



INCORPORATED VILLAGE OF MANORHAVEN
"THE PEARL OF MANHASSET BAY"

33 Manorhaven Boulevard
Port Washington, New York 11050
Phone: (516) 883-7000; Fax: (516) 439-5574
www.manorhaven.org

INSTRUCTIONS FOR FILING A SITE PLAN REVIEW APPLICATION
PLANNING BOARD

10 COLLATED COPIES OF THE FOLLOWING:

1. COMPLETED APPLICATION
2. ARCHITECT'S SITE PLAN
3. GRADING, DRAINAGE, LANDSCAPE AND LIGHTING PLANS
4. CURRENT SURVEY
5. CURRENT DEED OR PROOF OF OWNERSHIP
6. NOTARIZED AFFIDAVIT OF OWNERSHIP OR AUTHORIZATION OF REPRESENTATION
7. PHOTOGRAPHS OF CURRENT PROPERTY
8. ENVIRONMENTAL ASSESSMENT FORM
9. WAIVER OF ACTION LETTER FROM NASSAU COUNTY PLANNING COMMISSION
10. APPLICATION FEES: *UNDER 5 ACRES \$ 500 - 2 FAMILY FEE / \$3500 ESCROW DEPOSIT (EXPENSES)
11. CHAPTER 155-63-(5) REQUIRED PERFORMANCE BOND AS SET BY PB/BOT
12. PROVIDE 200 FT RADIUS MAP WITH LIST OF PROPERTY OWNERS WITHIN 100 FT OF SUBJECT PROPERTY (CHAPTER 155-63-4)
13. SAMPLE NOTICE OF MAILING OF PROPOSED HEARING TO ADJOINING PROPERTY OWNERS (WILL BE PROVIDED BY VILLAGE CLERK)

SEND BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, BETWEEN 10 AND 20 DAYS PRIOR TO THE HEARING DATE. PROVIDE THE POST OFFICE RECEIPTS FOR EACH LETTER AND BRING THE GREEN RETURN RECEIPT POST CARDS TO THE HEARING TO SUBMIT TO CLERK AS PART OF YOUR APPLICATION. ALSO SUBMIT ENCLOSED AFFIDAVIT OF MAILING.



SITE PLAN REVIEW APPLICATION

PLANNING BOARD – INC. VILLAGE OF MANORHAVEN
33 Manorhaven Blvd., Port Washington, NY 11050
516-883-7000; BUILDING DEPT. FAX 516-439-5574

DATE RECEIVED _____

PLANNING BOARD # _____

FEE PAID _____

ESCROW DEPOSIT _____

1. SITE LOCATION _____

2. SECTION _____ BLOCK _____ LOT(S) _____

3. OWNER'S NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL ADDRESS _____

4. AGENT _____

ADDRESS _____

TELEPHONE _____

EMAIL ADDRESS _____

5. AREA OF PROPERTY _____ ZONING _____

6. PRESENT PROPERTY USE _____

7. PROPOSED USE _____

8. ADJOINING PROPERTY USES _____

9. WILL VARIANCE BE NEEDED? DESCRIBE _____

10. WILL BUILDINGS BE DEMOLISHED? _____

11. WHAT WILL THE ENVIRONMENTAL IMPACT BE? _____

12. INDICATE WHICH TAX ROLL YOU'LL USE FOR RADIUS MAP: ☐ Nassau County ☐ Manorhaven

One of the following affidavits must be completed:

Affidavit to be completed by Corporation Owner

STATE OF NEW YORK

COUNTY OF NASSAU

_____ being duly sworn, deposes and says he is the owner in fee of the property described in the foregoing application and that the statements contained therein are true to the best of his knowledge and belief.

Sworn to me this _____ day of _____ 20_____

Signed

Notary Public

Affidavit to be completed by Corporation Owner

STATE OF NEW YORK

COUNTY OF NASSAU

_____ Being duly sworn, deposes and says he resides at

_____ in the county of _____ in the State of _____

That he is the _____ of _____
the corporation which is owner in fee of the property described in the foregoing application and that the statements contained therein are true to the best of his knowledge and belief.

Sworn to me this _____ day of _____ 20_____

Signed

Notary Public

Affidavit to be completed by Agent of Owner

STATE OF NEW YORK

COUNTY OF NASSAU

_____ Being duly sworn, deposes and says he is the agent named in the foregoing application, that he has been duly authorized by the owner in fee to make this application and that the foregoing statements contained therein are true to the best of his knowledge and belief.

Sworn to me this _____ day of _____ 20_____

Signed

Notary Public



INCORPORATED VILLAGE OF MANORHAVEN

BUILDING DEPARTMENT

33 Manorhaven Boulevard

Port Washington, New York 11050

Phone: (516) 883-7000; Fax: (516) 439-5574

ARCHITECT'S CHECK LIST (Architectural Items)

ALL APPLICATIONS shall be presented by the professional who designed the project

- ☐ Presentation drawings will only be accepted including the site plan, basement, 1st and 2nd floor, show 4 actual elevations and sections. Drawings shall not be submitted to the ARB on paper larger than 24 x 36.
- ☐ Indicate all materials and colors on elevations
- ☐ Provide sample boards
- ☐ Test borings
- ☐ Site grades 4 corners of property, 4 corners of house, crown of road
- ☐ Indicate top of foundation 1st floor and ridge grades
- ☐ Provide a cross section thru site front to rear of property
- ☐ Indicate parking spaces 2 ft ribbon of pavers on each side of driveway
- ☐ Indicate pavers for walkways
- ☐ Indicate front stoop covered by pavers
- ☐ Indicate retaining walls including proposed heights
- ☐ Indicate 2 locations for Rubbermaid garbage enclosures
- ☐ Show zoning requirements, indicate case number and date of hearing
- ☐ Submit photos of adjoining properties
- ☐ Indicate vinyl fencing around rear of property 6' height at rear, 5' at sides to rear of house, 4' height forward from rear of house to property line
- ☐ Indicate location of AC compressors
- ☐ Gutters, leaders and drywalls
- ☐ Driveway drainage show trench drains
- ☐ Show house numbers on plans, indicate to be installed with light above so as to be visible from street
- ☐ Any existing utilities in way of proposed driveway locations
- ☐ Indicate trim colors on presentation drawings

I am familiar with the Planning Board's Codes and Regulations and the submitted plans include the required site and architectural elements as checked off above.

Architect's Signature and Stamp

Date

INCLUDED AS PART OF THE APPLICATION THE FOLLOWING WILL BE REQUIRED:

Site Plan Drawings at 1/4 " scale on 2' x 3' Boards and shall include:

- Indicate existing structures and highlight proposed work.
 - Proposed topographic map (topo) shall include 4 spot elevations at the corners of the site, 4 corners of the house, top of curb, 1st floor, 2nd fl, & Ridge elevations.
 - Landscaping plan and schedule
 - Indicate the existing trees to remain and shall be protected with a 4' x 4' by 5' high wood box enclosures
 - Show vinyl fence at rear of property
 - Indicate Driveway material and show drainage grate to drywells
 - 10ft wide driveways shall consist of 2 ft of pavers, 6 ft of the selected material and 2 ft of pavers. For a double wide (20 ft) driveway indicate 2 ft of pavers, 6 ft of material, 4ft of pavers, 6 ft of material and 2 ft of pavers.
 - Indicate drywells for roof and driveway runoff
 - Show walks and indicate materials
 - Show A. C. compressor at rear yard and center of property
 - Indicate true north, and scale
 - Show zoning information
 1. Indicate address
 2. Owners or contract vendees name
 3. Section, Block, Lot and Zone
 4. Indicate existing and proposed occupancy
 5. Existing lot area and lot coverage existing and proposed
 6. Indicate accessory structures
 7. Indicate front, side and rear setbacks
 8. Proposed height
 - Parking spaces 10' x 20' 3 for two family 2 for one family
 - Indicate location of test borings
 - Property shall be staked out with 4 corner monuments.
 - Show garbage enclosure (preferable RUBBER MAID enclosure)-in ground also acceptable
 - Indicate on foundation plan an egress window, window well or exterior stairway for all cellars 7 ft. or higher
8. Show house numbers on front elevation. Indicate numbers to be lighted from above and shall not be placed on doors. Indicate mailbox location. All plans and drawings shall be PRESENTATION STYLE DRAWINGS ONLY
- Side elevations shall be 1/4 " scale
 - Front and rear elevations shall be in 1/4 " scale
 - Floor plans 1/4" scale
 - Sections 1/4" scale

- Working construction drawings will not be accepted
9. Show 4 Building Elevations with actual finish grade and Indicate type and color of roofing, siding and trim materials, show rendered colors of materials on 2' x 3' Boards.
10. Sample Material Board minimum size 2' x 3' and shall include:
- Submit actual samples of materials
 - Provide actual roof shingle as sample-The ARB suggests light colors
 - The sample board shall be submitted and shall be labeled naming the materials and color
13. Submit photos of properties immediately adjoining on all sides, including across the street.
14. The Sample Board shall be maintained by the owner or applicant and upon request by the Building Department resubmit the same for review.

Rev. 8-9-12

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPROVED PLANS SHALL BE FOLLOWED AS PER BOARD'S DIRECTION(S)

NO DEVIATIONS

Appendix C

State Environmental Quality Review

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION:	
Municipality _____	County _____
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS:	
☐ New ☐ Expansion ☐ Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED:	
Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?	
☐ Yes ☐ No If No, describe briefly _____	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?	
☐ Residential ☐ Industrial ☐ Commercial ☐ Agriculture ☐ Park/Forest/Open Space ☐ Other Describe _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?	
☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?	
☐ Yes ☐ No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?	
☐ Yes ☐ No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: _____	Date: _____
Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? ☐ Yes ☐ No	If yes, coordinate the review process and use the FULL EAF.
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. ☐ Yes ☐ No	
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly: C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly: C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly: C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly: C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? ☐ Yes ☐ No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? ☐ Yes ☐ No If Yes, explain briefly:	

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- ☐ Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- ☐ Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency_____
Date_____
Print or Type Name of Responsible Officer in Lead Agency_____
Title of Responsible Officer_____
Signature of Responsible Officer in Lead Agency_____
Signature of Preparer (If different from responsible officer)**Reset**



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BUILDING DEPARTMENT

33 Manorhaven Boulevard

Port Washington, New York 11050

Phone: (516) 883-7000; Fax: (516) 439-5574

LIST OF OWNER OF ADJOINING PROPERTIES

Applicant: _____ **Hearing Date:** _____

Address: _____

[illegible]



Applicant: _____ **Hearing Date:** _____

[illegible]



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NOTICE OF PLANNING BOARD HEARING

Mail copy to ALL PROPERTY OWNERS within 200-ft. radius of property via
Certified Mail – Return Receipt

To: _____
List Properties Owners Name

List Properties Owners Address

PLEASE TAKE NOTICE that the undersigned has made an application to the Village of
Manorhaven Planning Board as described on the attached legal notice.

At the premises situated at Section _____ Block _____ Lot(s) _____

A Public Hearing will be held by Planning Board Village of Manorhaven at the

Village Hall, 33 Manorhaven Boulevard, Port Washington, New York on
the _____ day of _____ 20____, at ____:____ PM.

Applicant Name:

Signed _____ Date _____

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BUILDING DEPARTMENT

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Affidavit of Mailing

State of New York)

SS:

County of Nassau)

_____, being duly sworn, deposes and says that I am the owner / agent for the owner (cross out incorrect one) and on the _____ day of _____, 20 _____, I served a copy of the attached Notice to Owners of Adjoining Properties to the owners of record at the address indicated on the attached listing of Owners of Adjoining Properties. The said list, comprising all the owners of property with a one hundred foot radius of the subject property, was sealed in a post paid envelope and deposited at the U.S. Post Office.

The lists of names compiled for the radius map was obtained from the following tax records:

☐ Nassau County

The said Notice was mailed by Certified Mail, return receipt requested. The mailing receipts and the returned cards are attached hereto.

Signature

Sworn to before me this _____ day of 20_____

Notary

VILLAGE OF MANORHAVEN

33 Manorhaven Blvd.

Port Washington, New York 11050

(516) 883-7000

ADDITIONAL NOTICE OF HEARING (PURSUANT TO LOCAL LAW 15-2025)

Amendment to the Local Laws Sec. 38-4(L); Sec. 133-2E; Sec. 155-63(B)(2) and Sec. 155.60(C)2(b), to provide for an increased sign size requirements to display permits and applications to the Board of Zoning Appeals, Planning Board, and the Board of Trustees (Subdivision and Site Plan review on parcels larger than ½ acre). The length of time that the signs will have to be displayed prior to the public meeting of the aforementioned boards will also be increased from 7 days prior to a hearing to 15 days prior to the hearing.

To be posted in conspicuous place or prominently displayed in front of property:

Sample Notice

(24x36 Board)

See below Sample Notice Board

NOTICE OF PUBLIC HEARING

*Appeal # (Enter PB Number here) – (Enter complete address here) (Enter Section/Block/Lot here)
– (Enter current Zoning here) (enter description of proposed application here).*

PLEASE TAKE NOTE: Applicant or their representative and all parties interested should appear at a public hearing to be held on the above matter at 6:30 pm on (enter date of hearing here) at Village Hall, 33 Manorhaven Blvd, Port Washington, NY. Please visit the Village website at www.manorhaven.gov for continuation meeting updates for application.