



INCORPORATED VILLAGE OF

Roslyn Harbor

SITE PLAN REVIEW APPLICATION

Project Location:

Address: _____
Tax Section ____ Block ____ Lot(s) ____ Zoning District(s) ____ Size of Project Site _____

Applicant:

Name: _____
Address: _____
Email: _____ Phone: _____
Owner of Record: _____

Architect/Engineer (if other than applicant):

Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____

Proposed Project:

New Building _____sf Addition _____sf Retaining Wall Sports Court Driveway
 Deck Septic/Drywell Other – Describe: _____

Will Project Require Additional Permits:

____ Fill Permit Quantity in cubic yards _____ Number of truckloads _____
____ Tree Removal permit ____ Slopelands Permit ____ ZBA Variance

Will Project Require Other Agency Approval:

____ Nassau County Planning Board ____ NYS DEC ____ Nassau County Health Dept. ____ Other

If yes, indicate status of permits or approvals from the Village or Any Other Governmental Agency.
Include record of permits or approvals.

Detailed Description of Proposed Project:

Starting Date: _____

Wetlands on site ____ Yes ____ No
Does the project site contain underground oils tanks? ____ Yes ____ No
If yes, indicate location of tank(s) on the site plan, and plans for removal, if any.
[Type here]

Describe grading activities and grade changes that will occur on the project site:

Will the proposed project result in the creation or modification of slopes with a gradient of 10% or greater? ____ Yes ____ No
If yes, describe and indicate on site plans.

Describe the proposed on-site sewage disposal system, or the proposed modifications to the existing system. Indicate location of both the existing system and proposed system on the site plan.

Describe how soil erosion and stormwater runoff will be controlled during construction.

YOU MAY BE REQUIRED TO STAKE OUT PROPOSED STRUCTURES ON THE SITE.

SITE PLAN REVIEW APPLICATION CHECKLIST

ALL OF THE FOLLOWING MUST BE SUBMITTED FOR APPLICATION TO BE COMPLETE:

Site Survey

Site Survey, showing all existing structures, prepared, signed, and sealed by a New York State licensed land surveyor, and dated within six (6) months from the date the application is filed with the Village.

Site Plan

Site Plan for the proposed project, drawn at an engineering scale of not less than one inch equals 20 feet, signed and sealed by a NYS licensed architect or engineer, and which shall include the following information:

1. ____ A title block located in the lower right-hand corner of the site plan shall include the name and address of the applicant and record owner of the property, the property's Section, Block and Lot designation on the Nassau County Land and Tax Map, and the title of the project.
2. ____ The date, north point arrow and written and graphic scale.
3. ____ A date block of the site plan adjacent to the title block containing the date of preparation and dates of all revisions.
4. ____ A description of information to define precisely the boundaries of the property, all distances shall be in feet and tenths of a foot.
____ The locations, names and existing widths of adjacent streets and curb lines.
5. ____ The locations and owners of all adjoining lands as shown on the latest tax records.
6. ____ The locations, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjoining the property.
7. ____ A complete outline of existing deed restrictions or covenants applying to the property. A copy of the recent title survey which describes such covenant, restriction, easements 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.

[Type here]

8. ____ A chart containing all allowable, existing and proposed zoning calculations.

NATURAL FEATURES:

9. ____ Existing and proposed contours according to Nassau County datum at intervals not to exceed two feet. Existing contours are to be indicated by solid lines; proposed contours are to be indicated by dashed lines. Identify all slopelands of 10% or greater.
10. ____ Location of all existing significant natural features, such as boulders, rock outcrops, watercourses, depressions, ponds, marshes, and other wetlands or tidal areas, whether or not officially mapped.
11. ____ Delineation of Flood Plain Zone as shown on the Flood Insurance Rate Map prepared by the Federal Emergency Management Agency and adopted by the Village of Roslyn Harbor.
12. ____ Delineation of Coastal Erosion Hazard Area, if the property is located within the Village designated Coastal Management Zone.
13. ____ Delineation of tidal and freshwater wetland areas as designated by the New York State Department of Environmental Conservation.
14. ____ Location of all existing trees, identified by type or species and size, bearing a trunk circumference of eighteen (18”) inches or greater measured at a point four (4’) feet above original ground level.
15. Approximate Boundaries of any areas subject to flooding or storm water overflows.

EXISTING STRUCTURES AND UTILITIES:

16. ____ Location of uses and footprints of existing structures drawn to scale, on the lot and for all properties located immediately adjacent to the subject property. The plan shall contain a notation indicating any structures that are to be removed.
17. ____ Street addresses and driveway locations for all property located immediately adjacent to, and across the street from the subject property.
18. ____ All distances, as measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with any other street.
19. ____ Location plans, illustrations, height/set back ratio requirements and elevations of all proposed structures.
20. ____ Height / setback ratio in both a graphic and numeric format for all four sides of the property.
21. ____ Location of all existing and proposed surfaces, other than landscaping, located on the property.
22. ____ The locations, dimensions, grades and flow direction of existing culverts and water lines as well as other underground and aboveground utilities within and adjacent to the property.
23. ____ Other existing development, including fences, landscaping and screening.
24. ____ Location of all means of vehicular access to and from the site onto public or private streets, showing the size and location of existing and proposed driveways, curb cuts, and sidewalks, if any.

PROPOSED DEVELOPMENT:

25. ____ Location of proposed buildings or structural improvements.
26. ____ Location and design of any off-street parking areas, loading, or outdoor storage areas.
27. ____ Existing elevations along the edge of the roadway pavement contiguous to the site.
28. ____ Location of all proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment.

[Type here]

29. _____ The proposed location, direction of illumination, power and time of proposed outdoor lighting.
30. _____ The proposed location of mechanical equipment, including air conditioner units, pool maintenance equipment and generators.
31. _____ Structural elevation calculations for retaining walls.
32. _____ A drainage plan which demonstrates the containment of surface water runoff on the site during and after construction.
33. _____ Location of all proposed 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.

34. _____ The proposed stormwater drainage plan showing location of all inlet pipes, swales, berms and other drainage facilities, including roof leaders. Indicate proposed runoff calculations. Note surface water flow patterns, boundaries of any areas subject to flooding or stormwater overflows, and any anticipated flood hazard or changes planned in the surface water drainage pattern.
35. _____ Existing and proposed spot elevations at all critical locations, e.g. Drainage inlets, high and low points, foundation walls, top, and bottom of retaining walls, etc.
36. _____ Disturbance Limit Line showing all areas of the site to remain undisturbed.
37. _____ An approval box for the Village Engineer signature and corresponding date.

REMINDER: OUTLINE OF PROPOSED STRUCTURES MUST BE STAKED OUT ON THE SITE.

Landscaping Plan, if required:

Submit a landscaping plan, drawn at a scale of not less than one inch equals 20 feet, matching the scale of the site plan, which contains the following information:

1. _____ Outline of all existing and proposed structures, driveways, parking areas, walkways, and impervious surfaces to be located on the property.
2. _____ The location of all existing significant natural features such as boulders, rock outcrops, watercourses, depressions, ponds, marshes, and other wetland or tidal areas whether or not officially mapped.
3. _____ The location of all existing trees, identified by type or species and size, bearing a trunk circumference of eighteen (18") inches or greater measured at any point between ground level and a height of four (4') feet above the base of the trunk. All existing trees are to be tagged with individual, pre-numbered metal tags that are to be securely fastened to each tree. The plan must include an inventory of all of the trees on the site which shall list the tree diameter, species, and indicate whether the tree is proposed for removal or is to be preserved.
4. _____ The location of all trees, shrubs, and/or any vegetation, identified by type or species, which are to be removed.
5. _____ The location of all trees, shrubs, and/or any vegetation, identified by type or species, which are to be preserved.
6. _____ The location of all trees, shrubs, and/or any other vegetation, identified by size, height, and type of species, that are to be provided. Each tree to be provided as a replacement tree under the conditions required by a Village Tree Removal permit, should be assigned an identification number, and shown on the proposed landscaping plan.
7. _____ A separate plant material list of all trees and shrubs, identified by size, height and type of species that are to be provided. Each tree to be provided as a replacement tree under the conditions required by a Village Tree Removal permit, should be assigned an identification number, and included on the list.

Letter of Explanation: If all plans/items (1-37) are not included/submitted, a letter from a NYS licensed professional must be provided detailing the reason for the omission.

Any Other Information deemed by Site Plan Review necessary included but not limited to:

- **Stormwater Pollution Prevention Plan (SWPPP).**

[Type here]



INCORPORATED VILLAGE OF

Roslyn Harbor

SITE PLAN REVIEW CHECKLIST

- Fee (and Trust Deposit, if required)
- Completed Site Plan Review Application
- Completed Building Department Application with Denial Letter
- Survey
- Site Plan
- Topographical Survey
- Completed Short Form EAF (Environmental Assessment Form)
- Copy of all variances on the property
- Copy of all easements and restrictive covenants
- Letter of Explanation, if necessary
- Affidavit of Ownership
- Disclosure Affidavit
- Landscape and tree removal plan, if necessary
- SWPPP, if necessary

[Type here]

Revised 12/13/2023