

# INCORPORATED

## VILLAGE OF EAST HILLS

### **PLANNING BOARD APPLICANT CHECKLIST**

The following checklist is designed to assist applicants in preparing for their presentation before the Planning Board. All applicants should use this list to ensure that complete documentation is submitted to the Board for consideration. Failure to do so means that the Board may need to request further information, potentially delaying a decision on this project. Please consult Village Code, as necessary, for further details.

Utility plans, Landscaping plans, architectural elevations, etc. may be shown on separate sheets.

#### **General Information:**

1. All applications should include detailed scaled drawings prepared by a licensed architect or engineer indicating the nature of all construction attendant to the application; sketches, conceptual drawings, schematic drawings or renderings generally will not be adequate.
2. All drawings should include pertinent dimensions of construction, distances to property lines and property elevations for primary and appurtenant structures.
3. If "preliminary" drawings are submitted for review any approval will be contingent upon the preparation of detailed "final" construction drawings to be submitted to the Building Inspector for final review.
4. Applications for pools should include specific locations of paved areas, mechanical equipment fencing and any other appurtenant construction and landscaping.
5. All Planning Board proceedings will identify drawings or specifications by title, preparers identification number, date and revisions as the basis for review and approval. Such proceeding, meeting, any resolution and approval will indicate whether "final" construction, landscaping plans, or specifications must be prepared.
6. All resolutions and approvals will clearly state that any variance from the approved "final" construction drawings, whether intentional or due to field conditions or unforeseen circumstances will require additional review and approval prior to construction.
7. All approvals will state that any variance from approved documents is the responsibility of the owner and subject to removal or penalty if unauthorized.
8. All approvals will state that no verbal changes or opinions from any individuals shall be considered binding; only written approvals will be considered valid.

THIS FORM IS TO BE SUBMITTED WITH THE  
APPLICATION

DATE: \_\_\_\_\_

TITLE OF PLAN: \_\_\_\_\_

NAME OF APPLICANT (S): \_\_\_\_\_

NAME & TITLE OF APPLICANT. \_\_\_\_\_

NAME OF OWNER OF RECORD. \_\_\_\_\_

NAME OF PERSON, FIRM OF ORGANIZATION PREPARING MAPS ( MUST  
BE ARCHITECT, LANDSCAPE ARCHITECT, CIVIL ENGINEER OR AIR  
SURVERYOR). \_\_\_\_\_

TAX SECTION, LOT AND BLOCK NUMBERS. \_\_\_\_\_

PHOTOS FROM CENTER OF PROPERTY TO STREET. \_\_\_\_\_

DATE, WRITTEN AND GRAPHIC SCALE AT NOT LESS THAN (1) INCH  
EQUALS THIRTY (30) FEET AND NOT MORE THAN (1) INCH EQUALS TEN  
(10) FEET AND NORTH ARROW.

\_\_\_\_\_  
LOCATION MAP OF THE SITE WITH REFERENCE TO SURROUNDING  
AREAS AND EXISTING STREET LOCATIONS INCLUDING THE NEAREST  
STREET CORNER(S) 200' MINIMUM RADIUS. \_\_\_\_\_

ZONING DISTRICT IN WHICH THE PROPERTY IN QUESTION FALLS AND  
ZONING DISTRICT OF ADJOINING PROPERTIES. \_\_\_\_\_

ZONING AS OF RIGHT OR VARIANCE REQUIRED. \_\_\_\_\_

INDICATE SETBACKS ON PLAN. \_\_\_\_\_

**HEALTH DEPARTMENT AND WATER AVAILABILITY PROVIDED TO PROPERTY.** \_\_\_\_\_

**DESCRIBE LOCATION OF ALL EXISTING UNDERGROUND OIL TANKS OR HAZARDOUS WASTE STORAGE.** \_\_\_\_\_

**DESCRIBE LOCATION OF ALL EXISTING UNDERGROUND OIL TANKS OR HAZARDOUS WASTE STORAGE.** \_\_\_\_\_

**DESCRIBE LOCATION OF NATURE OF ASBESTOS ON PROPERTY AND PREMISES, IF ANY.** \_\_\_\_\_

**INCLUDE ON PLANS A SCHEDULE OF ZONING PER CODE AND HOW THE PROPOSED PLAN CONFORMS.** \_\_\_\_\_

**NAMES OF OWNERS OF ALL CONTIGUOUS LAND AND ADJACENT PROPERTY.** \_\_\_\_\_

**LOCATION, WIDTH AND PURPOSE OF ALL EXISTING AND PROPOSED EASEMENTS, RIGHT OF WAY, ALL LANDS TO BE DEDICATED TO THE VILLAGE OR RESERVED FOR SPECIFIC USES SUCH AS OPEN SPACE, PARK, LAND, ETC.**

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**ANY EXISTING DEED RESTRICTIONS OR CONVENTS APPLYING TO THE PROPERTY.** \_\_\_\_\_

**DIMENSIONS OF LOT, SETBACKS, FRONT YARD, SIDE YARDS AND REAR YARD; SIZE, TYPE AND LOCATION OF FENCES.**

\_\_\_\_\_  
**THE DIMENSION AND LOCATION OF EXISTING AND/OR PROPOSED DUMPSTERS.**

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**MAP OF EXISTING AND/OR PROPOSED DUMPSTERS.** \_\_\_\_\_

**THE OUTSIDE DIMENSIONS OF EXISTING AND/OR PROPOSED PRINCIPAL BUILDINGS AND ACCESSORY STRUCTURES. IDENTIFY ANY DESIGNATED USES OF SPACE OR PLANNED ACCESSORY USES.**

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**EXISTING AND PLANNED LANDFORM CONTOURS AT A MINIMUM OF FIVE (5) FOOT INTERVALS OR LESS AS REQUIRED TO ADEQUATELY DESCRIBE THE LANDFORM.**

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**STORM WATER DRAINAGE PLAN SHOWING LOCATION OF ALL INLET PIPES, SALES, BERMS AND OTHER DRAINAGE FACILITIES, INCLUDING ROOF LEADERS. INDICATE EXISTING AND PROPOSED RUNOFF CALCULATIONS . NOTE SURFACE WATER FLOW PATTERNS, BOUNDARIES OF ANY AREAS SUBJECT TO FLOODING OR STORM WATER OVERFLOWS AND ANY ANTICIPATED FLOOD HAZARD OR CHANGES PLANNED IN THE SURFACE WATER DRAINAGE PATTERN.**

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**UTILITIES PLAN DETAIL, INCLUDING THE LOCATION OF EXISTING AND PROPOSED ELECTRIC, POWER ABLE, CABLE, TELEVISION OR OTHER SUSPENDED WIRING AND THE LOCATION OF ALL EXISTING AND PROPOSED UTILITY, WATER LINES, IRRIGATION LINES OR OTHER IN GROUND FIXTURES AT THE SITE AND ADJOINING IT.**

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**MAP OF THE ENTIRE PROPERTY IN QUESTION, EVEN THOUGH ONLY A PORTION OF THE PROPERTY MAY BE INVOLVED IN THE SITE PLAN. IF IT IS PHYSICALLY IMPOSSIBLE TO SHOW THE ENTIRE PROPERTY ON ONE SHEET, A SEPARATE MAP AT AN APPROPRIATE SCALE MAY BE SUBSTITUTED.**

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**SIGNIFICANT EXISTING PHYSICAL FEATURES, INCLUDING STREAMS, WATER COURSES, WETLAND OR TIDAL AREAS, ROCK OUTCROPS, AND SOIL TYPE, IF NOT DISTURBED.**

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**INCLUDE LAND SURVEY WITH BEARINGS, DISTANCES, AND ANGLES SUFFICIENT TO PRECISELY DEFINE THE BOUNDARIES OF THE PROPERTY. ALL DISTANCES SHOULD BE SHOWN IN FEET AND TENTHS OF A FOOT, ANGLES DEFINE TO THE NEAREST TEN (10) SECONDS AND WITH A CLOSURE NOT EXCEEDING ONE (1) IN TEN THOUSAND (10,000) .**

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**PLANS OF OFF STREET PARKING LAYOUT AND OFF STREET LOADING FACILITIES SHOWING LOCATION AND DIMENSION OF INDIVIDUAL PARKING SPACES, LOADING AREAS, AISLES, TRAFFIC PATTERNS AND DRIVEWAYS FOR INGRESS AND EGRESS. PAVEMENT AND GUTTER MATERIALS SHOULD ALSO BE SPECIFIED.**

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**ALL DRIVEWAYS, STREETS, CURBS AND SIDEWALKS ADJOINING SITE, INCLUDING DIMENSIONS AND SPOT ELEVATIONS.**

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**TYPICAL FLOOR PLANS AND FLOOR ELEVATIONS NOTING LEVEL CHANGES, EXTERIOR STEPS, DECKING, RAISED EXTERIOR BEDS, ETC.**

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**EXISTING AND PROPOSED SANITARY SEWERAGE DISPOSAL AND STORAGE AREA.**

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**EXISTING AND ANY PROPOSED CHANGES TO THE WATER SUPPLY SYSTEM.**

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**METHOD OF SOLID WASTE DISPOSAL AND STORAGE AREA.**

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**NOTE ANY SIGNIFICANT EXTERIOR UTILITY EQUIPMENT OR APPURTENANCES SUCH AS SOLAR COLLECTORS, DISH ANTENNAS, AIR CONDITIONING EQUIPMENT, ETC.**

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**EXISTING AND PROPOSED SPOT ELEVATIONS BASED UPON THE U.S. COASTAL AND GEODETIC DATUM AT ALL BUILDING CORNERS, ALL BUILDING CORNERS, ALL FLOOR LEVELS, CENTERLINES OF ABUTTING ROADS, TOP AND BOTTOM CURBS, PROPERTY CORNERS, GUTTERS AND OTHER PERTINENT LOCATIONS.**

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**LOCATION OF ALL EXISTING TREES AND TREE MASSES INDICATING GENERAL SIZES AND SPECIES OF TREES AND LOCATION OF ALL EXISTING TREES WITH DIAMETERS OF EIGHT (8) INCHES, MEASURED THREE (3) FEET ABOVE THE BASE.**

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**LANDSCAPING AND BUFFERING PLAN SHOWING WHAT WILL REMAIN AND WHAT WILL BE PLANTED, INDICATING NAMES OF PLANTS AND TREES AND DIMENSIONS, APPROXIMATE TIME OF PLANTING AND METHOD OF PLANTING ( BARE ROOT, BALL AND BURLAP, ETC.) NOTE, ALSO PROJECTED TIMING FOR PLANTING AND THE TIMING OF ANY METHODS DESIGNATED FOR THE CONTROL OF SOIL EROSION.**

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**SHORT ENVIROMENTAL IMPACT ASSESSMENT FORM. \_\_\_\_\_**

**LETTER FROM FIRE AUTHORITY REGARDING ACCESSIBILITY OF LACK THEREOF TO PLAN AS PROPOSED; PROPOSED HYDRANTS.**

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**SCHOOL BUS ACCESS. \_\_\_\_\_**

**ANY OTHER PERTINENT INFORMATION AS MAY BE REQUIRED BY THE PLANNING BOARD BASED ON SPECIAL CIRCUMSTANCES. \_\_\_\_\_**

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