

# **COVID-19 Application Submittal and Process Modifications**

## *Engineering Division Permits*

### **Announcement**

The Engineering Division is now accepting the permit applications noted below, following the modified procedures instituted in response to COVID-19.

This information is intended to help you understand our modified submittal requirements in order to effectively avail yourself of the opportunity to request staff review of your project, as well as to establish reasonable expectations for review turnaround timeframes, which may be slower than usual due to our reduced staffing levels mandated by the State of New York in response to COVID-19.

Importantly, although we are enabling the submission of certain permit types and will complete our reviews accordingly, no permits can be issued and no authority can be granted to proceed with any of the associated work, unless under a qualifying emergency; contact the Engineering Division concerning any qualifying emergency need. Should the State of New York modify regulations related to construction activities, such as authorizing [Phase I businesses](#) in Westchester County to get started working again, we will follow by modifying the temporary COVID-19 protocols outlined herein.

Please follow the instructions provided below to avoid potential delays in getting your application reviewed.

Any questions may be directed to the Engineering Division either by phone at (914) 722-1106, where all message left are receiving a return phone call, or by email using [engineering@scarsdale.com](mailto:engineering@scarsdale.com).

### **What to Expect After Submitting an Application**

1. Engineering personnel will acknowledge receipt of your application within three business days. If you do not receive an acknowledgement, please contact the Engineering Division by calling (914)-722-1106 or emailing [engineering@scarsdale.com](mailto:engineering@scarsdale.com).
2. The Engineering Division will notify you by email of any necessary corrections to plans, as well as provide email notification once their review is complete; review timelines are lengthened due to reduced staffing, so please bear with us during this challenging period as we try to assist you in getting prepared to start work once authorized by the State of New York.

3. Once a permit has been approved, no construction work can be authorized at this time because construction continues to be restricted by NYS in response to COVID-19. However, we are offering permit review services so that once the State of New York authorizes [Phase I businesses](#) to operate, which includes construction, our residents, businesses, and the construction community will be prepared to hit the ground running.

## **General Instructions and Information for All Types of Permit Applications**

1. In preparing your submittal, be sure to review all submittal requirements in connection with the permit type that you are seeking, as related in the following section, organized by permit type.
2. Completed application packets may be submitted via one of the following methods:
  - a. Hand-delivered to the physical drop box labeled “Building, Land Use, and Engineering” located immediately to the right of the Village Hall main entrance;  
or
  - b. Mailed to:  
  
Village of Scarsdale  
ATTN: Engineering Division  
1001 Post Road  
Scarsdale, NY 10583
2. All applications will be acknowledged as received within three business days.
3. Prepare a digital version of the entire submittal, which the applicant will be required to upload to the file share service, Dropbox, once the hard copy application packet has been accepted by the Engineering Division. The email notification you receive within three business days of delivering your application packet will include instructions on submitting electronically through Dropbox.
4. Be sure to provide an email address for us to correspond with you while our offices remain closed.
5. Application and plan submittal requirements are included on each permit application; please review any applicable to your submission prior to delivering your permit application packet.
6. Incomplete applications will not be accepted and may be returned to the sender without further processing.

7. Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

## **Application Instructions by Permit Type**

### [Stormwater Management Permit Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [SWEC Application](#) and three (3) hard copy sets of detailed plans stamped by a design professional. The minimum submission size is 11"x17" and all documents are to be single-sided.

#### Mandatory Elements of a Complete Application:

- If the proposed project has been reviewed by one of our Land Use Boards, a copy of the Land Use Board resolution must be attached to the application.
- If there are any easements, license agreements, or other covenants associated with the property, a copy of any such document must accompany the application.
- Provide all requested contractor information and a copy of the necessary certificate(s) of insurance.
- Applicable fees must be submitted by check with your application. The fee schedule is provided with the [SWEC Application](#). Questions concerning fees should be resolved prior to submitting, and assistance is available by calling (914) 722-1106 or emailing [engineering@scarsdale.com](mailto:engineering@scarsdale.com).

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a

permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

### [Tree Removal Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [Tree Removal Application](#).

#### Mandatory Elements of a Complete Application:

- Two complete applications sets in hard copy. The minimum submission size is 11"x17" and all documents are to be single-sided.
- If the work is in connection with a site plan reviewed by one of our Land Use boards, provide a copy of the approved site plan and certifications applicable to the tree(s) proposed to be removed.
- Two copies of a recent survey, inclusive of all necessary features, including location of tree(s) to be removed,
- Photo(s) showing location of tree(s) to be removed.
- A list of tree species specifying types and DBH sizes of trees to be removed and the reason for removing the trees.
- Complete all requested contractor information, including providing certificate of insurance.
- At time of application, the trees proposed for removal must be clearly marked with ribbons or stakes on site for Village staff review and verification.
- Depending on scope of work, the Village Engineer and/or Land Use Board may require:
  - A written statement from an ISA certified arborist or other tree expert stating the condition of trees requested for removal which may include a certification statement that all trees removed shall be removed and/or replaced in accordance with the approved permit and all provisions of Chapter 281 of the Village Code.

- A tree preservation plan showing trees which are to be preserved and protected, methods for tree preservation in areas affected by construction activities shall meet standards set by the Village Code Chapter 254 and Westchester County Best Management Practices Manual.
- A tree removal and replacement plan prepared by a tree expert or landscape architect, and supporting documentation prepared by an ISA certified arborist attesting to any statement that a tree(s) is considered dead, dying, diseased or hazardous. The ISA Basic Tree Risk Assessment Form executed by the appropriate professional satisfies this requirement.
- Applicable fees are not due until after the application has been reviewed. Engineering Department staff will contact the applicant by email to advise of permit fees, deposits, replacement tree requirements, and/or Tree Fund donation options. Applicant questions may be directed by phone to (914) 722-1106 or by email using [engineering@scarsdale.com](mailto:engineering@scarsdale.com).

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email, as well as be advised as to the applicable fees and deposits, as applicable.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

### [Street Permit Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [Street Permit Application](#).

Mandatory Elements of a Complete Application:

- Site plan or detailed sketch of the work location.
- Written description of project scope, including a proposed project schedule.

- A plan for the maintenance and protection of vehicle and pedestrian traffic if proposed work is to take place in the roadway.
- Copy of Dig Safe New York utility mark out request.
- Complete all requested contractor information, including providing certificate of insurance, which must feature the following endorsement: “It is agreed that the contractor will hold the Village of Scarsdale, its officers, servants and agents harmless, for personal injury or property damage, directly or indirectly resulting from or arising out of the granting by the Village of any street opening permit to (insert name and address of permittee), or any opening or the method or manner of doing any work permitted or required by any such permit or by [Chapter 256, Article II](#) of the Scarsdale Village Code or any negligent act or omission in connection therewith on the part of the permittee, his (its) servants or agents.”
- Applicable fees are not due until after the application has been reviewed. Engineering Department staff will contact the applicant by email to advise of permit fees and deposits due, as well as to relate the restoration requirements. Applicant questions may be directed by phone to (914) 722-1106 or by email using [engineering@scarsdale.com](mailto:engineering@scarsdale.com).

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.

### [Sidewalk Café Permit Application](#)

Step 1: Review General Instructions for All Types of Permit Applications.

Step 2: Submit a completed [Sidewalk Café Permit Application](#).

Mandatory Elements of a Complete Application:

- Side and front elevation drawing of the proposed café (scale 1\2” equals 1 foot) (§245-4.A.). For renewal of a prior year approved permit, and if there are no proposed layout changes, the plans on file may be used in

lieu of submittal of the abovementioned plans; indicate on-file with no changes from prior approval. The minimum submission size is 11"x17" and all documents are to be single-sided.

- Copy of the state liquor license, if any (§245-4.B.).
- Written permission from the property owner for the Sidewalk Café expressing support for the application (§245-4.C.).
- Copy of indemnification and hold harmless statement (§245-4.D.).
- Certificate(s) of insurance: Workman's Compensation & General Liability naming the Village of Scarsdale as additional insured (§245-4.E.).
- Applicable fees are not due until after the application has been reviewed. Engineering Department staff will contact the applicant by email to advise of permit fees and deposit due, as well as to relate the restoration requirements. The normal permit period for a sidewalk café is typically April 1 to October 30, though COVID-19 restrictions have impacted the standard season. Applicant questions may be directed by phone to (914) 722-1106 or by email using [engineering@scarsdale.com](mailto:engineering@scarsdale.com).
- Village Engineering Department staff will contact the applicant to advise of any permit fees, deposits, and restoration requirements.

Step 3: Upon approval, or in the event of corrections being needed, the applicant will be notified of such status by email.

Important: Communication of an approval *does not* constitute issuance of a permit – no permits will be issued and no authority to proceed with any project element will be granted until the State of New York has authorized construction businesses to reopen. No person will be authorized to work on-site until a permit has been issued; violations involving work being started without a permit having been issued will be subject to applicable penalties.