

Inc. Village of Oyster Bay Cove  
68 West Main Street  
Oyster Bay, NY 11771

Phone: (516) 922-1071

Fax: (516) 922-1761

**APPLICATION FOR SITE PLAN REVIEW**  
**(PURSUANT TO VILLAGE OF OYSTER BAY COVE CODE - CHAPTER 264)**

**Property Owner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant/Representative:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Design Professional:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Location: \_\_\_\_\_

NCTM SEC: \_\_\_\_\_ BLK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ ZONE: \_\_\_\_\_

Is the property located within 500' of an adjoining Municipality? (circle one) YES / NO.  
If Yes – indicate municipality and add same to notification list pg. 5, #10 \_\_\_\_\_

Is the property on a street/road designated as a "Scenic & Historic By-Way" as delineated in Article XIV – Section 320-86 of the Village Code? \_\_\_\_\_ (circle one) YES/NO  
*Regulated Roadways: Cove Road, McCouns Lane, Sandy Hill Road & Yellow Cote Road*

**ALL ITEMS IDENTIFIED HEREIN BY THE BUILDING INSPECTOR MUST BE ADDRESSED FOR THE APPLICATION TO BE PLACED ON THE PLANNING BOARD CALENDAR.**

**TWO (2) SEPARATE CHECKS ARE REQUIRED MADE PAYABLE TO THE "INCORPORATED VILLAGE OF OYSTER BAY COVE" – (A) FILING FEE - \$500 (B) HEARING DEPOSIT - \$2,500**

\* The hearing deposit shall be used to pay for the actual costs incurred by the Village(i.e.; engineering, inspection, consulting, steno, admin., legal, etc.). Should actual expenses exceed the \$2500, the applicant will be required to reimburse the Village for the total additional expenses. If Village expenses are less than the \$2500, the applicant must make a written request, within one year of the decision to the Village Clerk, for a refund.

**Application shall include original, and 11 copies of each of the following items, separated into complete, collated sets along with a digital pdf file on flash drive or CD**

**to be submitted to:**  
**Humes and Wagner, LLP.**  
**147 Forest Avenue**  
**Locust Valley, NY 11560**

**Once the Building Department has completed its review.**

*(Building Inspector must initial all applicable and non-applicable items on checklist before application can be recommended for Planning Board hearing)*

### **APPLICATION SUBMISSION CHECKLIST**

A. Application shall include 12 copies of each of the following items, to be submitted separate and complete sets: \_\_\_\_\_

1. Application form for site plan review, in form and substance satisfactory to the Building Department. \_\_\_\_\_

2. A recent site survey, showing all existing structures, prepared, signed and sealed by a licensed land surveyor. \_\_\_\_\_

3. Site plan for the proposed land use, drawn at a scale of not less than one-inch equals 20 feet, signed and sealed by a licensed architect or engineer, and which shall include the following information: \_\_\_\_\_

(a) A title block located in the lower right-hand corner of the site plan and shall include the name and address of the applicant and record owner of the property, the name and address of the preparer of the document, the property's designation on the Nassau County Land and Tax Map, and the title of the project. If the applicant or property owner is a corporation, the name and address of the president and secretary shall be submitted with the application. \_\_\_\_\_

(b) A date block of the site plan adjacent to the title block containing the date of preparation and dates of all revisions. \_\_\_\_\_

(c) A key map showing the location of the property with reference to surrounding areas and existing street intersections within 1,000 feet of the boundaries of the subject premises. \_\_\_\_\_

(d) A written and graphic scale, as well as a North arrow. \_\_\_\_\_

(e) Zoning District boundaries shall be shown on the site plan as they affect the parcel. \_\_\_\_\_

(f) Survey data, inclusive of dimensions, showing boundaries of the property, required building and setback lines and lines of existing and proposed streets, lots, reservations, easements, and areas dedicated to public use, including grants, restrictions, and rights-of-way. \_\_\_\_\_

(g) Reference to any existing covenants, restrictions, easements, or exceptions that are in effect or are intended to cover all or any of the property. A copy of such covenant, restriction, easement, or exception shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to the effect shall be indicated on the site plan map. \_\_\_\_\_

(h) Location of existing structures on the site. The plan shall contain a notation indicating any structures that are to be removed. \_\_\_\_\_

- \_\_\_\_\_ (i) All distances, as measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with any other street. \_\_\_\_\_
- \_\_\_\_\_ (j) Location plans and elevations of all proposed structures. \_\_\_\_\_
- \_\_\_\_\_ (k) Location of all existing and proposed driveways, walkways and impervious surfaces located on the property. \_\_\_\_\_
- \_\_\_\_\_ (l) Location of all existing storm drainage structures, soil erosion and sediment control devices and utility facilities, including electric, water, telephone and cable television, which are located within the property lines. \_\_\_\_\_
- \_\_\_\_\_ (m) Existing and proposed contours according to United States Geodetic Survey Datum at intervals not to exceed two feet. Existing contours are to be indicated by dashed lines; proposed contours are to be indicated by solid lines. \_\_\_\_\_
- \_\_\_\_\_ (n) Existing elevations of the road or right-of-way contiguous to the site. \_\_\_\_\_
- \_\_\_\_\_ (o) The location of all existing significant natural features, such as boulders, rock outcrops, watercourses, depressions, ponds, marshes and other wetlands, whether or not officially mapped. \_\_\_\_\_
- \_\_\_\_\_ (p) All proposed streets, with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk, if any, and location and size of utility lines. \_\_\_\_\_
- \_\_\_\_\_ (q) All means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of driveways and curb cuts and sidewalks, if any. \_\_\_\_\_
- \_\_\_\_\_ (r) All provisions for pedestrian access to the site and internal pedestrian circulation. \_\_\_\_\_
- \_\_\_\_\_ (s) The location and design of any off-street parking areas, loading or outdoor storage areas. \_\_\_\_\_
- \_\_\_\_\_ (t) The location of all existing and proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment. \_\_\_\_\_
- \_\_\_\_\_ (u) The proposed location, direction of illumination, power and time of proposed outdoor lighting. \_\_\_\_\_
- \_\_\_\_\_ (v) The location, design, dimensions and type of construction of all proposed signs. \_\_\_\_\_
- \_\_\_\_\_ (w) The post development stormwater management plan. \_\_\_\_\_
- \_\_\_\_\_ (x) Structural elevation calculations. \_\_\_\_\_
- \_\_\_\_\_ (y) Zoning calculations, including lot coverage and height to distance calculation, in tabular form. \_\_\_\_\_
- \_\_\_\_\_ (z) Illustration of all proposed structures as they relate to sky exposure plane. \_\_\_\_\_

\_\_\_\_\_ (aa) Delineation of Floodplain Zone as shown on the Flood Insurance Rate Map prepared by the Federal Emergency Management Agency and adopted by the Village of Oyster Bay Cove. \_\_\_\_\_

\_\_\_\_\_ (bb) Delineation of Coastal Erosion Hazard Area if the property is located within the designated Coastal Management Zone. \_\_\_\_\_

\_\_\_\_\_ (cc) Delineation of tidal and freshwater wetlands areas as designated by the New York State Department of Environmental Conservation. \_\_\_\_\_

\_\_\_\_\_ (dd) Graphic elevations of each side of each proposed structure or land use, as situated on the property, including sufficient detail to ascertain the quality of the materials, design and construction. \_\_\_\_\_

\_\_\_\_\_ (ee) Identification of owners of adjoining properties, by name, address, and section, block and lot number. \_\_\_\_\_

\_\_\_\_\_ (ff) The location of the nearest structures on adjacent lots. \_\_\_\_\_

\_\_\_\_\_ (gg) Finished floor elevations for existing and proposed structures. \_\_\_\_\_

\_\_\_\_\_ (hh) Direction of proposed runoff for paved areas. \_\_\_\_\_

\_\_\_\_\_ (ii) Existing and proposed drainage structures. \_\_\_\_\_

\_\_\_\_\_ (jj) Erosion control plans, to include the specification and details of best management practices, according to New York State Department of Environmental Conservation guidelines. \_\_\_\_\_

\_\_\_\_\_ (kk) Existing and proposed fences. \_\_\_\_\_

\_\_\_\_\_ (ll) Existing and proposed retaining walls, with calculations by a qualified licensed professional for retaining walls greater or equal to four feet in height, measured from the top of wall to the top of footing. \_\_\_\_\_

\_\_\_\_\_ (mm) The proposed limits of disturbance. \_\_\_\_\_

\_\_\_\_\_ (nn) Any notes necessary to clarify the intended construction. \_\_\_\_\_

\_\_\_\_\_ 4. Landscaping plan, drawn at a scale of not less than one-inch equals 20 feet and which contains the following information: \_\_\_\_\_

\_\_\_\_\_ (a) Outlines of all existing and proposed structures, driveways, walkways, and impervious surfaces to be located on the property. \_\_\_\_\_

\_\_\_\_\_ (b) The location of all existing significant natural features, such as boulders, rock outcrops, watercourses, depressions, ponds, and marshes. \_\_\_\_\_

\_\_\_\_\_ (c) The location of all trees, identified by type or species and size, bearing a trunk circumference greater than 12 inches measured at a point three feet above the highest ground level.

\_\_\_\_\_ (d) The location of all trees, shrubs and/or any vegetation, identified by type or species, which are to be removed. \_\_\_\_\_

\_\_\_\_\_ (e) The location of all trees, shrubs and/or any vegetation, identified by type or species, which are to be preserved. \_\_\_\_\_

\_\_\_\_\_ (f) Location of all trees, shrubs and/or other vegetation, identified by size, height and type or species, which are to be provided. \_\_\_\_\_

\_\_\_\_\_ (g) A separate list of all trees and shrubs identified by size, height and type or species that are to be removed and/or to be provided. \_\_\_\_\_

\_\_\_\_\_ 5. Photographs of existing structures of the property and surrounding landscaping/screening. \_\_\_\_\_

\_\_\_\_\_ 6. Environmental assessment form completed and signed by the applicant, where applicable. \_\_\_\_\_

\_\_\_\_\_ 7. Original building permit application which was reviewed by the Building Department. \_\_\_\_\_

\_\_\_\_\_ 8. Memoranda of review issued by the Building Inspector and/or Village Engineer. \_\_\_\_\_

\_\_\_\_\_ 9. Identification of all required permits or approvals from the village or any other governmental body, and a record of application for and status of such permits or approvals. \_\_\_\_\_

\_\_\_\_\_ 10. List of the names of all owners of property within 1000 feet of the boundaries of the subject premises, and if the subject premises is adjacent to a private road, the owners of all other properties adjacent to the private road, together with section, block, and lot numbers of said property, as shown on the current tax roll of the village. If property falls within 500' of Village OBC boundary the village abutting shall also be listed and notified. \_\_\_\_\_

\_\_\_\_\_ 11. Certificate of title and deed(s) for the existing lot(s), together with a title search conducted within two (2) years prior to the date of submission of the application. \_\_\_\_\_

\_\_\_\_\_ 12. Letter from the Water District or other entity responsible for water supply, regarding availability of water to the site (for new structures only). \_\_\_\_\_

\_\_\_\_\_ 13. All appropriate permit fees, charges and deposits as set forth in the village Fees and Deposits Ordinance. The applicant will be responsible for all charges incurred by the village in the consideration, review, and determination of an application. \_\_\_\_\_

\_\_\_\_\_ 14. Photographs of neighboring properties, taken from the proposed location. \_\_\_\_\_

\_\_\_\_\_ 15. Any other information found by the Planning Board or Building Department to be necessary to reasonably determine compliance of the site plan with this chapter and Village Law, § 7-725-a. \_\_\_\_\_

\_\_\_\_\_ 16. Year existing structure(s) were built. \_\_\_\_\_

B. The Building Department may waive any of the above requirements it determines to be unnecessary for the appropriate review of a particular application, but such waiver shall not be binding upon the Planning Board. In determining whether waiver is appropriate, the Building Department should give due consideration to the cost of the proposed structure, such that the cost of the process of obtaining approval should not be disproportionate to the cost of the structure under consideration.

**SCENIC & HISTORIC BY-WAYS SUBMISSION CHECKLIST**

(If Applicable)

- \_\_\_\_\_ 1. Plot Plan and/or recent property survey delineating the structure and the façade/sides of the structure receiving the exterior improvements/modifications.
- \_\_\_\_\_ 2. Color Elevational or 3D renditions that accurately reflect the color, texture, materials, and architectural features that make up the components of the altered façade.
- \_\_\_\_\_ 3. Material samples being utilized in the façade improvement.
- \_\_\_\_\_ 4. Dimensioned plans and elevations prepared a NYS licensed Design professional clearly delineating all existing and proposed alterations and enhancements.
- \_\_\_\_\_ 5. Comprehensive Photographs of all sides of the structure receiving the alterations including landscaping and all other structures on the property.
- \_\_\_\_\_ 6. Photographs of the principal dwellings/structures on the abutting neighboring properties and any other structures on Historic Road that has visual compatibility.

*Planning Board reserves the right to request additional information and/or waive an application for its minor applicability to the "Scenic & Historic By-Ways" intent.*

35.05. Considerations included in Site Plan review.

- A. In reviewing any application for site plan approval, the Planning Board shall be guided, as appropriate, by the following general and specific considerations:
  - (1) The location, arrangement, size, design and general site compatibility of buildings and structures, including any potential future auxiliary structures and uses.
  - (2) The adequacy and arrangement of vehicular access and circulation. All driveways to a public or private street shall be so located to afford safe access to said roadway and to provide for safe and convenient ingress and egress and to minimize conflict with the flow of traffic and other driveways, and shall be designed to permit emergency vehicles and service vehicles, such as delivery trucks, solid waste collection vehicles and the like to have reasonable access to and space for their intended functions without causing damage or otherwise impacting on the subject property or any neighboring property.
  - (3) The adequacy and arrangement of off-street parking, loading and outdoor storage.

- (4) The adequacy and arrangement of pedestrian traffic access and circulation.
  - (5) The adequacy of stormwater and drainage facilities. Provision shall be made for the drainage of surface runoff waters in and from the premises so that flooding and erosion of the property and the property of others will be prevented.
  - (6) The adequacy of water supply and sewage disposal facilities.
  - (7) The adequacy, type and arrangement of trees, shrubs and other landscaping and natural screening constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum feasible retention of existing vegetation.
  - (8) The adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
  - (9) Protection of adjacent or neighboring properties against noise, light, glare, unsightliness, disturbances, and nuisances.
  - (10) The overall impact of the proposed development on the neighborhood and surrounding uses, including compatibility of architectural and design considerations.
  - (11) Any slopes in excess of fifteen (15.0%) percent.
- B. The Planning Board shall not approve a site plan application unless it affirmatively finds that the building or structure, if constructed, erected, reconstructed, or altered in accordance with the submitted plan, will not:
- (1) Be visually offensive or inappropriate by reason of poor quality of exterior design, monotonous similarity or striking visual discord in relation to the site or surroundings, including those of neighboring structures;
  - (2) Mar the appearance of the area;
  - (3) Impair the use, enjoyment and desirability of neighboring properties, and reduce the value of properties in the area;
  - (4) Be detrimental to the character of the neighborhood;
  - (5) Prevent the most appropriate development and utilization of the site or of adjacent land; and
  - (6) Adversely affect the functioning, economic stability, prosperity, health, safety, comfort, and general welfare of the entire community.

35.06. Public hearing. Unless the Planning Board determines that it cannot approve an application as submitted with any reasonable modifications, the Planning Board shall conduct a public hearing with regard to every application for site plan review within 90 days after the date the application is found to be complete by the Planning Board.

If the Planning Board determines that it cannot approve an application as submitted with any reasonable modifications, then it can disapprove the application without a public hearing.

**35.07. Notice of public hearing.**

The applicant shall mail notice of the public hearing in a form provided by the Village Attorney. The notice shall be mailed first class and addressed to all owners of properties located in whole or in part within 1,000 feet of the subject premises and, if the subject premises is adjacent to a private road, to the owners of all other properties adjacent to the private road. The completion of this mailing requirement shall be attested to by the applicant, applicant's attorney or other professional. Initial mailing shall take place at least **(20) twenty days** prior to such hearing. All subsequent notices shall be at least **(10) ten days** prior to such hearing. The Village Clerk shall cause notice of the public hearing to be published in the official newspaper of the Village at least **(10) ten days** prior to such hearing and to be posted in any location where required by law. The applicant shall file proof of mailing at least **(3) three business days** prior to the commencement of the public hearing.

**I have read and understand all of the above and am hereby submitting all required documentation and fees to process this application.**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Design Profess. Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature  
(If other than property owner)

\_\_\_\_\_  
Date