VILLAGE OF MAMARONECK
PLANNING DEPARTMENT

169 Mt. Pleasant Avenue,
Mamaroneck, NY 10543

Phone: (914) 825-8758
www.village.mamaroneck.ny.us/planning-department

Planning Board Special Permit Review Application Checklist

SUBMISSION REQUIREMENTS: (TO BE DEEMED COMPLETE)

- Submit one hard copy set of the items below:
  - Planning Board Application.
  - Cover Letter explaining the application.
  - Short Environmental Assessment Form Part 1 (Full Environmental Assessment Form upon request of the commission or if the action is type 1).
  - Copy of the most recent survey, if the survey is more than one year old a sworn statement from the owner attesting there have been no changes that would affect the accuracy of the survey.
    - Property Survey.
    - A set of drawings complaint with 342-70, including:
    - Elevations
    - Floor plans with dimensions
    - Cross sections with heights
    - Layout of off-street parking and loading areas
    - Number and width of parking spaces and aisles
    - Traffic access
    - Lighting
    - Tree preservation plan (if checklist not applicable, complete form with 'NA')
    - Screening
    - Surfacing and drainage of parking areas
  - Copies of submissions to other land use boards (if different from submission to Planning Board).
  - Copy of building permit application.
  - Copy of building determination letter.
- Submit a digital copy with each set of items as a separate pdf to the Planning Department (e.g. one pdf with architectural plans, one pdf of the survey, one pdf of the application, one pdf of the SWPPP etc.)
  - Note: copies of both physical and digital plans must be signed and sealed by a licensed architect or engineer. ____
- Please confirm application fees with the Planning Department. A check with the application fee made payable to "Village of Mamaroneck" must be included with the application. The Village fee schedule is available here.
- A check with the required escrow deposit made payable to "Village of Mamaroneck" must be included with the application as needed. Please refer to the determination letter for the specified escrow deposit amount.
  - Note: the escrow deposit must be a separate check from the application fees.

Notice requirements

- Please review Chapter 372-3, staff will provide detailed notice instructions once the above has been deemed complete.

VILLAGE OF MAMARONECK
PLANNING DEPARTMENT

169 Mt. Pleasant Avenue,
Mamaroneck, NY 10543

Phone: (914) 825-8758
www.village.mamaroneck.ny.us/planning-department

Planning Board Special Permit Review Application

Recieved By : _____ Date :_____

App # :_____

1. The following are the provisions of the Village Code under which a special permit is required from the Planning Board (Please Check One)
   - Article VI, Section 342-32C (1) Home improvement design centers
   - Article VI, Section 342-32 C(2) Indoor recreation facility
   - Article VI, Section 342-32 C(3) Art, film, music and dance instruction
   - Article VI, Section342-32 C(4) Adult uses
   - Article VI, Section 342-32 C(5) Motor vehicle, service, repair, body stations and public garages
   - Article VII Section 342-4-1 Agricultural use
   - Article VII, Section 342-50A (4), Infill housing
   - Article VII, Section 342-52.1 Nursing homes
   - Article XVI, Section 342-116 Wireless Telecommunications Facilities

Anything not listed, please fill out below:

Article_____ Section_____

2. List all permits you must obtain in order to complete the project requested in this application (Include all permits or approvals necessary from any state, federal, county, or local agency or department.)

_____ _____

Applicant's Signature Date

Please provide information that supports your Application. You must refer to the appropriate sections of the Village Code and to other legal requirements necessary for the board to consider your application.

(Article X Special Permit) § Action on referral.

1. That the location and size of the use, the nature and intensity of the operations and traffic involved in or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to the type, arrangement and capacity of streets giving access to it and the hours of operation are such that the proposed use will be in harmony with the appropriate and orderly development of the district in which it is located.

2. That the location, nature and height of buildings, walls and fences and the nature and extent of the landscaping and screening on the site, as existing or proposed, are such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.

3. That operations in connection with the proposed use will not be objectionable by reason of noise, fumes, smoke, dust, vibration, glare, intensity or flashing of lights.

4. That the parking areas be provided will be of adequate capacity for the particular use, properly located and suitably screened from adjoining residential uses and that the entrance and exit drives shall be laid out so as to achieve maximum safety.

5. That, where they applicable, the standards and requirements established or approved by the Village Engineer have been satisfactorily met as evidenced by his certification and that all necessary approvals of any other governmental agency or board have been or will be obtained by the applicant.

For more information on special permit procedures, please visit the Village code.

Coastal Assessment Form

I. Instructions

a. In accordance with Chapter 240 of the Village Code, proposed actions are to be reviewed to determine their consistency with the policies of the Village of Mamaroneck Local Waterfront Revitalization Program. This Coastal Assessment form is intended as an aid to that review.

b. As early as possible in an agency's formulation of a direct action or as soon as an agency receives an application for approval of an action, the agency shall do the following:

   i. For direct agency actions, the agency shall complete this Coastal Assessment Form. This CAF shall be completed prior to the agency's determination of environmental significance under SEQRA.

   ii. Where applicants are applying for approvals, the agency shall cause the applicant to complete this Coastal Assessment Form, which shall be completed and filed together with the applications for approval and Environmental Assessment Form.

   iii. Unless the application is being undertaken, funded, or approved by the Board of Trustees or is otherwise exempted under Chapter 240 of the Village Code, CAFs shall be forwarded to the Harbor Coastal Zone Management Commission for a determination of consistency. Where the action is being undertaken, funded, or approved by the Board of Trustees, the Harbor Coastal Zone Management Commission shall be provided with a copy of the CAF for purposes of making a written recommendation on consistency to be forwarded to the Board of Trustees to assist that Board in determining consistency of the application. If an action cannot be certified as consistent to the maximum extent practicable with the coastal policies, it shall not be undertaken.

c. Before answering the questions in Section II, the preparer of this form should review the coastal policies contained in the LWRP. A proposed action should be evaluated as to its significant beneficial and adverse effects upon the coastal area.

II. Coastal Assessment Form (Check either "Yes" or "No" for each of the following questions). (See Chapter 240 of the Village Code for additional information.)

a. Will the proposed action be located in, or contiguous to, or to have a significant effect upon any of the resource areas identified in the Local Waterfront Revitalization Program?

Resource Area	Yes	No
Significant fish/wildlife habitats (7, 7a, 44)	☐	☐
Flood Hazard Areas (11, 12, 17)	☐	☐

Tidal or Freshwater Wetland (44)	☐	☐
Scenic Resource (25)	☐	☐
Critical Environmental Areas (7, 7a, 8, 44)	☐	☐
Structures, sites, or sites districts of historic, Archeological, or cultural significance (23)	☐	☐

b. Will the proposed action have a significant effect on any of the following?

	Yes	No
Commercial or recreational use of the fish and wildlife resource (9, 10)	☐	☐
Development of the future or existing water-dependent uses (2)	☐	☐
Land and water use (2, 4)	☐	☐
Existing or potential public recreation opportunities (2, 3)	☐	☐
Large physical change to a site within the coastal area which will require the preparation of an environmental impact statement (11, 13, 17, 19, 22, 25, 37, 38)	☐	☐
Physical alteration of one or more areas of land along the shoreline, land under water or coastal waters (2, 4, 11, 12, 17, 20, 28, 35,44)	☐	☐
Physical alteration of three or more acres of land located elsewhere in the coastal area (11, 12, 17, 33, 37, 38)	☐	☐
Sale or change in use of state-owned lands, located under water (2, 4, 19, 20, 21)	☐	☐
Revitalization/redevelopment of deteriorated or underutilized waterfront site (1)	☐	☐
Reduction of existing or potential public access to or along coastal waters (19, 20)	☐	☐
Excavation or dredging activities or the placement of fill materials in coastal waters of Mamaroneck (35)	☐	☐

Discharge of toxic, hazardous substances, or other pollutants into coastal waters of Mamaroneck (34, 35, 36)	☐	☐
Draining of storm water runoff either directly into coastal waters of Mamaroneck or into any river or tributary which empties into them (33, 37)	☐	☐
Transport, storage, treatment or disposal or solid waste or hazardous materials (36, 39)	☐	☐
Development affecting a natural feature which provides protection against flooding or erosion (1, 2)	☐	☐

c. Will the proposed activity require any of the following?

	Yes	No
Waterfront site (2, 4, 6, 19, 20, 21, 22)	☐	☐
Construction or reconstruction of a flood or erosion control structure (13, 14)	☐	☐

III. Remarks or Additional Information

Preparer's Name/Title: _____

Company: _____

Address: _____

_____ Date: _____

PREPARER'S SIGNATURE

Coastal Assessment Form - Narrative

Compliance with LWRP Policies

INSTRUCTIONS

Please indicate how your project complies with each LWRP policy. If a policy does not pertain to your project, please indicate - N/A." A response must be provided for each policy. If additional space for responses is needed, please add an addendum. The Village of Mamaroneck LWRP can be viewed at: http://www.village.mamaroneck.ny.us/pages/mamaroneckny/webdocs/LWRP.pdf

Development Policies

Policy 1. Restore, revitalize, and redevelop deteriorated and under-utilized waterfront areas for commercial and industrial, cultural, and other compatible uses.

Policy 2. Facilitate the siting of water-dependent uses and facilities on or adjacent to coastal waters.

Policy 3. Not applicable.

Policy 4. Strengthen the economic base of smaller harbor areas by encouraging the development and enhancement of those traditional uses and activities which have provided such areas with their unique maritime identity.

Policy 5. Encourage the location of development in areas where public services and facilities essential to such development are adequate.

Policy 6. Expedite permit procedures in order to facilitate the siting of development activities at suitable locations.

Fish and Wildlife Policies

Policy 7. Significant coastal fish and wildlife habitats, as identified on the N.Y. Coastal Area Map (when finalized), shall be protected, preserved, and where practical, restored so as to maintain their viability as habitats.

Policy 7a. Significant coastal fish and wildlife habitats, as identified in this document, shall be protected, preserved, and where practical, restored so as to maintain their viability as habitats.

Policy 8. Protect fish and wildlife resources in the coastal area from the introduction of hazardous wastes and other pollutants which bioaccumulate in the food chain or which cause significant sublethal or lethal effect on those resources.

Policy 9. Expand recreational use of fish and wildlife resources in coastal areas by increasing access to existing resources, supplementing existing stocks and developing new resources.

Policy 10. Further develop commercial finfish, shellfish, and crustacean resources in the coastal area.

Flooding and Erosion Hazards Policies

Policy 11. Buildings and other structures will be sited in the coastal area so as to minimize damage to property and the endangering of human lives caused by flooding and erosion.

Policy 12. Activities or development in the coastal area will be undertaken so as to minimize damage to natural resources and property from flooding and erosion by protecting natural protective features.

Policy 13. The construction and reconstruction of erosion protection structures shall be undertaken only if they have a reasonable probability of controlling erosion for at least thirty years.

Policy 14. Activities and development, including the construction or reconstruction of erosio11 protection structures, shall be undertaken so that there will be no measurable increase in erosion or flooding at the site of such activities or development or at other locations.

Policy 15. Not applicable.

Policy 16. Not applicable.

Policy 17. Wherever possible, use nonstructural measures to minimize damage to natural resources and property from flooding and erosion.

General

Policy 18. To safeguard the vital economic, social, and environmental interests of the State and the Village of Mamaroneck, proposed major actions in the coastal area must give full consideration to those interests, and to the safeguards which the State and this Village have established to protect valuable coastal resource areas.

Public Access Policies

Policy 19. Protect, maintain, and increase the levels and types of access to public water related recreation resources and facilities so that these resources and facilities may be fully utilized by all the public in accordance with reasonably anticipated public recreation needs and the protection of historic and natural resources. In providing such access, priority shall be given to public beaches, boating facilities, fishing areas, and waterfront parks.

Policy 20. Access to the publicly owned foreshore and to lands immediately adjacent to the foreshore or the water's edge that are publicly owned shall be provided, and it should be provided in a manner compatible with adjoining uses. Such lands shall be retained in public ownership.

Recreation Policies

Policy 21. Water-dependent and water-enhanced recreation shall be encouraged and facilitated and shall be given priority over non-water-related uses along the coast, provided it is consistent with the preservation and enhancement of other coastal resources and takes into account demand for such facilities.

Policy 22. Development, and redevelopment, when located adjacent to the shore, shall provide for water-related recreation, as a multiple use, whenever such recreational use is appropriate in light of reasonably anticipated demand for such activities and the primary purpose of the of the development.

Policy 23. Protect, enhance, and restore structures, districts, areas, or sites that are of significance in the history, architecture, archeology or culture of the State, Village, or the Nation.

Scenic Quality Policies

Policy 24. Not applicable.

Policy 25. Prevent impairment of scenic resources of Statewide or local significance. *Note Harbor Island Park is a scenic resource of local significance.

Policy 26. (Agricultural Lands Policy) Not applicable.

Energy Management Policies

Policy 27. Not included.

Policy 28. Not applicable.

Policy 29. Not included.

Water and Air Resources Policies

Policy 30. Municipal, industrial, and commercial discharge of pollutants, including but not limited to, toxic and hazardous substances, into coastal waters will conform to State and National water quality standards.

Policy 31. State coastal area policies and purposes of approved Local Waterfront Revitalization Programs will be considered while modifying water quality standards; however, those waters already overburdened with contaminants will be recognized as being a development constraint.

Policy 32. Not applicable.

Policy 33. Best Management Practices will be used to ensure the control of stormwater runoff and combined sewer overflows draining into coastal waters.

Policy 34. Discharge of waste materials from vessels into coastal waters will be limited so as to protect significant fish and wildlife habitats, recreational areas, and water supply areas.

Policy 35. Dredging and dredge spoil disposal in coastal waters will be undertaken in a manner that meets existing State dredging permit requirements, and protects significant fish and wildlife habitats, scenic resources, natural protective features, important agricultural lands, and wetlands.

Policy 36. Activities related to the shipment and storage of petroleum and other hazardous materials will be conducted in a manner that will prevent or at least minimize spills into coastal waters; all practicable efforts will be undertaken to expedite the cleanup of such discharges; and restitution for damages will be required when these spills occur.

Policy 37. Best Management Practices will be utilized to minimize the nonpoint discharge of excess nutrients, organics, and eroded soils into coastal waters.

Policy 38. The quality and quantity of surface water and groundwater supplies will be conserved and protected, particularly where such waters constitute the primary or sole source of water supply.

Policy 39. The transport, storage, treatment and disposal of solid wastes, particularly hazardous wastes, within coastal areas, will be conducted in such a manner so as to protect groundwater and surface water supplies, significant fish and wildlife habitats, recreation areas, important agricultural land, and scenic resources.

Policy 40. Not applicable.

Policy 41. Not included.

Policy 42. Not included.

Policy 43. Not included.

Policy 44. Preserve and protect tidal and freshwater wetlands and preserve the benefits derived from these areas.

Village of Mamaroneck **TREE LAW COMPLIANCE**

Does your application propose the removal of any tree 8" DBH (Diameter at Breast Height) or greater?

If the answer is YES...

... a Tree Preservation Plan is required as part of the submission. Refer to the Tree Law Checklist below to ensure that all items are included before submitting. In addition, all site plans and construction drawings must show tree protection at the dripline of the canopy of all trees, including overhanging canopies from trees on neighboring properties.

If the answer is NO...

... A Tree Preservation Plan is not required, but tree protection must be shown on all site and construction plans at the dripline of the outer canopy of all trees, based on measurements of each tree taken in the field, including those on neighboring properties. For detailed instructions, please refer to the Tree Protection Standard (SD11) here: *https://www.village.mamaroneck.ny.us/sites/g/files/vyhlif826/f/uploads/vom_sd-1i_tree_protection.pdf*

TREE LAW SUMMARY

As part of the Planning Board application process, when tree removals 8" DBH or greater are proposed, a separate Tree Preservation Plan is required. This is not to be combined with any other plan for the site, including proposed landscaping. This plan is defined in Local Law Chapter 318 as:

> *A plan of property approved by the Planning Board in conjunction with a site plan and subdivision plat showing contours of the entire plot at intervals of not more than two feet and the location, species, DBH and condition of all trees eight inches DBH or greater, identifying all trees to be removed and all trees to remain and detailing the methods and practices to be used to provide protection from injury during construction for all trees that will remain.*

Related code:

> *No tree may be removed while an application for site development plan approval or subdivision plat approval for the property on which the tree is located is pending before the Planning Board.* - Code Section 318-8(E)
>
> *The Planning Board may grant or deny an application for a tree preservation plan, and may impose those terms and conditions it deems appropriate.* - Code Section 318-8(D)

TREE LAW CHECKLIST

In order to expedite the review process, please ensure that the following items are included on the Tree Preservation Plan:

1. **Include contours of entire plot** at intervals of not more than two feet.

☐ *a. Have contour lines been included on the Tree Preservation Plan?*

2. **In table form, show the location, species, DBH, and condition** (excellent, good, fair, poor, or dead) of all trees 8" DBH or greater. This includes all existing trees to be removed and all trees to remain, identified in their location on the Plan.

☐ *a. Has every tree on the property 8" DBH or greater been drawn and identified on the Tree Preservation Plan?*

☐ *b. Has the genus and species of each tree on the property been listed on the Plan in table form?*

☐ *c. Has the existing DBH of each tree been listed on the Plan in table form?*

☐ *d. Has the current condition of each tree been listed on the Plan in table form?*

☐ *e. Has as each tree been listed in the table as "remove" or "remain?*

3. Indicate individual tree protection for all trees to remain, and the methods and practices to be used to protect them from injury during construction.

Proper tree protection is required for any tree that has a canopy or limbs hanging over the line of disturbance. This includes the canopies of trees on neighboring properties. Due to the fact that demolition and construction drawings are utilized before the installation of landscape material, tree protection needs to be evident and coordinated on all plans related to the project.

☐ *a. Has the canopy of every tree adjacent to or within the Line of Disturbance been measured in the field?*

☐ *b. Do all trees adjacent to or within the Line of Disturbance have tree protection drawn on the plans?*

4. Include a tree protection detail that follows the same guidelines as the Village of Mamaroneck Tree Protection Standard (SD11). For detailed instructions, please refer to the Standard here: *https://www.village.mamaroneck.ny.us/sites/g/files/vyhlif826/f/uploads/vom_sd-1i_tree_protection.pdf*

All trees must be protected according to this standard, which states that the circle of protection be located at the "furthest extent of tree driplines". Tree protection information must be indicated on all proposed plans and construction documents.

☐ *a. Has the Tree Protection Standard detail been added to any plan that includes tree protection?*

5. Tree Replacement Count chart

Applicants must replace each tree that is removed with a non-invasive tree species of a similar mature height and of a size determined in accordance with the following schedule:

Important: Arborvitaes and shrubs do not count as replacement trees.

For lots less than 14,500 sf	
DBH of tree removed	Replanting Requirement
Under 8 inches	No replanting necessary
8 inches or greater	One 2-2.5 inch DBH tree
For lots 14,500 sf and above	
Under 8 inches	No replanting necessary
8 to12 inches	One 2-2.5 inch DBH tree
13 to 25 inches	Two 2-2.5 inch DBH trees
26 inches or greater	Three 2-2.5 inch DBH trees

- Code Section 318-8(G)(1)(a)

☐ *a. Has a tree replacement number been calculated?*

☐ *b. Has a Tree Replacement Count chart showing calculations been added to the Tree Preservation Plan?*

6. In the limited instance where it is deemed necessary to prune any roots inside of a tree's protected root zone, **the proper root pruning found in the "ANSI A300 Tree Care Industry Standards, Part 1: Pruning" shall be followed** and the guidelines included on the appropriate construction plans.

☐ *a. Does the Tree Preservation Plan indicate the trees where root pruning may occur?*

☐ *b. If so, are the ANSI A300 Tree Care Industry Standards for pruning included on the construction documents?*