



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

PLANNING BOARD APPLICATION CHECKLIST

All applications must:

- Have prior referral by the Building Inspector
- Be complete, collated and securely bound (rolled plans or uncollated packets will not be accepted)

Checklist of required materials for Planning Board application submissions

- Application Fee: \$3,500 (Subdivision or Site Plan Review) \$1,000 (Other)
- Deposit: \$5,000 per lot

ORIGINAL PLUS EIGHT (8) complete sets of the following, collated in the order below:

- Copy of Denial Letter from Village of East Hills Building Department
- Planning Board Application Form (4 pages)
- Environmental Assessment Form
- Topographic survey of subject property – must show all existing improvements
- Radius Map for all properties within 200' of the subject property
- List of property owners and addresses for all parcels identified on radius map
- Site Plan, Floor Plans, Elevations and Architectural Drawings where applicable
- Any additional supporting documentation to fully describe the project

Instructions for Planning Board Application Packets:

- Each set of application materials is to be bound neatly with binder clips or each in a separate folder. One set must include original signatures, this set must be clearly marked. The remaining sets may be copies of the original.
- Uncollated or unbound application packets, as well as those bound only with rubber bands or paper clips will be rejected.
- All plans must be properly folded with the architect's seal outward. Please refer to Youtube tutorials if you are unfamiliar with how to fold plans. Rolled plans will not be accepted.
- The plans may be provided as full sized drawings or they may be reduced to 11 x 17 (ledger) sized paper, provided that all details in the drawings are clearly legible. If reducing the plans renders them unreadable, please provide full sized plans.

It is the applicant's responsibility to retain a hard copy and electronic copy (pdf) of each page of your application submissions for your use. You will be provided with a link by email to upload the electronic copy to our website.



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

APPLICATION FOR THE PLANNING BOARD

Project Location: _____

Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____

1. Project Type (*select all that apply*):

Residential Subdivision Commercial Development Other _____

2. Applicant is: Owner/Corporation/Partnership/LLC Association Counsel Other

This Application must be made in the name of the person or entity that owns the property, or is a tenant or purchaser, or is a party objecting to the determination of the Building Inspector who is aggrieved by the determination. If the Applicant is not the Owner of the property, please describe your relationship to the property and the date such relationship commenced in item 4 below.

Please check the box next to the primary contact for this application.

3. Owner(s): _____

If owner is a corporation/partnership/LLC, state name of officer authorized to make this application:

Phone #: _____ Email(s): _____

Mailing Address: _____

Most recent Purchase/Transfer date of property: _____, _____

4. Applicant(s) (if not Owner): _____

Phone #: _____ Email(s): _____

Relationship to Subject Parcel: _____ Since (Date): _____

Mailing Address: _____

5. Architect/Engineer (Company Name): _____ Contact Person: _____

Phone #: _____ Email(s): _____

Mailing Address: _____

6. Landscape Designer (Company Name): _____ Contact Person: _____

Phone #: _____ Email(s): _____

Mailing Address: _____

7. Counsel (Company Name): _____ Contact Person: _____

Phone #: _____ Email(s): _____

Mailing Address: _____

8. Other Representative (Company Name): _____ Contact Person: _____

Phone #: _____ Email(s): _____

Mailing Address: _____



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

APPLICATION FOR THE PLANNING BOARD

Project Location: _____

9. Please describe the proposed work that is the subject of this application: _____

10. Does this address have any prior Planning Board or ZBA decisions? Yes No I have no knowledge
If yes, provide approval date(s) & variance information (attach additional sheets as necessary): _____

11. Is this property currently under construction? Yes No *If yes, provide gate access code:* _____

12. It is the applicant's responsibility to secure all pets and remove any hazardous conditions, including irregular topography or any loose impediments at the time of Board inspection. Please indicate if there is the possibility of a hazard existing, such as a free dog, when an unannounced inspection is attempted.
 No known hazards exist Hazard may exist

13. Does this project include the removal of any trees? Yes No # of trees proposed to be removed: _____
If yes, please include a tree removal application and landscape plan with your submission.

14. Please describe any unusual circumstances and conditions affecting said property, which are inherent in and peculiar to the subject property and which do not apply generally to other properties in the vicinity or neighborhood, or any unusual hardships or circumstances that could deprive applicant of the reasonable use of said property (*attach additional sheets as necessary*): _____



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

APPLICATION FOR THE PLANNING BOARD

Project Location: _____

DISCLOSURE AFFIDAVIT AS REQUIRED BY § 806 OF GENERAL MUNICIPAL LAW

STATE OF NEW YORK,
COUNTY OF NASSAU, ss.:

I, _____, (print name) being duly sworn depose and say:

1. That I am the owner of the property which is the subject matter of this application, or if the subject property is owned by a corporation/partnership/association, I am the (circle one) president / partner / attorney / other _____ for the corporation, or I am the aggrieved party and;

2. I have read Section 809 of the General Municipal Law which states:

§ 809. Disclosure in certain applications.

1. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

(a) is the applicant, or

(b) is an officer, director, partner or employee of the applicant, or

(c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or

(d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition or request.

3. In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. "Party officer" shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law.

4. Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

5. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor;

3. I am familiar with all persons having an interest in the person, partnership or association making this application as defined in Subdivision 2 of Section 809 and hereby state that no officer or employee of the Village of East Hills has any such interest in the applicant except those whose name, residence and extent of interest are stated on Schedule A which is annexed to this affidavit and signed by me.

Print Name: _____ Signature: _____

On the ____ day of _____, 20____ before me came the undersigned known to me to be the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that they executed same.

Notary Public, Nassau County, New York

Planning Board Application 10/2024



VILLAGE OF EAST HILLS

INCORPORATED JUNE 24, 1931

209 Harbor Hill Road, East Hills, New York 11576
Telephone (516) 621-5600 • Fax (516) 625-8736

APPLICATION FOR THE PLANNING BOARD

Project Location: _____

AUTHORIZATION AND AFFIDAVIT OF OWNER OR OWNERS

STATE OF NEW YORK,
COUNTY OF NASSAU, ss.:

I, _____ (print name) being duly sworn, depose and say that;

1. I state that I am the property owner or one of the property owners of (address) _____, East Hills, NY, which is the subject property, and I certify that the information provided on the application is accurate and the statements are true to the best of my knowledge and belief. If the subject property is owned by a corporation/partnership/association I am the (circle one) president / partner / attorney / other _____ for the corporation.
2. If there is more than one property owner, I further certify that I am authorized to act on behalf of all owners with respect to the submission of this application, and that they have been informed of all information included in this application as well as its terms and conditions. To the extent any statement found below refers to "I", it is understood that if there is more than one owner each owner agrees with each statement and has reviewed it.
3. I reside at _____.
4. I hereby grant permission for the members of the Planning Board of the Incorporated Village of East Hills, to enter and inspect the property for the purposes of reviewing and rendering a determination with regards to this application. This authorization will remain in effect until a decision is issued by the Planning Board or a written notice of revocation is filed with the Village Clerk's office.
5. I am fully familiar with all of the facts and circumstances set forth in this application, and I attest that the statements of facts contained in the foregoing application are true.
6. I acknowledge that the plans for proposed improvements and all application documents submitted will be addressed in a public forum and that in accordance with New York's Freedom of Information Law, the public is to be provided access to all documents concerning the application including by internet or web access as well as review of documents maintained at Village Hall.
7. I agree to reimburse the Village for any expenses or costs incurred by the Village in the review and evaluation of this application, as set forth in the Village Code. I understand that I am responsible for these reimbursements regardless of the decision rendered for my application.
8. I have authorized (print name) _____ of (print company name) _____ to make the foregoing application and to appear and present this application to the Planning Board on my behalf in person or by representative.
9. I agree that if I am not present at a scheduled meeting, my representatives are authorized to proceed in my absence, to make changes to the application at any meeting regarding materials or design, and I recognize that my case may be delayed to a subsequent meeting.

Owner's Name: _____ Signature: _____

On the ____ day of _____, 20____ before me came the undersigned known to me to be the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that they executed same.

Notary Public, Nassau County, New York
Planning Board Application 10/2024