

TOWN OF MAMARONECK PLANNING BOARD

RESIDENTIAL SITE PLAN CHECKLIST

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Print property address, tax block & lot

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**”).

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 FORTY-FIVE (45) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD’S INITIAL CONSIDERATION OF THE APPLICATION.

NO DOCUMENTS FROM APPLICANT WILL BE CONSIDERED BY THE PLANNING BOARD IF RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO THE APPLICABLE PLANNING BOARD MEETING. ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

**This signed and dated checklist 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<sup>1</sup>:

- 1. An application, application fee, engineering and/or inspection fee in amounts set forth in the fee schedule approved by the Town Board
- 2. The name, address, email address and telephone number of the applicant and of the property owner, if different
- 3. A copy of the deed of ownership and, if the applicant is not the record owner, a notarized statement from the owner authorizing the applicant to proceed on behalf of the owner
- 4. A list showing any Town officer, employee or board member with an interest in this application
- 5. A summarized 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

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<sup>1</sup> If any of the items on this checklist are not submitted herewith, please provide an explanation.

- 6. Copies of all previously issued site plan approvals, special permits, variances, covenants and/or restrictions affecting the subject property, to be obtained by the applicant from a Town and County record search
- 7. Letters or permits from other agencies having jurisdiction containing comments on the proposed site plan
- 8. If the site plan indicates that the total proposed action will not be constructed at the same time, a supplementary plan indicating what portions of the proposed action will be constructed in the future
- 9. A list of all property owners within a three-hundred-foot radius of the perimeter of the parcel, along with their mailing addresses
- 10. Certification from the Town of Mamaroneck Building Inspector or Director of Building Code Enforcement that the proposed site plan meets all of the requirements of Chapter 240 (Zoning) of the Town Code or, if not, the variances and/or special permits that are required
- 11. A residential site plan prepared in consultation with the Town Building Department staff and consultants as described in Section 178-7 of the Residential Site Plan Regulations, 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 parcel prepared by a licensed surveyor. (See also 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 footprint of the existing buildings and structures on the parcel that are designated for demolition or removal or have already been demolished or removed
  - (iii) the length, width, height, location, design and area of the footprint of the existing buildings and structures on the parcel 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 parcel
  - (v) the length, width, height, location, design and area of the footprint of the buildings and structures proposed for the parcel
  - (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 parcel 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 parcel 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 parcel for a distance of ten feet from each of the parcel'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 outcrops, wooded areas and other significant existing features that lie within the perimeter of 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, lighting, generators, central air conditioning equipment, solar systems, and mechanical equipment for swimming pools<sup>2</sup>

(xiii) the location of all existing and proposed easements

(xiv) identification and location of all trees exceeding six (6) 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 arborist 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 and proposed replacement trees and bushes

(xvi) all required engineering calculations, analysis and design, to fully comply with Town Code Chapter 95

(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) location of any wetlands disturbances and restoration details, to fully comply with Town Code Chapter 114

(xix) the location(s) where materials and equipment, including portable sanitary facilities, will be kept

(xx) a separate area map and photo realistic rendering(s) of (a) the parcel, (b) the properties that abut the parcel, (c) the properties immediately across the street from the parcel and (d) the streets that the parcel abuts. (See also Section 178-3 for the definition of "map")

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

FOURTEEN (14) COMPLETE APPLICATION PACKAGES ARE REQUIRED TO BE SUBMITTED TO THE DEPARTMENT OF BUILDING WITH DOCUMENTS ASSEMBLED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST. A MINIMUM OF FIVE (5) OF THE APPLICATION PACKAGES MUST CONTAIN FULL SCALE DRAWINGS; OTHERS CAN BE REDUCED SCALE COPIES.

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.**

_____	_____	_____
<b>Print Name of Applicant</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>Print Name of Applicant</b>	<b>Signature</b>	<b>Date</b>