

TOWN OF MAMARONECK PLANNING BOARD
CHECKLIST FOR SPECIAL USE PERMITS

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 240** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 240 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 FOLLOWING HAVE BEEN SUBMITTED:

- 1. An 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 owner, a notarized statement from the owner authorizing the applicant to proceed on behalf of the owner
- 4. The applicant has identified on the application 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 the special use
- 6. Copies of any previously approved site plan and/or issued land use approvals, special permits, variances, covenants and/or restrictions affecting the subject property, resulting from a Town and County record search

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- 7. Copies of any permits related to the operation of the property
- 8. A completed and signed environmental assessment form
- 9. A list of all neighboring property owners, along with their mailing addresses, in accordance with the notification requirements of Chapter 144 of the Town Code.
- 10. The present (or most recent prior) use at the location for which the proposed special permit is sought
- 11. The proposed use for which the special permit is sought
- 12. A full description of all construction which will be done, if any
- 13. FOURTEEN (14) sets of plans for the proposed project, which shall show the location of all structures, lighting, driveways, easements, rights of way, parking lots, walkways, traffic access and circulation drives, open spaces, landscaping, topography, special features and all other pertinent information, including a detailed architectural design of all affected buildings, a landscaping plan, and plans and specifications for all signs which the applicant proposes to use in connection with the proposed special use, including all such information as to all adjoining properties.

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 PRO-CEDURES 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.

Print Name of Applicant

Signature

Date

Print Name of Applicant

Signature

Date