

**INCORPORATED VILLAGE OF ROCKVILLE CENTRE
BUILDING DEPARTMENT**



SITE PLAN, SUBDIVISION & EXTERIOR DESIGN REVIEW PROCESS

- Presubmission - Prior to a formal submission, the applicant should meet in person with a representative of the Building Department to discuss the proposed site and/or subdivision plan.
- Formal Submission – A site and/or subdivision plan shall be prepared by a New York State registered or licensed professional, which includes an architect, landscape architect land surveyor, engineer, or professional planner. The site and/or subdivision plan shall be submitted to the Building Department.
- Fees -
 1. Fee to be established. **Note:** All application fees in excess of \$2000 must be paid for by certified check.
 2. Such fees do not cover the cost of an environmental assessment form or an environmental impact statement. The applicant shall be responsible for the total cost of environmental reviews that are determined to be necessary to meet the requirements of the State Environmental Quality Review Act.
- Required Submissions – All applications for approval of a site and/or subdivision plan shall be submitted on a form provided by or approved by the Building Department, and shall not be accepted by the Building Department unless it is complete. All maps submitted must be at a scale of not less than thirty feet to the inch.
 1. Completeness – no application shall be deemed complete unless it meets the information requirements listed in this section and unless it is accompanied by an Environment Assessment Form (EAF), or is shown to be exempt from environmental review, in accordance with SEQRA regulations and Section 7-725(A)(10) of New York State Village Law.
 2. The following information must be submitted with an application for site and/or subdivision plan approval, unless waived, in writing, by the Superintendent of Buildings:
 - a. Completed Building Permit application.

- b. Filing fee.
- c. Two (2) sets of complete plans with architect or engineer's seal;
TEN (10) sets of front, rear, right and left side elevations, two of which are sealed by architect.
Two (2) sets of landscape plans, floor plans, front, rear, right and left side elevations reduced to 11" x 17".
- d. TEN (10) plot plans by a licensed surveyor, engineer, or architect, which will show the following: (if subject parcel is located on a County Road, TEN (10) original copies are required):
 - (i) proposed setback from street line, proposed side yards, proposed rear yard;
 - (ii) proposed and existing elevations of the four corners of the subject property and elevation of adjacent properties;
 - (iii) proposed elevation of garage floor, proposed elevation of 1st floor;
 - (iv) proposed finished grade at four corners of building;
 - (v) location of driveways and curb cuts;
 - (vi) location and size of all required dry wells;
 - (vii) location and size of all existing trees;
 - (viii) location of light poles, fire hydrants, etc.
 - (ix) computation of area covered by all structures to be shown on plot plan; and
 - (x) certified survey that has been prepared no more than one year prior to submission.
- e. TEN (10) plot plans with a detailed landscape plan indicating the location, type, and size of all new plantings, existing trees and shrubs, which will remain.
- f. TEN (10) copies of a radius map which will include the following information:
 - (i) radius map from tax maps showing all lots within 200' radius from all corners of property in question, designating section, block, lot(s), street addresses, size of lot and name of owner of each parcel within said radius;
 - (ii) existing school, zoning and special district boundaries;
 - (iii) setback from street line of all dwellings on the same side of the street within the same block of the proposed dwelling - computation to include a drawing of the average setback of all dwellings on the same side of the street within the same block; and
 - (iv) reservations, easement and areas dedicated to public use, if any.

- g. Names and addresses of owners, using the section, block and lot(s) from required radius maps at the Village Tax Office. Names and addresses on Form PB-3 to be submitted to the Secretary of the Planning Board.

Proof of notice on Form PB-2 by Certified Mail, Return, Return Receipt

Requested to all owners within the required radius, at least seven (7) days before the scheduled meeting date. Notice must state the nature of the application, Index No., date of hearing, location and address of property.

One (1) copy of Form PB-4, both sides completed, to the Secretary of Planning Board, as an affidavit of service, which must be notarized and state mailing date.

Certified Mail Receipts shall be given to the Secretary of the Planning Board no later than two (2) days before the date of the meeting.

- h. The name and address of the applicant and licensed professionals engaged to work on the project shall be shown. Where the applicant or owner is a corporation, the Planning Board may require the names and addresses of all officers, directors and principals stockholders of said corporation.
- i. Existing site conditions: the location of existing buildings, and if applicable, water bodies, floodplains, and floodplain boundaries as determined by the Federal Emergency Management Agency, watercourses, marshes, rock outcrops, wooded areas, existing vegetative cover, single trees with a diameter of eight inches or more measured three feet above the base of the trunk and other significant existing features on the site.
- j. If this building plot is a split-off from an existing plot with dwelling, submit TEN (10) surveys of existing dwelling and all structures showing side yards, front yard, rear yard, and area of land covered.
- k. Pictures of all buildings on the same side of the street within 100 ft. each side of subject parcel and on the opposite side of the street for the same distance, with the address of building on each photo of the building.
- l. Professionally prepared color rendering and TEN (10) sets of 11' x 14" color photographic reductions of the rendering and site and/or subdivision plan, and each of any other building plans submitted in connection with this applicant.

m. Any other information that may be required by the Superintendent of Buildings or Village Engineer.

• The following Development data shall also be submitted:

1. Title of development, date, north point, scale, name and address of record owner and of the engineer, architect, land planner or surveyor preparing the site development plan.
2. All means of vehicular access and egress to and from the site onto public streets, and all provisions for pedestrian access and circulation, and if required by the Superintendent of Buildings, all proposed streets.
3. The location and layout of any off-street parking or loading areas, and traffic circulation areas, including pedestrian walkways.
4. One (1) set of preliminary plans, elevations and sections of proposed structures and roads, showing the proposed location, use, design and height of all buildings and structures, including any proposed division of buildings into units of separate occupancy and location of driveways thereto and showing the proposed location of all roads, pedestrian walkways and fire lanes.
5. The location of all proposed waterlines, valves and hydrants and sewer lines or of alternative means of water supply and sewage disposal and treatment, if any, as well as the location of existing water mains, culverts, and drains of the property, with pipe sizes, grades and directions of flow.
6. The proposed location, direction, power and timing of proposed outdoor lighting within the site and at the site's boundaries, if adjacent to residential development or within 100 feet from residential development.
7. The extent and amount of cut and fill for all disturbed area, including before and after profiles and cross-section of typical development areas, parking lots and roads, and including any erosion and sedimentation control plan, if applicable.
8. Proposed storm water drainage system, including location, supporting design data and copies of computation used as a basis for the design capacities and performance of storm water management facilities.
9. The proposed location, size, color and illumination of proposed signs.
10. The location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences.

11. The location of any outdoor storage for equipment and materials, if any, and the location, type and design of all solid waste-related facilities, including dumpsters and recycling bins.
 12. Detailed breakdowns of all proposed floor space by type use.
 13. In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process, and the proposed method of disposal of such wastes or by-products shall also be shown.
 14. Location and design of all energy distribution facilities, including electrical or solar energy, if applicable.
 15. Lines and dimensions of all property offered, or to be offered, for dedication for public use indicating the purpose of all property that is proposed to be served by deed covenant for the common use of the property owners of the development.
 16. Estimated project construction schedule and completion date.
 17. Identification of any federal, state or county permits required for project execution.
 18. Record of application for approval status of all necessary permits from federal, state and county officials.
- *In addition, and where due to special conditions peculiar to a site or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Board may require such additional information as it may deem necessary for a complete assessment of the project pursuant to this Article, including, but not limited to the following:*
 1. A survey of the subject property having an error of closure not in excess of one in ten thousand and indicating all lengths in feet and decimals of a foot and all angles to the nearest ten seconds, or closer if deemed necessary by the surveyor.
 2. A copy of any covenants or deed restrictions that is intended to cover all or any part of the tract.
 3. Existing contours with intervals of two feet or less, referred to Village of Rockville Centre datum and showing at least one benchmark.
 4. The location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.

5. All proposed lots, easements and public and community areas; all proposed streets with profiles indicating grading and cross-sections showing width of roadway, location and width of sidewalk and location and size of utility lines according to the standards and specifications established or approved by the Village Engineer of the Village of Rockville Centre.
6. Scale modeling and computer assisted designs (CAD) depictions of proposed development set in surrounding neighborhood.