

TOWN OF MAMARONECK PLANNING BOARD
RESIDENTIAL SITE PLAN CHECKLIST

Print property address, tax block & lot (the “Property”)

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, REFER TO **CHAPTER 178** OF THE TOWN CODE OF THE TOWN OF MAMARONECK (THE “**RESIDENTIAL SITE PLAN REGULATIONS**”).

THE APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY THE RESIDENTIAL SITE PLAN REGULATIONS ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FOURTEEN (14) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD’S INITIAL CONSIDERATION OF THE APPLICATION.

ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

ACTUAL SIGNATURES ARE REQUIRED. DIGITAL SIGNATURES ARE NOT ACCEPTABLE.

This checklist, signed and dated by each applicant (collectively, the “Applicant”) is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.

THE APPLICANT HAS SUBMITTED THE FOLLOWING (check the applicable boxes)¹:

- 1. The Application, and the application, engineering and inspection fees, in the amounts set forth in the fee schedule approved by the Town Board
- 2. A copy of the most recent deed, showing ownership of the Property by the owner
- 3. A list of all other permits and/or applications which have been or must be made by the Applicant in order to proceed with this Application
- 4. Copies of all previously issued site plan approvals, land use approvals, special permits, variances, covenants and/or restrictions affecting the Property

¹ If any of the items on this checklist are not submitted herewith, please attach an explanation.

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- 5. A completed and signed environmental assessment form, unless this is a Type 2 action under the State Environmental Quality Review Act, as determined by the Town Environmental Planner
- 6. A survey, certified by a NYS licensed surveyor, showing all structures and features including, but not limited to, driveways, parking lots, walkways, etc., as well as the location of any easements and/or rights of way.
- 7. A description of the on-site soil types including, but not limited to, the location of all percolation tests and deep test pits, identifying the depths to ground water and/or bedrock
- 8. Letters or permits from all other agencies, if any, having jurisdiction over the Property in connection with this Application
- 9. If the site plan indicates that all of the proposed action will not be constructed at the same time, a supplementary plan showing the portions of the proposed action to be constructed in the future
- 10. A site plan, prepared in consultation with the Town Building Department staff and consultants as described in Section 178-7 of the Town Code, showing (among other things) the arrangement, layout, grading, landscaping and design of the proposal. The site plan shall be a detailed development plan prepared by a NYS licensed architect or a NYS licensed professional engineer, under professional seal, drawn upon a certified survey of the Property prepared by a NYS licensed surveyor. (See Sections 178-3 and 178-8, respectively, for the definition of “site plan” and for additional required contents of the application). The site plan shall include at least the following information:
 - (i) all existing improvements and streets, and the location of any zoning district lines
 - (ii) the length, width, height, location and area of the existing buildings and structures on the Property that are designated for demolition or removal or have already been demolished or removed
 - (iii) the length, width, height, location, area and design of the footprint of the existing buildings and structures on the Property that are not designated for demolition or removal
 - (iv) the length, width, location and area of the footprint of the existing improved surfaces on the Property
 - (v) the length, width, height, location, area and design of the footprint of the buildings and structures proposed for the Property

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- (vi) the location of all existing and proposed parking areas, driveways, terraces, patios, walkways and other impervious areas
- (vii) any proposed division of any building into units for separate occupancy
- (viii) the topography and distances between existing buildings, other structures and other improved surfaces that presently exist on the Property and on all adjacent properties and properties across the street
- (ix) the topography and distances between the buildings, other structures and other improved surfaces on the Property and on all adjacent properties and properties across the street that are to exist after all construction and regrading is complete
- (x) a topographical map showing (a) both the existing topography and the proposed final grade elevations at intervals of two feet or less, and the existing grade on properties that abut the Property for a distance of ten feet from each of the Property's lot lines, and (b) detailed information on the methods proposed to be used to retain, stabilize and/or refurbish regraded areas
- (xi) the location of all existing watercourses, intermittent streams, wetland areas, rock outcroppings, wooded areas and other significant existing features that lie within the perimeter of the area covered by the site plan
- (xii) the location and description of all existing and proposed site improvements, including, but not limited to, water pipes, gas lines, electric lines, drainage pipes, drains, culverts, ditches, bridges and other drainage works, retaining walls and medians, dividers, fences, utilities, septic systems, external lighting, generators, central air conditioning equipment, solar systems, and mechanical equipment for swimming pools²
- (xiii) the location of all existing and proposed easements
- (xiv) identification and location of all trees exceeding four (4) inches in diameter at a height four (4) feet above the ground to be removed (including the necessity for doing so) or protected during construction (with a detail of tree protection measures), including any applicable arborists' reports, to fully comply with Town Code Chapter 207
- (xv) a complete landscaping plan showing the species, size and location of all landscaping and buffer areas including, but not limited to, proposed replacement and additional trees and bushes
- (xvi) all required engineering calculations, analysis and design, to fully comply with Town Code Chapter 95

² Drainage information shall be provided, under seal, by either a NYS licensed professional engineer or a NYS licensed landscape architect.

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- (xvii) identification of means of rock removal (i.e. blasting or mechanical), if any, and an engineering analysis and estimates of quantities for rock removal, to fully comply with Town Code Chapter 106
- (xviii) the location of any wetlands and watercourse disturbances and restoration details, to fully comply with Town Code Chapter 114
- (xix) the location(s) where materials and equipment, including, but not limited to, portable sanitary facilities, will be kept
- (xx) a separate area map and photo realistic renderings of (a) the Property, (b) the properties that abut the Property, (c) the properties immediately across all street from the Property and (d) the expected view of the Property, once fully developed, from the streets that the Property abuts, including from the properties that abut the Property. (See Town Code Section 178-3 for the definition of “map”)

FOURTEEN (14) COMPLETE APPLICATION PACKAGES, PLUS A DIGITAL COPY OF THE ENTIRE APPLICATION PACKAGE (EXCEPT FOR THE FEES), MUST BE SUBMITTED TO THE TOWN BUILDING DEPARTMENT, WITH ALL REQUIRED DOCUMENTS ATTACHED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST.

IN ADDITION TO COMPLYING WITH THE FOREGOING SUBMITTAL REQUIREMENTS, THE APPLICANT IS REQUIRED TO COMPLY WITH THE NOTIFICATION PROCEDURES SET FORTH IN CHAPTER 144 OF THE TOWN CODE.

The undersigned applicant(s) hereby certifies/certify that all documents checked above are submitted herewith and are accurate and complete.

SIGNATURE OF EVERY APPLICANT - IF INDIVIDUAL(S):

_____	_____
Signature	Signature
Print Name: _____	Print Name: _____

AUTHORIZED SIGNATURE OF EVERY APPLICANT - IF AN ENTITY:

_____	_____
Print name of entity	Print name of entity
By: _____	By: _____
Signature	Signature
_____	_____
Print name	Print name
Title: _____	Title: _____
Print	Print