

# APPLICATION FOR IRVINGTON PLANNING BOARD

All new and resubmission applications shall be 3 copies of all documents (one complete set with original signature and seals) and a flash drive (not password protected) with the following information in PDF format in individual PDF's

**VILLAGE OF IRVINGTON**

**PLANNING BOARD**

85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335



## **APPLICATION CHECK LIST FOR SITE DEVELOPMENT PLAN APPROVAL APPLICATIONS**

### **Check List**

**All new and resubmission applications shall include 3 hard copies of all documents and a flash drive (not password protected) with the following information in PDF format as individual PDFs**

#### **For Applications:**

1. \_\_\_\_\_ Check List
2. \_\_\_\_\_ Information Sheet (signed and notarized by owner)
3. \_\_\_\_\_ Cover letter describing the proposed project or response to comments for resubmission
4. \_\_\_\_\_ Application pages 1-6 signed by applicant
5. \_\_\_\_\_ Affidavit of Property Owner signed by applicant and notarized
6. \_\_\_\_\_ Certificate of Licensed Architect or Professional Engineer signed and sealed
7. \_\_\_\_\_ Survey Certification signed and sealed by Surveyor or licensed Architect or Engineer
8. \_\_\_\_\_ Affidavit of Mailing signed by owner or architect and notarized
9. \_\_\_\_\_ Attach Letter sent to Affected Property Owners
10. \_\_\_\_\_ Attach List of Affected Property Owners (see 224-69E(2) for list of affected property owners)
11. \_\_\_\_\_ Affidavit of Publication signed by owner or architect and notarized
12. \_\_\_\_\_ Copy of Publication or Receipts from News Paper
13. \_\_\_\_\_ Photo of Required Notice Sign in front of Proposed Project Property
14. \_\_\_\_\_ Zoning Worksheet signed and sealed by the Licensed Architect or Professional Engineer
15. \_\_\_\_\_ Coverage Worksheet signed and sealed by the Licensed Architect or Professional Engineer
16. \_\_\_\_\_ F.A.R. Worksheet signed and sealed by the Licensed Architect or Professional Engineer
17. \_\_\_\_\_ Survey representative of existing conditions
18. \_\_\_\_\_ Site Photos
19. \_\_\_\_\_ Site Plan with Zoning Table
20. \_\_\_\_\_ Submit Existing Conditions and Demolition Plan

#### **When Applicable:**

21. \_\_\_\_\_ Landscape Plan
22. \_\_\_\_\_ Drainage Report
23. \_\_\_\_\_ Drainage and Erosion Control Plan
24. \_\_\_\_\_ Architectural Plans

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335 • FAX: (914) 591-5870



## INFORMATION SHEET

**For use with all applications including; Site Plan Approval, Site Capacity, Bed & Breakfast, Accessory Apartment, Site Capacity, Zoning Board, ARB, Building Permits, Change of Use, Short Term Rental, In-law Apartments.**

**This form is to be used for both new applications as well as renewals**

### REQUIRED INFORMATION

#### (A) PROJECT PROPERTY

- 1) Address: \_\_\_\_\_
- 2) Sheet \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Parcel \_\_\_\_\_
- 3) Account Number: \_\_\_\_\_
- 4) P.I.D. Number: \_\_\_\_\_
- 5) Zoning District \_\_\_\_\_
- 6) School District: Irvington \_\_\_\_\_ Dobbs Ferry \_\_\_\_\_
- 7) Date of Original Construction \_\_\_\_\_ date \_\_\_\_\_
- 8) Sewer \_\_\_\_\_ Public or \_\_\_\_\_ Septic
- 9) Water \_\_\_\_\_ Public or \_\_\_\_\_ Private
- 10) Number of dwelling units within the property \_\_\_\_\_
- 11) Does the affected property have any wetlands or watercourses on or within 25' of the property boundary? Yes \_\_\_ No \_\_\_
- 12) Does the proposed project abut Broadway or have any portion in the Broadway Buffer Yes \_\_\_ No \_\_\_
- 13) Does the proposed project property abut the Croton Aqueduct or have any portion in the Croton Aqueduct Buffer? Yes \_\_\_ No \_\_\_
- 14) Is the project property a registered state or national landmark? Yes \_\_\_ No \_\_\_
- 15) Is the project property in the Village of Irvington Historical District as defined in Article XXXII of the Code of the Village of Irvington Yes \_\_\_ No \_\_\_  
- If yes; is the affected property listed in 224-197 Appendix "A" as a contributing Building. Yes \_\_\_ No \_\_\_
- 16) Is the proposed project designated as a "local landmark" described in chapter 144 of the 144 of the Village Code? Yes \_\_\_ No \_\_\_  
-if yes; provide a copy of the resolution designating a site, building, structure, marker or object as a local landmark that was filed with the Clerk of Westchester County)
- 17) Does the affected property have a Special Permit for an "Accessory Apartment"? Yes \_\_\_ No \_\_\_  
- If yes; provide a copy of the resolution of approval, renewal date \_\_\_\_\_
- 18) Does the affected property have a Permit for an "In-law Apartment"? Yes \_\_\_ No \_\_\_  
- If yes; provide a copy of the resolution of approval, renewal date \_\_\_\_\_
- 19) Does the affected property have a Special Permit for a "Bed and Breakfast"? Yes \_\_\_ No \_\_\_  
- If yes; provide a copy of the resolution of approval, renewal date \_\_\_\_\_
- 20) Does the affected property have a Permit for a "Short Term Rental"? Yes \_\_\_ No \_\_\_  
- If yes; provide a copy of the resolution of approval, renewal date \_\_\_\_\_
- 21) List any Site Development Plan approval including dates, this property has received and attached a copy of any resolution of approval \_\_\_\_\_
- 22) List any zoning use or area variances with dates this property has received. \_\_\_\_\_
- 23) Provide and list by date all Certificates of Occupancy and Certificates of Completion pertaining to this property. \_\_\_\_\_
- 24) List any other special permits with dates this property has received \_\_\_\_\_

- If yes provide a copy of the board's resolution and renewal date, \_\_\_\_\_

**(B) OWNER INFORMATION (if different from owner)**

- Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_
- Date the owner purchased the property \_\_\_\_\_

**(C) APPLICANT INFORMATION**

- Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**(D) LICENSED PROFESSIONAL INFORMATION (architect or engineer)**

- Name: \_\_\_\_\_
- Name of Company: \_\_\_\_\_
- License Number: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**(E) ATTORNEY (if retained for this application)**

- Name: \_\_\_\_\_
- Name of Company: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**AFFIDAVIT OF OWNER**

State of New York        }  
                                   }  
 County of Westchester }        ss:

\_\_\_\_\_ being duly sworn, deposes and says: that \_\_\_\_\_ is the current owner of the premises to which this application applies; that the applicant is duly authorized to make this application; and that the statements contained herein including all attachments are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations. Applicant also acknowledges that he/she has reviewed the applicable sections of the village code. The undersigned owner also acknowledges that any unpaid application fees and professional fees incurred by the Village in the review of this application, pursuant to Chapter 160 of the Code of the Village of Irvington shall become a lien on the subject property and may be collected in the same manner as delinquent taxes. Also note that the filing of this application does not constitute permission to commence construction. A separate Building Permit is also required for any physical, interior or exterior changes.

\_\_\_\_\_  
**Signature of owner**

Sworn to before me on this  
\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



Attach a letter to the Planning Board describing the project and the neighborhood and remove this instructional page.

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**PLANNING BOARD**

85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335 • FAX: (914) 591-5870



**IRVINGTON PLANNING BOARD  
APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL**

*[3 copies of this form should be submitted along with 3 copies of Supporting Documents listed on pages 4 and 5. All documents must also be on an unlocked flash drive as separate PDF files]*

\_\_\_\_\_ Application is hereby made to the Planning Board of the Village of Irvington for Site Development Plan Approval pursuant to Article XIV of the Irvington Zoning Code (§§ 224-66 *et seq.*) for the property more particularly described below.

\_\_\_\_\_ Applicant requests only Limited Site Development Plan Approval (*to be checked only if the eligibility requirements of § 224-73 of the Irvington Zoning Code are met*)

**1. Applicant’s Name, Address, Telephone Number, and E-mail Address**

**2. Location of Subject Property**

The property for which this application is made consists of a gross site area of approximately \_\_\_\_\_ square feet, and is generally identified as:

Parcel Identification Number \_\_\_\_\_  
Address or Street Location \_\_\_\_\_  
In School District (Irvington or Dobbs Ferry) \_\_\_\_\_  
In Zoning District \_\_\_\_\_

**3. Brief Description of Action for Which Approval Is Sought**

**4. Reason Site Development Plan Approval Is Required**

Site Development Plan Approval is required under § 224-66 of the Irvington Zoning Code because Applicant is proposing to:

\_\_\_\_\_ Erect a building, as defined in § 224-3 of the Irvington Zoning Code. The building to be erected is \_\_\_\_\_.

\_\_\_\_\_ Tear down an existing building or structure.

\_\_\_\_\_ Subdivide the property in such a way as to create an additional lot.

\_\_\_\_\_ Alter a building so as to increase the cubic area enclosed by roof and exterior walls. The increase will add a total of approximately \_\_\_\_\_ square feet of floor area on a total of \_\_\_\_\_ floors and a total of approximately \_\_\_\_\_ cubic feet.

\_\_\_\_\_ Add an unenclosed structure to a building, namely \_\_\_\_\_.

\_\_\_\_\_ Enlarge or relocate an existing unenclosed structure, namely \_\_\_\_\_.

\_\_\_\_\_ Alter a building in such a way as to create an additional dwelling unit.

\_\_\_\_\_ Construct or alter a driveway or parking space.

\_\_\_\_\_ Other. Explain \_\_\_\_\_.

## 5. Characteristics of Site

A. Does any portion of the subject property: (1) come within 30 feet of the Croton Aqueduct, (2) lie within the Village Watershed, (3) abut Broadway, Cyrus Field Road, Mountain Road or Sunnyside Lane, (4) lie within 500 yards of a border of Irvington or the Hudson River, (5) contain any wetland, (6) contain or border a water body or watercourse, (7) lie in or adjacent to a flood plain, (8) lie within the View Preservation District (*i.e.* lie west of Broadway), (8) lie in the Historic District? If the answer to any of the above is “Yes,” state particulars.

B. State whether there are any covenants, deed restrictions, or prior subdivision plats that cover all or any part of the subject property. If “Yes,” identify them, indicate the nature thereof, and **submit a copy** of each such document as part of this application.

C. Does the subject property contain any Protected Trees or Trees or Shrubs of Historic or Unique Value, as defined in § 202-2 of the Irvington Code? If “Yes,” any such tree or shrub must be identified on the site plans.

D. Does the subject property contain any historically significant building or structure? If “Yes,” describe.

**6. Legal Status of Applicant**

State whether Applicant is an individual or a legal entity, and, if the latter, describe nature of legal entity (corporation, partnership, limited liability company, joint venture, etc.). If Applicant is or includes a corporation, or is a partnership or joint venture, attach a list of names and residence address of each director, chief executive officer, chief financial officer, and secretary of such corporation. If Applicant is a partnership, joint venture or limited liability company, attach a list of names and residence address of each general and limited partner, or of each manager and member.

**7. Relationship of Applicant to Subject Property**

A. State whether the Applicant is the current owner of the property covered by this application, or has a contract or option to purchase the property, and give date when Applicant became owner, or date of contract or option agreement, as applicable.

B. State the name and address of the party from whom the Applicant acquired title to the property, or of the other party to the contract or option agreement with Applicant.

C. If Applicant is not the current owner of the subject property, an affidavit from the property owner must be submitted stating that the owner authorizes the Applicant to make and pursue this application. The affidavit must also state that the property owner acknowledges that any unpaid application fees and professional fees incurred by the Village in connection with this application, if unpaid, shall become a lien against the subject property and may be collected in the same manner as delinquent taxes. (*Sample affidavit attached.*)

**8. Information About Nearby Property**

Does Applicant directly or indirectly own any beneficial interest<sup>1</sup> in any property any part of which is within 1,000 feet of any boundary of the property covered by this application? \_\_\_\_\_  
If “Yes,” furnish the following information with respect to each of such other properties:  
\_\_\_\_\_

<sup>1</sup> “Beneficial interest” includes any direct or indirect ownership interest in, or the proceeds of sale, lease or development of the property, as well as any direct or indirect right to acquire such an interest in property or proceeds of property, such as a contract or option to purchase such an interest, or an ownership interest in a corporation or other entity that owns or has a right to acquire such an interest.

Parcel Identification Number \_\_\_\_\_  
Address or Street Location \_\_\_\_\_  
Approximate gross area \_\_\_\_\_ square feet  
Present use \_\_\_\_\_

## 9. Information About Consultants and Professionals

List the name, address, telephone number and e-mail address of each attorney, planning consultant, architect, surveyor, engineer, and any other person who will represent the Applicant before the Planning Board in connection with this application, and the capacity of each:

## 10. Required Supporting Documents

- A. All maps, drawings, renderings and information listed in the attached Site Development Plan Approval Checklist
- B. Completed Site Development Plan Approval Checklist (*attached*)
- C. Survey Affidavit (*attached*)
- D. Certificate of Licensed Architect or Professional Engineer (*attached*)
- E. Affidavit of Mailing (*attached*), along with a copy of the Notice, List of Affected Property Owners, and proof of mailing or delivery

*Irvington Zoning Code § 224-69 E(1) requires that notice of the Site Development Plan application be given to all Affected Property Owners (as defined in Zoning Code § 224-3) by mail or delivery for which the post office or delivery service company provides proof of mailing or delivery. Such notice must be mailed or delivered not later than 14 days prior to the Planning Board meeting at which the application is being heard.*

- F. Affidavit of Publication (*attached*), if required, along with a copy of the Notice

*Irvington Zoning Code § 224-69 E(2) requires that if the property for which the Site Development Plan application is made abuts Broadway, Main Street, the Hudson River, Harriman Road or Cyrus Field Road, or if the property is larger than five acres, the Applicant must also publish twice in the official newspaper of the Village,*

*i.e., The Journal News, notice that such application is being made. Sample notice is attached. The later of the two notices must be published not later than 14 days prior to the Planning Board at which the application is being heard.*

- G. Affidavit of Property Owner (if Applicant is not current owner of property that is the subject of the application)
- H. Environmental Assessment Form (not required for applications pertaining to one- and two-family residences)
- I. Construction Schedule. A proposed phased schedule for construction and completion of the Site Development Plan. The schedule must not exceed three years from the date of Planning Board approval to the date of final phase review.

All applications must be accompanied by required fee. (*Irvington Code, Chapter 114*)

<i>Erection/modification of residence or dwelling unit</i>	<i>\$500 per unit</i>
<i>Erection, enlargement, conversion or redevelopment of nonresidential buildings</i>	<i>\$500, plus \$100 for each 1,000 square feet of floor area</i>
<i>Amendment of site development plan</i>	<i>\$150</i>

Prior to the public hearing, Applicant must provide proof that signs required by Irvington Zoning Code § 224-69E(4) were posted. (*e.g., dated photo*)

**N.B.** An application is not complete until all of the above items are submitted.

#### **11. Professional Fees and Recreation Fee**

An escrow deposit for professional fees may be required at the time of application. See Irvington Code § 160-2.

If the site plan would result in the creation of a residential unit, a recreation fee may be required. See Irvington Zoning Code § 224-72.1.

**12. Signature**

State of New York    }  
                                  }        ss:  
County of Westchester   }

\_\_\_\_\_ being duly sworn, deposes and says: that  
\_\_\_\_\_ is the current owner of the premises to which this application applies; that the applicant is duly authorized to make this application; and that the statements contained herein including all attachments are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance with all applicable laws, ordinances and regulations. Applicant also acknowledges that he/she has reviewed the applicable sections of the village code. The undersigned owner also acknowledges that any unpaid application fees and professional fees incurred by the Village in the review of this application, pursuant to Chapter 160 of the Code of the Village of Irvington shall become a lien on the subject property and may be collected in the same manner as delinquent taxes. Also note that the filing of this application does not constitute permission to commence construction. A separate Building Permit is also required for any physical, interior or exterior changes.

\_\_\_\_\_  
**Signature of owner**

Sworn to before me on this  
\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Notary Public

**VILLAGE OF IRVINGTON**

**PLANNING BOARD**

85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335 • FAX: (914) 591-5870



**IRVINGTON PLANNING BOARD  
AFFIDAVIT OF PROPERTY OWNER(S)**

*[This affidavit is to be submitted if the Applicant is not the current owner of the property that is the subject of the application.]*

**STATE OF NEW YORK                    )**  
**COUNTY OF WESTCHESTER    ) ss.:**

\_\_\_\_\_, being duly sworn, depose(s) and say(s):

I am/we are the current owner(s) of \_\_\_\_\_ (“subject property”).

I/we hereby authorize \_\_\_\_\_ to make and pursue this application for site development plan approval for \_\_\_\_\_ to the subject property. [describe proposed project]

I/we understand that under the Irvington Village Code any unpaid application fees, as well as any professional fees incurred by the Village in connection with this application, if unpaid, shall become a lien on the subject property and may be collected in the same manner as delinquent taxes.

\_\_\_\_\_  
\_\_\_\_\_  
Owner(s)

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**VILLAGE OF IRVINGTON**

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85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335 • FAX: (914) 591-5870



**IRVINGTON PLANNING BOARD  
CERTIFICATE OF LICENSED  
ARCHITECT OR PROFESSIONAL ENGINEER**

I, \_\_\_\_\_, DO HEREBY CERTIFY to the Village of Irvington as follows:

1. I am an architect or professional engineer (*strike whichever is not applicable*), licensed by the State of New York on \_\_\_\_\_, \_\_\_\_\_, and my license is in good standing on the date of this Certificate. My office address is:

2. This Certificate Is made in connection with the Application for Site Development Approval, dated \_\_\_\_\_, \_\_\_\_\_, submitted to the Irvington Planning Board by \_\_\_\_\_ as Applicant for the property located at \_\_\_\_\_, Village of Irvington.

3. I have visited the site and I have reviewed and am familiar with the Application and with the following maps, plans and other documents that form part of the Application: [*list*]

4. I certify that the development proposed by the Applicant, as described in this application and the documents listed in paragraph 3 above would comply with all zoning, subdivision and building codes, ordinances and regulations of the Village of Irvington in effect on the date this Certificate is made, except in the following respects:

IN WITNESS WHEREOF, I do certify this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

[Seal]

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**IRVINGTON PLANNING BOARD  
SURVEY CERTIFICATION**

I, \_\_\_\_\_, DO HEREBY CERTIFY to the Village of Irvington as follows:

1. I am a licensed land surveyor or professional engineer (*strike whichever is not applicable*), licensed by the State of New York on \_\_\_\_\_, \_\_\_\_\_, and my license is in good standing on the date of this Certificate. My office address is:

2. I have examined the attached survey dated \_\_\_\_\_, made by \_\_\_\_\_, of the property located at \_\_\_\_\_.

3. [*check one*] \_\_\_\_\_ The survey shows the property in its present condition. There has been no change in any of the boundary lines of the property, and no change in, addition to, or relocation or removal of any building (other than changes inside a building that do not result in any change in the location or configuration of any external wall thereof), fence, driveway, paved area, or other structure or improvement shown on the survey.

\_\_\_\_\_ No buildings, fences, driveways, paved areas, or other structures or improvements have been constructed on or next to the property since the date of the survey, except the following:

IN WITNESS WHEREOF, I do certify this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

[Seal]

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85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335 • FAX: (914) 591-5870



**IRVINGTON PLANNING BOARD  
AFFIDAVIT OF MAILING**

**STATE OF NEW YORK            )**  
**COUNTY OF WESTCHESTER    ) ss.:**

\_\_\_\_\_, being duly sworn, depose(s) and say(s):

On \_\_\_\_\_, I mailed or arranged delivery of the Notice attached to this Affidavit to each party listed on the annexed List of Affected Property Owners at the address on that List. Such notice was mailed or delivered not later than 14 days prior to the Planning Board meeting at which this application will first be heard. Notice was given by:

*[state method of mailing or delivery]*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Type or print name)*

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

*[Attach List of Affected Property Owners, Notice, and proof of delivery  
or mailing from Post Office or delivery company]*

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



## *Attach A Copy of the Letter That Was Sent to the Affected Property Owners and Remove This Instruction Page*

### **AFFECTED PROPERTY**

**Property located in whole or in part within 200 feet of any boundary of a lot, site or parcel for which subdivision or site development plan approval or a zoning variance is sought. [Added 2-27-1989 by L.L. No. 3-1989]**

### **AFFECTED PROPERTY OWNER**

**The record owner of a parcel which is affected property. [Added 2-27-1989 by L.L. No. 3-1989]**

224-69 E.

*Proof of public notice.*

(1) *The applicant shall submit with his or her application an affidavit stating that written notice of the application containing the information set forth in § 224-69E(3) has been mailed or delivered, not later than 14 days prior to the Planning Board meeting at which the application will be heard, to all affected property owners with respect to the property for which site development plan approval or an amendment to an approved site development plan is sought and, if applicable, stating that the application also includes a consideration of a preliminary layout of a subdivision of the property. Such notice shall be by a method of mail or delivery for which the post office or delivery service company provides proof of mailing or of delivery, and that proof shall be submitted prior to the Planning Board meeting.*

(2) *In the case of applications for site development plan approval or to amend previously approved site development plans with respect to sites larger than five acres or property abutting Broadway, Main Street, the Hudson River, Harriman Road or Cyrus Field Road, the applicant shall also submit with his or her application an affidavit stating that notice of the application containing the information set forth in § 224-69E(3) has been published at least twice in the official newspaper(s) of the Village. The later of the notices shall be published not later than 14 days prior to the Planning Board meeting at which the application will be heard.*

**(3) The notices required by this subsection shall contain the following information:**

**(a) The name of each record and beneficial owner of the property for which site development plan approval is sought.**

**(b) The location of the property and a description by reference to local street names and abutting property owners sufficient to enable the reader to ascertain the location of the property.**

**(c) A brief description of the proposed site development plan or an amendment to an approved site development plan, including but not limited to the proposed increase in footprint and the dimensions of any new construction; any increase in FAR as described in Article XXII of this chapter; the nature of the proposed use and the number of dwelling units proposed; and, in the case of developments including or consisting of nonresidential uses, the total square footage of proposed buildings and, in the case of an amendment, a description of the proposed change in the previously approved site development plan.**

**(d) The date, time and place of the Planning Board meeting at which the application will be heard.**

**(e) Advice that the application may be examined by the public at the office of the Village Clerk and in the Irvington Public Library one week prior to the Planning Board meeting and the hours during which such examination may take place.**

(4) *In addition to the notice required by Subsection E(1), the applicant shall erect a sign facing each public street on which the property abuts, giving notice that an application has been made. The sign, on a placard to be provided by the Village, shall be posted not less than 10 days immediately preceding the hearing date and shall be displayed continuously until the application is decided. The sign shall not be set back more than 10 feet from any property or street line and shall be placed to assure visibility from the street. Prior to the public hearing, the applicant shall provide proof that the sign was posted as required by this subsection. The applicant shall remove the sign the day after the application is decided.*

(5) *The Planning Board may not consider any application for site development plan approval or any amendment thereto and may not determine that any such application is complete prior to satisfaction of the notice requirements of this section.*

*F. In the event that the hearing is continued to another date more than twice, the applicant shall give written notice of the continued dates to all affected property owners by a method of mail or delivery for which the post office or delivery service provides proof of mailing or of delivery, not later than 14 days prior to the continued hearing, and shall submit to the Planning Board at or before each continued hearing proof of compliance with the provisions of this subsection, absent which no continuation of the hearing may be held.*

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



## *Attach The List of Affected Property Owners and Remove this Instructional Page.*

*List of Affected Property Owners can be found at:*

<https://giswww.westchestergov.com/taxmaps/default.aspx?sMun=Irvington>

### **AFFECTED PROPERTY**

**Property located in whole or in part within 200 feet of any boundary of a lot, site or parcel for which subdivision or site development plan approval or a zoning variance is sought. [Added 2-27-1989 by L.L. No. 3-1989]**

### **AFFECTED PROPERTY OWNER**

**The record owner of a parcel which is affected property. [Added 2-27-1989 by L.L. No. 3-1989]**

224-69 E.

*Proof of public notice.*

*(1) The applicant shall submit with his or her application an affidavit stating that written notice of the application containing the information set forth in § 224-69E(3) has been mailed or delivered, not later than 14 days prior to the Planning Board meeting at which the application will be heard, to all affected property owners with respect to the property for which site development plan approval or an amendment to an approved site development plan is sought and, if applicable, stating that the application also includes a consideration of a preliminary layout of a subdivision of the property. Such notice shall be by a method of mail or delivery for which the post office or delivery service company provides proof of mailing or of delivery, and that proof shall be submitted prior to the Planning Board meeting.*

*(2) In the case of applications for site development plan approval or to amend previously approved site development plans with respect to sites larger than five acres or property abutting Broadway, Main Street, the Hudson River, Harriman Road or Cyrus Field Road, the applicant shall also submit with his or her application an affidavit stating that notice of the application containing the information set forth in § 224-69E(3) has been published at least twice in the official newspaper(s) of the Village. The later of the notices shall be published not later than 14 days prior to the Planning Board meeting at which the application will be heard.*

**(3) The notices required by this subsection shall contain the following information:**

**(a) The name of each record and beneficial owner of the property for which site development plan approval is sought.**

**(b) The location of the property and a description by reference to local street names and abutting property owners sufficient to enable the reader to ascertain the location of the property.**

**(c) A brief description of the proposed site development plan or an amendment to an approved site development plan, including but not limited to the proposed increase in footprint and the dimensions of any new construction; any increase in FAR as described in Article XXII of this chapter; the nature of the proposed use and the number of dwelling units proposed; and, in the case of developments including or consisting of nonresidential uses, the total square footage of proposed buildings and, in the case of an amendment, a description of the proposed change in the previously approved site development plan.**

**(d) The date, time and place of the Planning Board meeting at which the application will be heard.**

**(e) Advice that the application may be examined by the public at the office of the Village Clerk and in the Irvington Public Library one week prior to the Planning Board meeting and the hours during which such examination may take place.**

*(4) In addition to the notice required by Subsection E(1), the applicant shall erect a sign facing each public street on which the property abuts, giving notice that an application has been made. The sign, on a placard to be provided by the Village, shall be posted not less than 10 days immediately preceding the hearing date and shall be displayed continuously until the application is decided. The sign shall not be set back more than 10 feet from any property or street line and shall be placed to assure visibility from the street. Prior to the public hearing, the applicant shall provide proof that the sign was posted as required by this subsection. The applicant shall remove the sign the day after the application is decided.*

*(5) The Planning Board may not consider any application for site development plan approval or any amendment thereto and may not determine that any such application is complete prior to satisfaction of the notice requirements of this section.*

*F. In the event that the hearing is continued to another date more than twice, the applicant shall give written notice of the continued dates to all affected property owners by a method of mail or delivery for which the post office or delivery service provides proof of mailing or of delivery, not later than 14 days prior to the continued hearing, and shall submit to the Planning Board at or before each continued hearing proof of compliance with the provisions of this subsection, absent which no continuation of the hearing may be held.*

**VILLAGE OF IRVINGTON**

**PLANNING BOARD**

85 MAIN STREET  
IRVINGTON, NEW YORK 10533  
TEL: (914) 591-8335 • FAX: (914) 591-5870



**IRVINGTON PLANNING BOARD  
AFFIDAVIT OF PUBLICATION**

*[Required when subject property is larger than five acres, or abuts Broadway,  
Main Street, the Hudson River, Harriman Road, or Cyrus Field Road]*

**STATE OF NEW YORK                    )**  
**COUNTY OF WESTCHESTER    ) ss.:**

\_\_\_\_\_, being duly sworn, depose(s) and say(s):

As required by Section 224-69E(2) of the Irvington Zoning Code, a notice in the form attached hereto was published twice, on \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, \_\_\_\_\_ in the official newspaper of the Village of Irvington, namely *The Journal News*.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or print name)

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

*[Attach text of Notice]*

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



## ***Attach A Copy of the Newspaper Publication or Receipt and Remove this Instructional Page***

*[Required when subject property is larger than five acres, or abuts Broadway,  
Main Street, the Hudson River, Harriman Road, or Cyrus Field Road]*

### AFFECTED PROPERTY

Property located in whole or in part within 200 feet of any boundary of a lot, site or parcel for which subdivision or site development plan approval or a zoning variance is sought. [Added 2-27-1989 by L.L. No. 3-1989]

### AFFECTED PROPERTY OWNER

The record owner of a parcel which is affected property. [Added 2-27-1989 by L.L. No. 3-1989]

224-69 E.

Proof of public notice.

(1) The applicant shall submit with his or her application an affidavit stating that written notice of the application containing the information set forth in § 224-69E(3) has been mailed or delivered, not later than 14 days prior to the Planning Board meeting at which the application will be heard, to all affected property owners with respect to the property for which site development plan approval or an amendment to an approved site development plan is sought and, if applicable, stating that the application also includes a consideration of a preliminary layout of a subdivision of the property. Such notice shall be by a method of mail or delivery for which the post office or delivery service company provides proof of mailing or of delivery, and that proof shall be submitted prior to the Planning Board meeting.

**(2) In the case of applications for site development plan approval or to amend previously approved site development plans with respect to sites larger than five acres or property abutting Broadway, Main Street, the Hudson River, Harriman Road or Cyrus Field Road, the applicant shall also submit with his or her application an affidavit stating that notice of the application containing the information set forth in § 224-69E(3) has been published at least twice in the official newspaper(s) of the Village. The later of the notices shall be published not later than 14 days prior to the Planning Board meeting at which the application will be heard.**

(3) The notices required by this subsection shall contain the following information:

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(b) The location of the property and a description by reference to local street names and abutting property owners sufficient to enable the reader to ascertain the location of the property.

(c) A brief description of the proposed site development plan or an amendment to an approved site development plan, including but not limited to the proposed increase in footprint and the dimensions of any new construction; any increase in FAR as described in Article XXII of this chapter; the nature of the proposed use and the number of dwelling units proposed; and, in the case of developments including or consisting of nonresidential uses, the total square footage of proposed buildings and, in the case of an amendment, a description of the proposed change in the previously approved site development plan.

(d) The date, time and place of the Planning Board meeting at which the application will be heard.

(e) Advice that the application may be examined by the public at the office of the Village Clerk and in the Irvington Public Library one week prior to the Planning Board meeting and the hours during which such examination may take place.

(4) In addition to the notice required by Subsection E(1), the applicant shall erect a sign facing each public street on which the property abuts, giving notice that an application has been made. The sign, on a placard to be provided by the Village, shall be posted not less than 10 days immediately preceding the hearing date and shall be displayed continuously until the application is decided. The sign shall not be set back more than 10 feet from any property or street line and shall be placed to assure visibility from the street. Prior to the public hearing, the applicant shall provide proof that the sign was posted as required by this subsection. The applicant shall remove the sign the day after the application is decided.

(5) The Planning Board may not consider any application for site development plan approval or any amendment thereto and may not determine that any such application is complete prior to satisfaction of the notice requirements of this section.

F. In the event that the hearing is continued to another date more than twice, the applicant shall give written notice of the continued dates to all affected property owners by a method of mail or delivery for which the post office or delivery service provides proof of mailing or of delivery, not later than 14 days prior to the continued hearing, and shall submit to the Planning Board at or before each continued hearing proof of compliance with the provisions of this subsection, absent which no continuation of the hearing may be held.

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



## *Attach Photo of Notice Sign and Remove This Instructional Page*

### AFFECTED PROPERTY

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# FILL OUT ZONING WORKSHEET

Available on the village website:

<http://www.irvingtonny.gov/DocumentCenter/View/9940/Zoning-Worksheet>

## (EXCEL FORMAT)

# PRINT SIGN AND SEAL BY LICENSED PROFESSIONAL AND

# INSERT HERE

(replace this page)



# FILL OUT COVERAGE

Available on the village website:

<http://www.irvingtonny.gov/DocumentCenter/View/9941/Coverage-Worksheet>

## WORKSHEET (EXCEL FORMAT)

## PRINT SIGN AND SEAL BY LICENSED PROFESSIONAL AND

# INSERT HERE

(replace this page)



# FILL OUT F.A.R. WORKSHEET

Available on the village website:

<http://www.irvingtonny.gov/DocumentCenter/View/9942/FAR-Worksheet>

## (EXCEL FORMAT)

# PRINT SIGN AND SEAL BY LICENSED PROFESSIONAL AND

# INSERT HERE

(replace this page)

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



*Attach Current Photos of Project Property and Neighboring Properties along with Aerial Views (Google Earth or equal is acceptable) of property and neighborhood and Remove this Instructional Page*

# VILLAGE OF IRVINGTON

## PLANNING BOARD

85 MAIN STREET

IRVINGTON, NEW YORK 10533

TEL: (914) 591-8335 • FAX: (914) 591-5870



*Attach current survey of existing conditions  
And  
Remove this instructional sheet*