

VILLAGE OF HASTINGS-ON-HUDSON

Planning Board

Application and Procedure for View Preservation Site Plan, Steep Slopes and Subdivision approvals



1. SITE PLAN APPROVAL. Site Plan approval by the Planning Board is required for:
 - (1) The construction, reconstruction, alteration, renovation, demolition, enlargement, moving or removing of any building, or structure, with the exception of most single-family & two-family dwellings; or,
 - (2) Any land use not involving a building or structure.All applications for Site Plan Approval must comply with the requirements of Article XII, Site Plan Approval, of the Village of Hastings-on-Hudson Zoning Code. (Copy of relevant code sections is attached)
2. All applications are available online @ www.hastingsgov.org. Application forms for the Site Plan, Steep Slopes and Subdivision along with the Full or Short Environmental Assessment Form (EAF) as required under NYS Environmental Quality Review Act (SEQRA), may also be obtained from the Building Department.

FILING THE APPLICATION. The applicant must submit a flash drive and a total of three (3) sets (residential) or thirteen (13) sets, 11 copies and 2 original (commercial) of the completed application, plans and all supporting material with an applicable fee as shown on attached schedule, NO LESS THAN FOUR (4) WEEKS PRIOR TO THE SCHEDULED MEETING DATE.

Once the Building Inspector has deemed the application complete, a public hearing will be scheduled before the Planning Board, which usually meets the third (3rd) Thursday of each month. At least 14 days prior to the date of the public hearing, the applicant must notify, by certified mail or any other method of delivery providing proof of mailing or hand deliver copies of the legal notice no later than 10 days prior to the date of the public hearing, all property owners within a radius of 300 feet of the scheduled public hearing. The Building Department will provide the applicant with a list of property owners and other persons or agencies who must be informed.
4. VIEW PRESERVATION DISTRICT. If an applicant is located in the View Preservation (VP) District, photos and a key map must be submitted showing the impact of the proposed work on the views of the Hudson River and the Palisades from neighboring properties and adjacent public properties. A View Preservation application, must be submitted to the Planning Board for a recommendation and to the Zoning Board of Appeals for a final decision. A flash drive and a total of three (3) sets (residential) or thirteen (13) sets, 11 copies and 2 original (commercial) of the completed application and all related documents must be submitted.
5. STEEP SLOPES LAW. Building Permit applications on lots that contain slopes of 15% or greater over a ground area of at least 1,000 square feet must include the information required by Chapter 249, §249-7, of the Village Code and must receive Steep Slopes approval from the Planning Board. A copy of the Steep Slopes Law is available from the Building Department.
6. TREE PRESERVATION LAW. A Tree Removal Permit is required, in accordance with the Tree Preservation Law, Chapter 273 of the Village Code, on a lot of one acre or more, or a combination of adjoining lots of one acre or more owned by the same entity, if any tree with a diameter of 8 inches or more (measured at a point 4-1/2 feet above the ground) is to be removed or potentially injured during construction. A copy of the Tree Preservation Law is available from the Building Department.
7. SITE PLAN APPROVAL. Upon approval of a Site Plan application, the applicant must submit two (2) copies of the final Site Plan with changes or conditions noted thereon, to be endorsed by the Chair of the Planning Board and filed with the Building Inspector.

VILLAGE OF HASTINGS-ON-HUDSON
Application for the Planning Board Review/Action
for Site Plan, Subdivision
Steep Slopes and/or View Preservation



STATE OF NEW YORK
COUNTY OF WESTCHESTER ss.:

The undersigned applicant states that he/she has read all applicable code sections of the Village of Hastings-on-Hudson and is herewith submitting this application complete with all such documentation and information as is necessary and required under the code and is hereby requesting the aforementioned action/approval/s by the Planning board of the Village of Hastings-on-Hudson.

Sworn to before me this _____ day
of _____, 201_

Signature of the Applicant

Notary Public

STATE OF NEW YORK
COUNTY OF WESTCHESTER

Name : _____, being duly sworn, deposes and says that he/she resides at _____ in the Village of Hastings-on-Hudson in the County of Westchester, in the State of New York, that he/she is the owner of all that certain lot, parcel of land, in fee, lying and being in the Village of Hastings-on-Hudson aforesaid and known and designated as Sheet _____ Block _____ and Lot _____ of the tax map, and that he/she hereby authorized _____ to make the annexed application in his/her behalf and that the statement of fact contained in said application are true.

Sworn to before me this _____ day
of _____, 201_

Signature of the Owner

Notary Public

Submit a flash drive and a total of three (3) sets (residential) or thirteen (13) sets, 11 copies and 2 original (commercial), of this application, with all necessary documents, plans, surveys, photographs, applicable checklists and any other data that you deem critical to make your case before the Planning Board.