



More than a Legend

Village of Sleepy Hollow
Department of Architecture, Land Use Development,
Buildings & Building Compliance
28 Beekman Avenue, Sleepy Hollow, NY 10591
Telephone (914) 366-5101 • Fax (914) 631-0607 • www.sleepyhollowny.gov

REQUIREMENTS TO FILE AN APPLICATION TO THE PLANNING BOARD

The intent of this document is to assist the applicant with the requirements, process, and documentation necessary to file for an application to the *Village of Sleepy Hollow Planning Board*. **Failure to complete the application in its entirety and/or to provide the information indicated therein will result in rejection of the submission or a delay processing the application.**

1. New York Village Law and the Zoning Code of the Village of Sleepy Hollow govern the substance and procedure of applications to the Planning Board. All applicants should be familiar with and comply with these provisions in making their application.
2. A pre-submission conference with the Village Architect is required prior to the submission of a formal application. Please contact the Department of Architecture, Land Use Development, Buildings & Building Compliance to schedule an appointment.
3. The application may be obtained from the Village of Sleepy Hollow Department of Architecture, Land Use Development, Buildings & Building Compliance or on the Village website: www.sleepyhollowny.gov
4. For placement on the Planning Board agenda, all applicants shall submit a completed application to the Department of Architecture no less than (14) days prior to the next scheduled planning board meeting. Receipt of the above information does not, however, guarantee placement on the Planning Board agenda, since the materials must be reviewed and accepted for completeness by the Department.
5. The Planning Board cannot consider an application if violations, unrelated to the approval being sought, exist on the property.
6. The application forms must be signed before a Notary Public by the person or entity making the application.
7. It is the applicant's responsibility to complete all parts of the application package and provide all required documentation. **INCOMPLETE APPLICATIONS WILL DELAY THE PROCESS OR BE RETURNED.**
8. Planning Board meetings are typically held on the third Thursday of the month, except August, at 8:00 PM at Village Hall. Meeting dates and times are subject to change due to holidays, weather, or scheduling conflicts.
9. Submit (12) copies of the application and all required plans and documents. The maximum format is 24" x 36", stapled and folded no larger than 9" x 12".
10. The application must include the following fees:

Site plan application:	\$1,000 plus \$25 per required parking space \$200 minutes fee per meeting
Subdivision application:	\$1,000 up to two lots; \$1,500 three or more lots \$200 minutes fee per meeting
Special use permit:	\$2,500 plus \$500 per acre or fraction thereof \$200 minutes fee per meeting

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Wetland Watercourse permit:	\$1,000 plus \$25 per parking space \$200 minutes fee per meeting
Wireless communication permit:	\$1,000 \$200 minutes fee per meeting
Amended plan:	\$500 \$200 minutes fee per meeting
Extension:	\$500 \$200 minutes fee per meeting

Please make all checks payable to the *Village of Sleepy Hollow*. Application fee is **NON-REFUNDABLE**.

11. The application must include the following Escrow fee:

\$2,500 initial fee for new applications
\$500 initial fee for amendments and extensions

Please make all checks payable to the *Village of Sleepy Hollow*. Unused portion of escrow fees will be returned upon the completion of the project.

12. Costs incurred by the Village for consultation fees, including legal fees, publication fees, traffic and planning studies and environmental review pursuant to SEQR or other expenses in connection with the review of a proposed project shall be charged to the applicant. A non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
13. An application shall be deemed incomplete if filing, planning/engineering review fees, or other consultant fees have not been paid. If the escrow sum for review fees falls below the minimum specified for the escrow amount of the review fees, the application shall be deemed incomplete and the consideration of the application shall be suspended.
14. The Planning Board shall hold a public hearing on the application at such time as it deems appropriate. The applicant shall, at the applicant's sole expense, provide written notice of the hearing by certified mail, return receipt requested, to all owners of property within 200 feet of the property affected by the project. The applicant will be provided with a Public Notice and a list of all properties to receive notice.
15. The applicant shall, by affidavit, present satisfactory proof to the Department of Architecture, no later than 4:30 PM the Friday prior to the scheduled Planning Board public hearing that said written notices have been duly served.
16. A prominent sign, provided by Department, shall be posted two weeks prior to the start of the public hearing, at the edge of the property wherever it abuts a public street, in a clear and visible location, giving notice of the public hearing, its subject, location of the hearing, and its time and date. This shall be performed by the applicant and an affidavit of posting submitted to the Department of Architecture no later than 4:30 PM the Friday prior to the scheduled Planning Board public hearing. The applicant shall maintain the sign until the public hearing is closed.
17. No certificate of occupancy/ compliance shall be issued for any project unless the same conforms in all respects to the approved site plan and/or site plan amendment.



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PLANNING BOARD APPLICATION CHECKLIST

An application to the Village of Sleepy Hollow Planning Board will not be considered complete without the following information listed below. The Planning Board may require additional information as needed to evaluate the proposed project in terms of the goals and standards in the Village Code.

Applicant:		Location:		
NO.	DESCRIPTION	REC'D	NA	
1.	Application fee – check, or money order made payable to the <i>Village of Sleepy Hollow</i> . See application requirements for amounts.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Initial escrow fee – check, or money order payable to the <i>Village of Sleepy Hollow</i> . See application requirements for amounts.	<input type="checkbox"/>	<input type="checkbox"/>	
Twelve (12) identical stapled/ bound packets of the following:				
3.	Completed application signed by the property owner. The property owner may complete the Proxy Statement authorizing an agent or representative to sign the application.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Completed Escrow agreement form.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Written narrative describing the existing conditions and proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Table of contents listing all documents.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Completed Zoning Compliance Form – completed by a NYS registered architect or professional engineer.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Environmental assessment form (EAF), as required by the State Environmental Quality Review Act (SEQRA).	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Coastal assessment form.	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Property deed, including all easements and covenants.	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Tax certificate.	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Property survey. Survey prepared by a NYS Licensed surveyor and must be updated to show all existing conditions.	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Photographs of the property (3"x5" or larger) showing the location and impacts of your application.	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Site plan(s) as required by proposed work. See Site Plan Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	

Village of Sleepy Hollow
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NO.	DESCRIPTION	REC'D	NA
15.	The names of all owners of record within 200 feet of the property.	<input type="checkbox"/>	<input type="checkbox"/>
16.	Area map showing all streets within 1,000 feet of the property (1:400 scale)	<input type="checkbox"/>	<input type="checkbox"/>
17.	Flow and pressure requirements for the fire-sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Stormwater pollution prevention plan (SWPPP).	<input type="checkbox"/>	<input type="checkbox"/>
19.	Details and calculations for any proposed storm water drainage system.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Construction plans and specifications, drawn to scale, signed and sealed by a NYS registered architect or professional engineer as required by NYS Law.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Color renderings or photo simulations depicting the proposed improvements.	<input type="checkbox"/>	<input type="checkbox"/>
22.	Construction logistics and operations plan.	<input type="checkbox"/>	<input type="checkbox"/>
	Other: (indicate document):	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



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PLANNING BOARD APPLICATION: SITE PLAN CHECKLIST

A site plan will not be considered complete without the following minimum information listed below. Additional information must be provided as necessary to illustrate and describe the proposed work.

Applicant:	Location:		
NO.	DESCRIPTION	REC'D	NA
1.	Title of drawing, including name of project, name and address of applicant and persons responsible for the preparation of the drawing.	<input type="checkbox"/>	<input type="checkbox"/>
2.	North arrow.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Scale of drawing: graphic and written.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Boundaries of the property taken from a certified survey.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Location of all existing buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>
6.	The names of adjacent property owners of record.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Location and names of adjoining streets.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Locations of the nearest fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Location, design and dimensions of all proposed buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Location, design and dimensions of all parking and loading areas.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Location, design and dimensions of driveways, curb cuts, fire lanes, and vehicular access.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Location, design and dimensions of all pedestrian means of egress.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Location, design and dimensions of all fencing, gates, and walls.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Location, design, dimension and specifications for garbage and recycling storage facilities.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Location, design, specifications, photometrics, and details of all exterior lighting.	<input type="checkbox"/>	<input type="checkbox"/>

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NO.	DESCRIPTION	REC'D	NA
16	Location, design, dimensions and specifications for all proposed signage.	<input type="checkbox"/>	<input type="checkbox"/>
17.	Topography, showing existing and proposed contours and spot elevations.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Location of wetlands and watercourses.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Location of flood zones and flood ways.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Location, design, details, and specifications for all proposed storm water drainage systems.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Location, design, details, and specifications of sewage disposal system.	<input type="checkbox"/>	<input type="checkbox"/>
22.	Location, design, details, and specifications of domestic water system.	<input type="checkbox"/>	<input type="checkbox"/>
23.	Location, design, details, and specifications of fire protection systems.	<input type="checkbox"/>	<input type="checkbox"/>
24.	Location, design, details, and specifications of electric energy service systems.	<input type="checkbox"/>	<input type="checkbox"/>
25.	Location, design, details, and specifications of gas energy service systems.	<input type="checkbox"/>	<input type="checkbox"/>
26.	Location, design, details, and specifications of solar and wind energy systems.	<input type="checkbox"/>	<input type="checkbox"/>
27.	Dimensions and location of areas to be reserved for recreational use, landscaping, and other open spaces.	<input type="checkbox"/>	<input type="checkbox"/>
28.	Proposed landscaping and planting details; include location, size, and species of existing trees to be removed.	<input type="checkbox"/>	<input type="checkbox"/>
29.	Indicate any historic structures or land uses and/or natural configurations of the parcel(s) and identify any historic or prehistoric objects, sites, or features on, under or about the site, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
30.	Owner's endorsement.	<input type="checkbox"/>	<input type="checkbox"/>
31.	Planning Board Chairperson's endorsement.	<input type="checkbox"/>	<input type="checkbox"/>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



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PLANNING BOARD APPLICATION: Part 1 of 3

OFFICE	Application number:	Date received:
	Tax map designation: Sect.: Block: Lot:	Date of decision:
	Zoning district:	Expiration date:

If sufficient space does not exist to give appropriate answers to any questions on this form, please attach a rider giving such answers properly referenced to the question and page number.

1. This is an Application for the following:

- New Amendment Extension
- Site Plan review Sub division Wetlands/ Watercourse
- Special permit Fill/ Excavation permit Stormwater Management permit
- Flood damage prevention permit

2. Project name: _____

3. Project location: _____

4. Describe the scope of the project: _____

5. Is the property subject to any variances, covenants, easements, or restrictions? NO YES Describe below:

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6. Indicate the total area of land disturbance for the proposed development plan: _____ (acres) (square feet)

7. Indicate the number of proposed off-street parking spaces: _____

8. Indicate the number of proposed off-street loading zones: _____

9. Is the project within 500 feet of:

- a. The boundary of a city, town, or village? NO YES
- b. The right-of-way of any existing or proposed state or county road? NO YES
- c. The boundary of an existing or proposed state or county park or recreation area? NO YES
- d. The boundary of state or county-owned land which a public building/
institution is located? NO YES
- e. An existing or proposed drainage line? NO YES
- f. The boundary of a farm located in an agricultural district? NO YES

10. If a subdivision, indicate proposed number of lots: _____

11. Is any land to be dedicated for parkland or recreational purposes? NO YES

a. Specify area of dedicated land: _____ (acres) (square feet)

12. Principal building description (attached additional sheets for multiple structures):

PRINCIPAL BUILDING							
	Level						Total
	Bsmt	First	Second	Third	Fourth	Attic/roof	
Gross area (sf)							
Dwelling units							
# of bedrooms							
Occupancy use							
Housing type	<input type="checkbox"/> Single-family <input type="checkbox"/> Apartment <input type="checkbox"/> Attached single-family <input type="checkbox"/> Condominium						
Height (ft)							

13. Accessory building description (attached additional sheets for multiple structures):

ACCESSORY BUILDING				
	Level			Total
	Bsmt	First	Attic/roof	
Gross area (sf)				
Occupancy use				
Height (ft)				

14. Indicate the estimated duration of construction: _____

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15. Is the project phased? NO YES, describe below:

16. Will any variances or waivers be requested? NO YES, describe below:

17. This project requires the following local permits or approvals:

- | | |
|---|----------------------|
| <input type="checkbox"/> Variance(s) Zoning Board of Appeals | Date received: _____ |
| <input type="checkbox"/> Interpretation of Zoning Ordinance, Zoning Board of Appeals | Date received: _____ |
| <input type="checkbox"/> Special Permit, Board of Trustees | Date received: _____ |
| <input type="checkbox"/> Preliminary Plat approval, Planning Board | Date received: _____ |
| <input type="checkbox"/> Final Plat approval, Planning Board | Date received: _____ |
| <input type="checkbox"/> Waterfront Consistency Review, Waterfront Advisory Committee | Date received: _____ |
| <input type="checkbox"/> Stormwater Management permit, Planning Board | Date received: _____ |
| <input type="checkbox"/> Flood damage prevention permit, Planning Board | Date received: _____ |
| <input type="checkbox"/> Tree Commission | Date received: _____ |
| <input type="checkbox"/> Wetlands/ Watercourse permit, Planning Board | Date received: _____ |
| <input type="checkbox"/> Other: _____ | Date received: _____ |

18. This project requires the following permits or approvals from other outside agencies:

- | | |
|---|----------------------|
| <input type="checkbox"/> Westchester County Department of Health | Date received: _____ |
| <input type="checkbox"/> NYS Department of Health | Date received: _____ |
| <input type="checkbox"/> NYS Department of Transportation | Date received: _____ |
| <input type="checkbox"/> NYS Department of Environmental Protection | Date received: _____ |
| <input type="checkbox"/> NYS Department of Environmental Conservation | Date received: _____ |
| <input type="checkbox"/> US Army Corp of Engineers | Date received: _____ |
| <input type="checkbox"/> Other: _____ | Date received: _____ |

Village of Sleepy Hollow
Planning Board Application

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 201_____

Seal

Notary Public



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PLANNING BOARD APPLICATION CONTACTS: Part 2 of 3

OWNER	Name:	Phone number:
	Company name:	Cellular number:
	Address:	Fax number:
		E-mail:
APPLICANT	Name:	Phone number:
	Company name:	Cellular number:
	Address:	Fax number:
		E-mail:
ATTORNEY	Name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
ARCHITECT	Architects name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
ENGINEER	Engineers name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:

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 Planning Board

PLANNER	Planners name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
SURVEYOR	Surveyors name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
WETLAND SCIENTIST	Company name:	Phone number:
	Owner:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
LANDSCAPE ARCH.	Architects name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
OTHER	Name:	Phone number:
	Firm name:	Cellular number:
	Address:	Fax number:
		E-mail:
	License number:	Expiration date:
CONTACT PERSON	The Department shall send all correspondences to (Select One): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Attorney <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Planner <input type="checkbox"/> Wetland Scientist <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other: _____	



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PLANNING BOARD ESCROW AGREEMENT: Part 3 of 3

The undersigned does hereby agree to the following:

1. I (We) am (are) the owner(s) agent(s) of the property located at _____

for which application is being submitted to the Village of Sleepy Hollow for review.

2. I understand and agree that there are certain consulting fees for which I am responsible in conjunction with said application.

3. I understand that an escrow account must be established as described in Chapter 200 of the Code of the Village of Sleepy Hollow. I understand that the Planning Board may seek the consultation of professional planners, engineers, surveyors, etc. as well as any special counsel that the Board deems necessary. I will be responsible for any and all costs incurred by the Board for such consultations, reports, and professional opinions at the prevailing hourly rate agreed upon by the Village of Sleepy Hollow. I understand that no employee of the Village or any member of the Planning Board can advise me, in advance, of what the total consulting fees may be.

4. I shall provide an initial deposit of \$2,500 or as listed below:

A. For all subdivisions and for residential site plan applications:

Table with 2 columns: Number of lots or dwelling units, Amount of initial deposit. Rows include categories from 1 to 4 up to Over 50.

B. For nonresidential site plan applications:

Table with 2 columns: Gross Floor Area (SF), Amount of Initial Deposit. Rows include categories from Up to 1,250 up to Over 50,000.

Fees shall be made payable to the Village of Sleepy Hollow and held in escrow and applied toward the payment of consultations, reports, and professional fees incurred by the Village with regard to the application. When the balance of the escrow account is \$2,500 or less, I shall deposit additional funds into the escrow account to maintain a minimum balance of \$2,500. The Village Treasurer's office shall provide me a monthly statement indicating expenses incurred and the amount of monies withdrawn from said account. A replenishment letter will accompany the statement requesting additional funds when necessary.

Village of Sleepy Hollow

Planning Board

- 5. I understand that if I withdraw my application prior to any action being taken by the Board, I am still responsible for any expenses incurred by the Village with regard to my application prior to such withdrawal.
- 6. I understand that if at any time the minimum balance in said escrow account falls below \$2,500 and is not replenished, the Planning Board may suspend the review of my site plan and/ or the Village Architect may refuse to issue permits and/ or certificates with regard to the premises.
- 7. I understand that it is my responsibility to request the return of the unexpended escrow fund balance by submitting a letter to this department. The refund, if any, will be made approximately three (3) months from the receipt allowing for invoices to be presented.
- 8. I understand that a non-refundable administrative fee shall be charged to the escrow account. The administrative fee shall be 2% of the total amount of escrow funds deposited. The fee will be deducted immediately upon the deposit of the escrow funds and used to reimburse the Village for the management of the escrow account.
- 9. If at the termination of the Planning Board process, I still am indebted to the Village of Sleepy Hollow for any fees mentioned herein, I understand that the amount of money still owed may be added to my property tax bill and become a lien against the property; or the Village may take whatever legal action necessary against each owner, either individually or jointly, to collect such funds.
- 10. I understand that no permits, variances, licenses, subdivisions, site plan or other approvals or authorizations shall be issued, no applications therefore shall be considered, and no informal conference, preliminary review or other procedure in relation thereto shall be conducted by the Village Board, Planning board, Architectural Review Board, Zoning Board of Appeals, the Building Inspector, any board, commission, or agency of the Village unless and until (1) all outstanding code violations charged to the property owner, contractor, contract vendee, or applicant together with all penalties thereon shall have been paid or resolved; and (2) all outstanding fees, including but not limited to inspection, consultation, and recreation fees due to the Village from the property owner, contractor, contract vendee or applicant are paid.

Proxy Statement is required when anyone other than the property owner is signing this application.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 201_____

Seal

Notary Public



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PLANNING BOARD APPLICATION: PROXY STATEMENT

Proxy Statement is required when anyone other than the property owner is signing an application.

I, _____ being duly sworn, deposes and says that he/ she resides at
(Print Name)

_____ in the County of _____
(Street, City) (County)

State of _____, and that he/she own the property located at _____,
(State) (Street Address)

the property described in the attached application, hereby authorizes and empowers _____
(Agent's name)

to appear on my behalf before the Planning Board of the Village of Sleepy Hollow, and to sign and file any documents
required with reference to my application.

Signature

Date

Sworn to before me this _____ day

Seal

of _____, 201_____

Notary Public



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ZONING COMPLIANCE FORM

APPLICANT NAME :	PROPERTY LOCATION:
SECTION: BLOCK: LOT:	ZONING DISTRICT:

	REQUIRED	EXISTING	PROPOSED	VARIANCE
AREA OF LOT (SF)	MIN.			
WIDTH OF LOT (FT)	MIN.			
FLOOR AREA (SF)	MAX.			

PRINCIPAL BUILDING	FRONT YARD (FT)	MIN.			
	FRONT YARD – CORNER (FT)	MIN.			
	REAR YARD (FT)	MIN.			
	ONE SIDE YARD (FT)	MIN.			
	COMBINED SIDE YARDS (FT)	MIN.			
	BUILDING COVERAGE (%)	MAX.			
	BUILDING HEIGHT (FT/STY)	MAX.			

ACCESSORY	SIDE YARD (FT)	MIN.			
	REAR YARD (FT)	MIN.			
	BUILDING COVERAGE (%)	MAX.			
	BUILDING HEIGHT (FT)	MAX.			
	Distance to PRINCIPAL Bldg. (FT)	MIN.			

PARKING	PARKING (CARS)	MIN.			
	LOADING ZONE	MIN.			

NYS ARCHITECT/ENGINEER

DATE

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____	NO	YES	

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p>	<p>YES</p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

Project:

Date:

***Short Environmental Assessment Form
Part 2 - Impact Assessment***

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

NEW YORK STATE DEPARTMENT OF STATE
COASTAL MANAGEMENT PROGRAM

Coastal Assessment Form

A. INSTRUCTIONS (Please print or type all answers)

1. State agencies shall complete this CAF for proposed actions which are subject to Part 600 of Title 19 of the NYCRR. This assessment is intended to supplement other information used by a state agency in making a determination of significance pursuant to the State Environmental Quality Review Act (see 6 NYCRR, Part 617). If it is determined that a proposed action will not have a significant effect on the environment, this assessment is intended to assist a state agency in complying with the certification requirements of 19 NYCRR Section 600.4.
2. If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the coastal policies contained in Article 42 of the Executive Law. Thus, the action should be analyzed in more detail and, if necessary, modified prior to either (a) making a certification of consistency pursuant to 19 NYCRR Part 600 or, (b) making the findings required under SEQR, 6 NYCRR, Section 617.11, if the action is one for which an environmental impact statement is being prepared. If an action cannot be certified as consistent with the coastal policies, it shall not be undertaken.
3. Before answering the questions in Section C, the preparer of this form should review the coastal policies contained in 19 NYCRR Section 600.5. A proposed action should be evaluated as to its significant beneficial and adverse effects upon the coastal area.

B. DESCRIPTION OF PROPOSED ACTION

1. Type of state agency action (check appropriate response):
(a) Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) ____
(b) Financial assistance (e.g. grant, loan, subsidy) ____
(c) Permit, license, certification ____
2. Describe nature and extent of action: _____

3. Location of action:

County	City, Town or Village	Street or Site Description
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4. If an application for the proposed action has been filed with the state agency, the following information shall be provided:
(a) Name of applicant: _____
(b) Mailing address: _____
(c) Telephone Number: Area Code (____) _____
(d) State agency application number: _____
5. Will the action be directly undertaken, require funding, or approval by a federal agency?
Yes ____ No ____ If yes, which federal agency? _____

C. COASTAL ASSESSMENT (Check either "YES" or "NO" for each of the following questions)

YES NO

1. Will the proposed activity be located in, or contiguous to, or have a significant effect upon any of the resource areas identified on the coastal area map:
(a) Significant fish or wildlife habitats? ___ ___
(b) Scenic resources of statewide significance? ___ ___
(c) Important agricultural lands? ___ ___
2. Will the proposed activity have a significant effect upon:
(a) Commercial or recreational use of fish and wildlife resources? ___ ___
(b) Scenic quality of the coastal environment? ___ ___
(c) Development of future, or existing water dependent uses? ___ ___
(d) Operation of the State's major ports? ___ ___
(e) Land and water uses within the State's small harbors? ___ ___
(f) Existing or potential public recreation opportunities? ___ ___
(g) Structures, sites or districts of historic, archeological or cultural significance to the State or nation? ___ ___

3. Will the proposed activity involve or result in any of the following:
- (a) Physical alteration of two (2) acres or more of land along the shoreline, land under water or coastal waters?
 - (b) Physical alteration of five (5) acres or more of land located elsewhere in the coastal area?
 - (c) Expansion of existing public services of infrastructure in undeveloped or low density areas of the coastal area?
 - (d) Energy facility not subject to Article VII or VIII of the Public Service Law?
 - (e) Mining, excavation, filling or dredging in coastal waters?
 - (f) Reduction of existing or potential public access to or along the shore?
 - (g) Sale or change in use of state-owned lands located on the shoreline or under water?
 - (h) Development within a designated flood or erosion hazard area?
 - (i) Development on a beach, dune, barrier island or other natural feature that provides protection against flooding or erosion?
4. Will the proposed action be located in or have a significant effect upon an area included in an approved Local Waterfront Revitalization Program?

D. SUBMISSION REQUIREMENTS

If any question in Section C is answered "Yes", AND either of the following two conditions is met:

Section B.1(a) or B.1(b) is checked; or
 Section B.1(c) is checked AND B.5 is answered "Yes",

THEN a copy of this completed Coastal Assessment Form shall be submitted to:

New York State Department of State
 Office of Coastal, Local Government and Community Sustainability
 One Commerce Plaza
 99 Washington Avenue, Suite 1010
 Albany, New York 12231-0001

If assistance or further information is needed to complete this form, please call the Department of State at (518) 474-6000.

E. REMARKS OR ADDITIONAL INFORMATION

Preparer's Name: _____
 (Please print)

Title: _____ Agency: _____

Telephone Number: (_____) _____ Date: _____

AFFIDAVIT OF POSTING PUBLIC HEARING SIGN

Project name: _____

Location: _____

State of New York)
County of Westchester) SS:

I, _____, either on my own behalf or as a
 (Name)
representative of _____, being duly sworn
 (Name of Business)
according by law, do hereby depose and say that on the _____ day of
the month of _____, in the year _____,
I personally posted one 18" x 24" sign in a clear and visible location on the property
located at _____, which gives notice
of the Public Hearing held at 8:00 PM on the _____ day of the month of
_____, in the year _____.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 201__

Seal

Notary Public

AFFIDAVIT OF MAILING PUBLIC HEARING NOTICE

Project name: _____

Location: _____

State of New York)
County of Westchester) **SS:**

I, _____, either on my own behalf or as a
 (Name)
representative of _____, being duly sworn
 (Name of Business)
according by law, do hereby depose and say that on the _____ day of
the month of _____, in the year _____, I personally
served a true copy of the attached Public Notice, by mailing the same, securely sealed
in a properly addressed envelope, via first class certified mail, return receipt requested,
with postage paid thereon, to an employee/ agent of the United States Postal Service,
for delivery to the addresses listed on the attached list.

Print Name

Signature

Date

Sworn to before me this _____ day
of _____, 201__

Seal

Notary Public