

Planning Board and Zoning Board of Appeals COVID-19 Application Submittal and Process Modifications

Announcement

The Planning Board and Zoning Board of Appeals are now accepting new applications, following modified procedures instituted in response to COVID-19.

Application Submittal Instructions

To submit a complete application packet, please complete *both* Steps 1 and 2:

- 1) Include in a sealed envelope *only one* hard copy of all required application materials, as listed under “1. Application Requirements” in either the [Planning Board Application Guide](#) or the [Zoning Board of Appeals Application Guide](#), as appropriate.

Mandatory applications elements include:

- a. A cover letter explaining what is being requested, and the reasons supporting the request.
- b. Application Form ([Planning Board](#) or [Zoning Board of Appeals](#))
- c. [Lot Coverage Form](#)
- d. [Floor Area Ratio Form](#)
- e. In most cases, a [Short Environmental Assessment Form](#). Please note the New York State Department of Environmental Conservation provides online [forms and guidance workbooks](#).
- f. Project plans, which *must* be folded to 11” x 14”.
- g. [Associated Fees](#)
- h. Email address and phone number for the project contact person.

Submit the complete application packet via one of two methods:

- a. Hand-delivered to the drop box labeled Land Use located immediately to the right of the Village Hall main entrance; or
- b. Mailed to:

Village of Scarsdale
ATTN: Planning Department
1001 Post Road
Scarsdale, NY 10583

Incomplete applications may cause rejection of the submittal and will delay application processing. Importantly, delivering an application packet does not ensure the application has been accepted, approved, or placed on a Land Use Board agenda.

Application Review Process Overview

1. Upon receipt, staff will review the application to determine if it is complete and then contact the applicant acknowledging receipt of the application, including the anticipated date that the application may be considered by the Land Use Board, and any other instructions.
2. As the hearing date for the application approaches, staff will email specific instructions, including a Dropbox link to upload the application materials, and information on how to participate in the meeting via Zoom.

Summary

As a reminder, Village Hall is still closed at this time and our staffing levels are reduced to less than 50% of normal in response to COVID-19 restrictions. However, we want to offer this opportunity for you to get your projects into the review pipeline in order to help expedite your project once construction limitations imposed by the State of New York are lifted.

Please note that following any review and approval by the Planning Board or Zoning Board of Appeals during this period, the [Building Department](#) may also still be operating under certain COVID-19 restrictions.

Applicants to the Planning or Zoning Board of Appeals are encouraged to contact the Planning Department at planning@scarsdale.com or (914) 722-1131 with any questions, either prior to or following submittal.

As may be necessary in response to the evolving nature of the COVID-19 pandemic and associated regulatory measures, updates to this information will continue to be posted to this webpage, as needed.