



VILLAGE OF SCARSDALE

PROCEDURE FOR PROCESSING AN APPLICATION WITH THE PLANNING BOARD

1. Application Requirements

The Planning Board meets monthly, usually on the fourth Wednesday of each month. The filing fee, **1 set** of full-sized plans, and 1 set of all other application materials are due in the Coordinating Office at least 23 days before the Planning Board meeting. In addition, a digital copy of all materials should be emailed to planning@scarsdale.com. Application forms, the meeting schedule, and fees are available at the Village's website (www.scarsdale.com) and at the Coordinating Office during normal business hours. They may also be mailed upon request. The complete application should include the following:

- The Application Form
- The Lot Coverage Form
- The Floor Area Ratio Form
- A cover letter. The cover letter should explain what is being requested, and the reasons supporting the request.
- In most cases, a Short Environmental Assessment Form. Please note the New York State Department of Environmental Conservation provides forms and guidance workbooks online at www.dec.ny.gov/permits/357.html
- 1 set of plans showing the proposed project. Plans **MUST BE FOLDED** to 11" X 14".

Specific application requirements are described in the Village Code, Chapter A-319 which is available on the Village web site.

2. Notice to Neighbors

Applicants to the Planning Board must give written notice to the **owners** of every property within two hundred (200) feet of the boundary of the property involved in the application. Planning Department staff will provide applicants with a mailing list in label format for a nominal fee. This written notice must be sent by certified mail, not less than **ten days** prior to the date of the hearing, or served personally with signee receipts, not less than **seven days** prior to the date of the hearing. Return receipts are **NOT** required. If these notices are not mailed or served, the hearing cannot be held. In the event the hearing is held over to a subsequent meeting, further notice is not generally required, unless the Board specifically directs such notice.

The notice must state the nature and purpose of the application; the date, time, and place of the meeting; the name of the applicant; the location of the property involved in the application; and should also include the following statement:

Copies of the application are on file in the Coordinating Office at Village Hall and may be viewed by interested parties at any time during usual business hours. To receive meeting agendas by e-mail, visit www.scarsdale.com and click on "Notify Me" to subscribe.

At least two days prior to the hearing, the applicant must file with the Secretary to the Board a copy of the letter sent to the neighbors, a **notarized** Affidavit of Notice to Neighbors that notice has been served, and proof of mailing (certified mail receipts) or the signatures of affected owners.

3. Staking

At least **TWO weeks** before the Planning Board Hearing, the applicant should stake or otherwise mark the location of the proposed work in the field so that Board members can visualize the proposal when they visit the site. This should be done as soon as possible after the application is submitted.

4. Application Review

Submitted applications will be reviewed by the Coordinating Office. Fifteen days prior to the meeting, the Village Planner will place complete applications on the Board's agenda, arrange for the publication of the legal notice, and advise the applicant that the application is on the agenda and that the neighbors must be noticed. The agenda is published in the Official Newspaper and is available on the Village website. At a later date, the applicant will be sent a copy of the staff's analysis of the application, including any minor discrepancies and questions the staff may have.

5. The Hearing

At the meeting, the Board hears all applications in the order listed on the agenda. The applicant or their representative will present the application. After this presentation, the Board members or the staff will ask questions and other interested parties may speak either in favor of or in opposition to the application.

6. The Decision

Following the hearings on all of the items on the agenda, the Planning Board will render a decision which will be available by calling the Planning Department at 722-1137 the morning after the meeting. Decisions will also be posted on Village website. The decisions will be memorialized in a written resolution approximately one week after the hearing and sent to the applicant and his representative and are available to all interested parties.

7. Revised Applications

For applications held over from a previous meeting, the date for the submission of supplemental or revised plans and any requested additional information should be discussed with the Village Planner.

For Further Information Contact
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