitting a formal application. It also allows the Planning Board to identify concerns, requirements or regulations pertinent to the application. This discussion is generally confined to one meeting. No vote of approval or disapproval shall be taken with respect to a conceptual application. Applicants must have formalized legal standing with respect to the subject property (i.e., owner, tenant, contractor, etc.).

A conceptual application shall consist of the following:

1. a completed and signed conceptual review application with any supporting documents as needed.
2. eleven sets of the drawings, sketches, or site plans
3. \$400.00 conceptual application fee
4. Any visual materials that may be helpful or illustrative (i.e., photographs, renderings, maps, etc.)

b. Formal Site Plan Review

Any person with legal standing with respect to a property and with permission of the property owner may make a formal application before the Planning Board. Formal applications must be filed for all subdivisions, site plans and site plan amendments, change of use permits and special use permits at least 21 days before a scheduled “regular” meeting of the Planning Board. Applications deemed complete by the Village staff will be placed on the next applicable meeting agenda for initiation of the formal review process. Formal applications are never first received at “work sessions.”

A formal application shall consist of the following at a minimum:

- (a) One fully completed Formal Application.
- (b) Application fee and escrow fee required by Village Code.
- (c) One fully completed and signed Short Environmental Assessment Form or Long Environmental Assessment Form, whichever is required.
- (d) Thirteen (13) sets** of appropriate professional drawings (site plan, landscape, lighting, drainage, etc.) duly signed and sealed by a NYS licensed architect or engineer. Please see site plan checklist for site plan requirements.

** Ten sets should be submitted to the Planning Board Department at Village Hall, 104 Main Street, Mount Kisco, NY 10549. Attn: Nancy Placona

Two (2) sets should be submitted to: AKRF, Inc., 34 South Broadway, Suite 314, White Plains, NY 10605. Attn: Nanette Bourne.

One (1) set should be submitted to Dolph Rotfeld Engineering, P.C., 200 White Plains Road, Tarrytown, NY 10591. Attn. Michael Stein.

- (e) A copy of the deed or lease, any easement documents, photographs, specialized studies, (i.e., traffic, wetlands, storm water, etc.) or other supporting documents typically required.
- (f) A cover letter providing a recap of the proposal and any modifications made subsequent to previous conceptual review comments.

The application for site plan approval shall not be deemed complete until all of the above items are received by the **Village Planner**.

Upon receipt of a complete application, the Planning Board shall first consider the application at a Regular Meeting. At this meeting, the SEQR process will be initiated. Following the initial formal acceptance of an application, the action will be placed on future Planning Board agendas. Site plan

revision and supplemental information pertaining to the application must be received at least fifteen (15) days prior to the next scheduled Planning Board meeting.

If the final site plan differs significantly from the preliminary site plan, it shall be treated as a new application, including compliance with applicable SEQR requirements.

In reviewing the final site plan application following preliminary site plan approval, the Planning Board shall, in the absence of significant new information, confine its review to determining whether the final plan (a) conforms to the preliminary plan, (b) complies with any conditions imposed by the Board in granting preliminary approval, and (c) complies in all other respects with the provisions of the Town Law.

The owner and applicant shall be bound by the final site plan as approved by the Planning Board, and all construction and development shall occur only in accordance with the final approved site plan, unless specifically otherwise authorized by the Planning Board.