

## **VILLAGE OF MOUNT KISCO PLANNING BOARD**

104 Main Street  
Mount Kisco, New York 10549  
914-864-0022  
[www.mountkisco.org](http://www.mountkisco.org)

### **PLANNING BOARD APPLICATION PACKAGE**

- ✓ **Planning Board Application Review Process and Procedures**
- ✓ **Planning Board Application Form**
- ✓ **Planning Board Submission Checklist**
- ✓ **Short Environmental Assessment Form (EAF)**
- ✓ **Coverage Calculation Worksheet**
- ✓ **Planning Board Meeting Dates/Submission Deadlines**

## **VILLAGE OF MOUNT KISCO PLANNING BOARD**

104 Main Street  
Mount Kisco, New York 10549  
914-864-0022  
[www.mountkisco.org](http://www.mountkisco.org)

### **Planning Board Application Review Process and Procedures**

#### **Planning Board Responsibilities and Membership**

The Planning Board consists of seven (7) members and up to two (2) alternate members, all of which are residents of the Village and are appointed by the Village Board of Trustees for a three (3) year term. Alternate members of the Planning Board attend Planning Board meetings and participate in deliberations, but only vote in the event that a member of the Planning Board is absent or otherwise unable to act with respect to a particular matter. The Planning Board is led by a Chairman and Vice Chairman, positions which are appointed by the Mayor and confirmed by the Village Board of Trustees. All membership is volunteer and Board members are required to obtain continuing education credits each year as required by law.

The Planning Board is responsible for the review and approval of all applications concerning Site Plans, Subdivisions, Special Use Permits, Change of Use Permits, Wetland Permits and Steep Slope Permits, and any amendments thereto. The Planning Board adheres to various Village, County, NYC Watershed, State, and Federal land use and environmental laws, the Village's Comprehensive Plan, and is required to ensure that decisions rendered by the Planning Board are made in compliance with the State Environmental Quality Review Act (SEQRA).

Depending on the nature of the application, a project may require approval from other Boards, such as the Village Board of Trustees, the Zoning Board of Appeals, the Architectural Review Board, and the Planning Board may seek input from the Conservation Advisory Council and other Village departments and agencies on an as-needed basis. Applications before the Planning Board are also reviewed by the Building Inspector, the Village Planner, the Village Engineer, the Village Attorney, and other special consultants when required.

#### **Planning Board Meeting Dates and Submission Deadlines**

Unless otherwise determined, the Planning Board meets twice per month, on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month; submissions are made to the Planning Board Secretary no less than 21 days in advance of the intended meeting date. Planning Board typically holds a work session in advance of each regular meeting which is open to the public but does not involve public or applicant participation; the regular meeting begins at 7:30PM. All Planning Board meetings are held in the in the Frank J. DiMicco, Sr. room located at Village Hall, 104 Main Street, Mount Kisco. A Planning Board meeting calendar is available on the Village's website and through the Planning Board Secretary.

### **Pre-Application Meeting**

Before an application is submitted to the Planning Board, the applicant must schedule a meeting with the Building Inspector and Village Planner to review the proposed project. The purpose of this pre-application meeting is to discuss the project, to determine zoning compliance (or noncompliance), for staff to provide some guidance to the applicant regarding the process and submission requirements, and to ensure that applications/plans submitted to the Planning Board are complete and contain necessary information. Appointments shall be scheduled by calling the Planning Board Secretary at 914-864-0022.

### **Contact Information-Village Staff**

Michelle Russo – Planning Board Secretary  
[planning@mountkisco.org](mailto:planning@mountkisco.org)  
914-864-0022

Peter Miley – Building Inspector  
[pmiley@mountkisco.org](mailto:pmiley@mountkisco.org)  
914-864-0019

Jan K. Johannessen, AICP – Village Planner  
Kellard Sessions Consulting, P.C.  
[jjohannessen@kelses.com](mailto:jjohannessen@kelses.com)  
914-273-2323

Anthony Oliveri, P.E. – Village Engineer  
Dolph Rotfeld Engineering, P.C.  
[anthony@drepc.com](mailto:anthony@drepc.com)  
914-631-8600

Whitney Singleton, Esq. – Village Attorney  
Singleton, Davis & Singleton  
[wsingleton@sdslawny.com](mailto:wsingleton@sdslawny.com)  
914-666-4400

### **Submission Requirements**

Prior to submitting an application, the applicant must demonstrate legal standing (i.e. the applicant is the owner, tenant, contract vendee, etc.) and must have obtained permission from the property owner to make the application; the owner of the property must sign the application form. All property taxes owed to the Village of Mount Kisco shall be paid in full prior to making application to the Planning Board.

Fourteen (14) copies of the application form and all accompanying plans, documents, reports, etc. (collated and folded), must be filed with the Planning Board Secretary at least 21 days prior to the intended Planning Board meeting date. Submissions are to be accompanied by an explanatory cover letter and annotated response to any previously issued written comments. Only applications deemed complete will be placed on an agenda.

All plans submitted to the Planning Board must be prepared, signed and sealed by a NYS licensed professional as required by law.

In addition to hard copies, the applicant shall submit a flash drive or CD-ROM containing PDFs of all submission materials.

### **Application Fees and Escrow**

At the time of submission of any application to the Planning Board, the applicant shall pay the required application fee(s) and establish an escrow account from which withdrawals shall be made to reimburse the Village for the cost of professional review services and meeting/coordination with the Village's consultants. The application fee(s) and initial escrow deposit shall be in accordance with the Planning Board Fee/Escrow Schedule; application fees are nonrefundable and escrow deposits shall comply with Section 110-45C(8) and Section A112-110 of the Village Code. In the event an applicant fails to make the escrow payment required and/or fails to pay the full amount billed for professional review fees, the Planning Board shall adjourn any pending application and/or withhold final approval until such payment is made. In the event final approval has been granted and an outstanding balance for consulting fees remains unpaid, the Building Inspector shall not grant a Building Permit and/or a Certificate of Occupancy until payment of approved outstanding consulting fees has been made in full. The escrow account shall remain active throughout construction so as to cover any inspection related costs. After all pertinent charges have been paid in full, the Village shall refund the applicant any funds remaining on deposit.

### **Planning Board Review Process**

Applications are reviewed by the Planning Board until the applicant has satisfactorily addressed comments provided by Planning Board and/or its consultants. The Planning Board is also responsible for conducting public hearings, if required by law or deemed necessary, and for satisfying the provisions of the State Environmental Quality Review Act (SEQRA). Many of the applications submitted to the Planning Board require outside agency approvals and the timing, regulations, and submission requirements associated with these approvals/permits are outside the control of the Planning Board. The process will be concluded via the passage of a resolution, with or without conditions. The duration of the process depends on the nature and complexity of the application and the applicant's timely and sufficient response to comments.

The Planning Board recommends that applicants are represented by a professional consultant, such as an engineer, architect, planner, attorney, etc. that is familiar with the type of application at hand and applicable Village, City, State and Federal laws and processes. Applicants and their agents shall not contact Planning Board members directly, all communication must be made via written submission to the Board or through Village staff.

During the review process, the application will be reviewed by the Planning Board, the Village's professional consultants (Village Planner, Village Engineer, Village Attorney) and the Building Inspector. Technical comments will be provided via memorandum to the Planning Board from the Village's consultants and the Building Inspector; these comments will be made available to the applicant. If necessary, the applicant and its agents may request a staff meeting with the Building Inspector, Village Planner, Village Engineer and/or Village Attorney to discuss technical comments that arise during the review process.

All Planning Board meeting agendas, meeting minutes, submitted application materials and review memorandums are posted to the Village's website in advance of the Planning Board meeting. Planning Board meetings are videotaped and are broadcasted on a local television network.

## **Types of Planning Board Approvals/Permits and Process for Each**

### **Site Plan**

Site Plans are required for all uses other than one-family residences; information pertaining to site plan requirements, objectives, and procedures can be found under Section 110-45 of the Village's Zoning Ordinance and Section 7-725-a of the NYS Village Law. The Site Plan review process generally consists of two (2) successive stages- (a) Conceptual Review and (b) Formal Review and subsequent decision.

In most instances, applicants will submit an application for Conceptual Review prior to submitting a Formal Application. The purpose of the Conceptual Review is to discuss the proposed plans, procedures and requirements so that the necessary subsequent steps may be taken with a clear understanding of the Planning Board requirements. This process also allows the Planning Board to provide its initial feedback and comments and gives the applicant an opportunity to ask questions. The Conceptual Review is generally confined to one (1) meeting and no vote, approval or denial is made by the Planning Board. Bypassing the Conceptual Review Process is permitted under certain circumstances upon the request of an applicant and subsequent approval by the Planning Board Chairman. Following the incorporation of comments and recommendations provided during the Conceptual Review process, the applicant is free to submit a Formal Site Plan Application to the Planning Board for continued review. Amendments to approved Site Plans follow the same process.

### **Subdivision/Lot Line Realignment**

The creation of lots and the adjustment of lot lines requires subdivision plat approval in accordance with Chapter 94 of the Village Code and Section 7-725b through 7-732 of the NYS Village Law. The subdivision review and approval process generally consists of two (2) successive stages- (a) Preliminary Subdivision Plat Approval and (b) Final Subdivision Plat Approval. All subdivision plat applications require a public hearing, Westchester County Department of Health Approval, and filing with the Westchester County Clerk's Office.

### **Special Use Permit**

A Special Use Permit is an authorization of a particular land use which is permitted by zoning, subject to requirements imposed to ensure that the proposed use is in harmony with applicable land use laws and will not adversely affect the neighborhood. Information pertaining to Special Use Permit requirements, objectives, and procedures can be found under Section 110-46 of the Village's Zoning Ordinance and Section 7-725-b of the NYS Village Law. A public hearing is required prior to the issuance of any Special Use Permit,

### **Change of Use Permit**

A Change of Use Permit is required for the replacement of an existing use by a new use or a change in the nature or intensity of the existing use, but not including a change in ownership, tenancy, name or management or a change in product or service within the same use classification where the previous nature or intensity of the use, line of business or other function is substantially unchanged.

A Change of Use Permit as issued by the Planning Board is required when the application does not meet one (1) or more of the thresholds listed under Section 110-38 of the Zoning Code provided for an “Administrative Change of Use Permit” as issued by the Building Inspector and Planning Board Chairman. Change of Use Permit requirements and procedures can be found under Section 110-38 of the Village’s Zoning Ordinance.

#### Wetland Permit

A Wetland Permit is required when a regulated activity is proposed within jurisdictional wetlands and/or wetland buffer areas. The Planning Board is the approval authority when the application also requires Site Plan Approval, Subdivision Approval, or if the subject parcel is capable of being subdivided into conforming lots. Additional information concerning wetlands, jurisdiction, regulated activities, wetland permit applications and permitting can be found under Chapter 107 and Section 110-33.1B of the Village Code; all Wetland Permits as issued by the Planning Board require a public hearing.

#### Steep Slopes Permit

A Steep Slopes Permit is required when an application involves >100 s.f. of disturbance (in the aggregate) to any steep slope ( $\geq 15\%$  slope) or to cut any tree with a diameter >4 inches (measured 1.5’ above ground level) located on any steep slope, hilltop, or ridgeline. Construction activity is not permitted on slopes  $\geq 25\%$ , unless there is no viable alternative. For more information concerning Steep Slopes Permits, regulated activities, submission requirements, standards for approval, and permit procedures, please see Section 110-33.1A of the Zoning Code. The Planning Board is required to hold a public hearing on all Steep Slopes Permits.

#### What to Expect Following Approval

The owner and applicant shall be bound by the final approval of the Planning Board and all construction, development and use shall occur in accordance with the final approved plan(s) and any conditions contained within the Planning Board’s approving resolution. The applicant will be provided with a copy of any draft resolution for its review prior to adoption.

Depending on the nature of the application, the approving resolution will likely include conditions that will need to be addressed within a specified period of time and will include conditions to be satisfied prior to the signing of plans, prior to the issuance of a Building Permit, prior to and following the issuance of a Certificate of Occupancy and, depending on the type of application, certain operational conditions.

Unless the approving resolution specifies different time periods for when construction must commence and be completed, construction must commence within six (6) months from the date of the resolution and be completed within 12 months from commencement of work. Applicants will be required to allow Village staff to inspect the project during construction and may be required to submit inspection reports, certifications, as-built surveys, etc. A Certificate of Occupancy will not be issued until there is compliance with the approving Resolution and approved plans. Temporary

Certificates of Occupancy are allowed under certain circumstances but must be approved by the Planning Board prior to issuance.

The above information is intended to offer guidance but shall not be deemed to supersede or replace applicable Village, county or federal statutes, rules or regulations.

## VILLAGE OF MOUNT KISCO PLANNING BOARD APPLICATION

---

**Type of Application** (please check all that apply)

Site Plan (Conceptual)

Site Plan (Formal)

Subdivision

Special Use Permit

Change of Use Permit

Wetland Permit

Steep Slopes Permit

***For Conceptual Site Plan Applications, complete Page 1 only and provide signatures on Page 2***

---

**Name of Applicant** (not agent): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's relationship to property: \_\_\_\_\_

**Name of Property Owner** (if different from above) \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Agent** (Firm Name/Contact Person): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

---

**Application Information**

Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Tax Parcel ID Number(s): \_\_\_\_\_

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

\_\_\_\_\_

Total parcel size (square feet and acres): \_\_\_\_\_

Zoning District(s): \_\_\_\_\_ Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Does the subject property have a Site Plan of Record?      Yes      No

Last approved use according to the last issued Certificate of Occupancy? \_\_\_\_\_

---

*For Office Use Only*

Total Fee Paid: \$ \_\_\_\_\_

Initial Escrow Deposit: \$ \_\_\_\_\_



Number of off-street parking spaces - Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Number of newly created building lots (if applicable): \_\_\_\_\_

Do any easement agreements, covenants or deed restrictions apply to this property? Yes No

If yes, please list these documents and attach copies \_\_\_\_\_

Identify all other permits/approvals required:

Agency	Approval Required		Type of Permit
Village Board of Trustees	Yes	No	
Village Zoning Board of Appeals (ZBA)	Yes	No	
Village Architectural Review Board (ARB)	Yes	No	
Village Building Department	Yes	No	
Village Department of Public Works (DPW)	Yes	No	
Westchester County Department of Health (WCDH)	Yes	No	
Westchester County Department of Public Works (WCDPW)	Yes	No	
NYC Department of Environmental Protection (NYCDEP)	Yes	No	
NYS Department of Environmental Conservation (NYSDEC)	Yes	No	
NYS Department of Transportation (NYSDOT)	Yes	No	
U.S. Army Corps of Engineers (ACOE)	Yes	No	
Other	Yes	No	

Total anticipated area of construction activity as defined under the most recent NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity: <5,000 s.f.  $\geq$ 5,000 s.f. - <1 acre >1 acre

Will the project disturb any Village regulated wetlands or wetland buffer areas? Yes No

If yes, quantify area of disturbance: \_\_\_\_\_ s.f. wetland disturbance; \_\_\_\_\_ s.f. of wetland buffer disturbance

Will proposed action disturb any "steep slopes" ( $\geq$ 15 percent)? Yes No Area disturbed: \_\_\_\_\_ s.f.

Will proposed action disturb any "very steep slopes" ( $\geq$ 25 percent)? Yes No Area disturbed: \_\_\_\_\_ s.f.

Are any trees with a diameter of  $\geq$ 4-inches proposed to be removed? Yes No Quantity: \_\_\_\_\_

If yes, will any trees be removed from steep slopes? Yes No Quantity: \_\_\_\_\_

Is the site located within a Flood Hazard Area as defined by FEMA? Yes No

I hereby certify that the above information is factually correct to the best of my knowledge. By applying for the permit/approval(s) herein, the below individuals expressly authorize Village Officials and Planning Board members access to the subject property for schedule site visits and inspections.

**Applicant:** \_\_\_\_\_  
(print name) (signature) (date)

**Owner:** \_\_\_\_\_  
(print name) (signature) (date)

## **VILLAGE OF MOUNT KISCO PLANNING BOARD**

104 Main Street  
Mount Kisco, New York 10549  
914-864-0022  
www.mountkisco.org

### **PLANNING BOARD SUBMISSION CHECKLIST**

**PROJECT NAME:**\_\_\_\_\_

#### **Application materials (required for all applications)**

\*Planning Board application form completed and signed by all applicable parties

Unless otherwise instructed, a completed Short Environmental Assessment Form (EAF) as available from the NYSDEC website

\*Application fee and initial escrow deposit as identified by the Planning Board Secretary

\*Most recent property deed

\*Survey of property – Level of detail required to be determined by the Planning Board, Building Inspector and/or the Planning Board's consultants

\*Previously approved Planning Board Site Plan of Record and Planning Board Resolutions, available through the Building Department, if applicable

\*Identification of any known zoning variances (previously granted or required/proposed)

\*Completed Coverage Calculations Worksheet

\*Business plan providing a detailed description of the proposed use/operation

Floor plans of the existing and proposed condition as prepared by a NYS licensed architect or engineer

Architectural elevations prepared by a NYS licensed architect or engineer, if applicable

\*The applicant shall provide a digital submission including PDFs of all forms, applications, documents, reports, and plans to the Planning Board Secretary on a flash drive or CD-ROM

*(\*) Indicates that this item is required for the first submission, including Conceptual Site Plan Applications*

**Items to be included on Site Plans and other plans presented to the Planning Board (Subdivisions, Special Use Permits, Change of Use Permits, Wetland Permits, and Steep Slope Permits, as determined applicable)**

**General information and Existing Conditions**

- \*Location of project by street address
- \*The section, block and lot number(s) of the subject property taken from the latest assessment roll
- \*A location map identifying the location of the subject property in context to the surrounding area
- \*Name and mailing address of the owner of record and the applicant, if different
- \*Name and mailing address of the person, firm, or organization preparing the plan
- \*Date of the plan preparation/revision - provide common revision dates on each sheet
- \*North arrow; scale bar
- \*Unless otherwise approved, plans shall be prepared as a scale of 1 inch = 30 feet
- \*Zoning district boundary lines
- \*Zoning setback lines and dimensions

Landscape buffer setback lines and dimensions

Ownership information for all adjacent parcels taken from the latest assessment roll

The location, width and purpose of all existing and proposed easements, covenants, reservations and areas dedicated to public use within or adjacent to the property

Existing topography as illustrated by use of contour lines with intervals of two (2) feet or less, referred to a datum satisfactory to the Village Engineer

Adjacent structures and uses within fifty (50) feet of the subject property

The location, names and existing widths of adjacent streets, including curbs

\*The location and limits of all existing improvements including buildings, structures, paved areas, gravel areas, vehicular and pedestrian access, driveways, parking stalls,

*(\*) Indicates that this item is required for the first submission, including Conceptual Site Plan Applications*

loading areas, sidewalks, exterior lighting, walls, fencing, and landscaping on and adjacent to the subject property

Locations, dimensions, grades and flow directions of existing sewers, drainage features, culverts, and waterlines, as well as other underground and aboveground utilities within and adjacent to the subject property

### Demolition and Removals

Clearly identify any existing improvements or structures which are proposed to be removed, including utilities

### Environmental Features

If the subject property contains wetlands or surface water features or will require a wetland permit, wetlands and watercourses that are jurisdictional to the Village of Mount Kisco shall be delineated by a wetland scientist, shall be survey located, and shall be shown on a plan. A wetland delineation report shall be provided prepared to the satisfaction of the Village Wetland Consultant

If disturbance to steep slopes is proposed, provide a calculation of disturbance within each applicable slope category and demonstrate compliance with Section 110-33.1A of the Zoning Code. The plan shall illustrate via shading, the portions of the site comprised of steep slopes (distinguish between slopes categories)

If tree removal is proposed, trees with a diameter  $\geq 4$  inches as measured 1.5 feet above grade shall be survey located and shown on a plan (location, diameter, specie type). Identify all trees to be removed or preserved

Mitigation plan (associated with wetland permits and steep slope permits)

The location and extent of wooded areas, rock outcrops and other significant environmental features

The location, boundary and elevation of any FEMA Flood Hazard Areas, if applicable

### Proposed Development

For subdivisions and/or lot line realignments, provide a subdivision plat in compliance with Chapter 94 of the Village Code

\*Bulk zoning table comparing the existing and proposed conditions to the requirements of the underlying zoning district(s)

Average grade calculation to determine proposed building height, if applicable

*(\*) Indicates that this item is required for the first submission, including Conceptual Site Plan Applications*

\*Off-street parking and loading calculations comparing the existing and proposed condition to the requirements listed under Sections 110-28 and 110-29 of the Zoning Code

Limits of construction activity line with area calculation (square feet)

\*The location and limits of all proposed improvements including buildings, structures, paved areas, vehicular and pedestrian access, driveways, parking stalls, loading areas, sidewalks, exterior lighting, walls, fencing, and landscaping on and adjacent to the subject property. Profiles and cross-sections shall be provided, as necessary

Locations, dimensions, grades and flow directions of all proposed utilities including sanitary and storm sewers, drainage features, culverts, and waterlines, as well as other underground and aboveground utilities within and adjacent to the subject property. Profiles and cross-sections shall be provided, as necessary

Preparation of a Stormwater Pollution Prevention Plan (SWPPP) in accordance with NYSDEC standards and requirements, as determined necessary by the Village Engineer, including drainage calculations

Construction details, profiles and sections, as determined necessary

Grading plan, indicating how proposed new grades will meet existing grades

Location and cross-section of any new wall

The location and plans for any proposed signage

Landscaping plan, including location, size, specie type, and quantity of proposed plant material, prepared by a NYS registered landscape architect

A lighting plan prepared to demonstrate compliance with 110-32 of the Zoning Code

The location, limits and description of any proposed easements or covenants

Any contemplated public improvements on adjoining properties

\*Any additional information required under the Village Code or as determined necessary by the Planning Board, Building Inspector, or by the Planning Board's consultants

### Supplementary Regulations

The applicant shall determine/demonstrate compliance with the Article V of the Zoning Code, including supplementary use and development regulations, as applicable

*(\*) Indicates that this item is required for the first submission, including Conceptual Site Plan Applications*

Upon findings of the Planning Board that due to special conditions particular to the subject property, certain of the information identified above is not necessary or appropriate or that strict compliance with said requirements may cause extraordinary or unnecessary hardships, the Planning Board may vary or waive the provision of such information, provided that such waiver will not have detrimental effects on public health, safety or general welfare or have the effect of nullifying the intent and purpose of the application, Official Map, Village Comprehensive Plan or Village Code

**This checklist is provided as a guide. The Planning Board may require additional information as determined necessary.**

**The undersigned agrees that, to the best of his or her knowledge, the submission materials have been prepared in accordance with this checklist.**

Name of Design Professional: \_\_\_\_\_

Signature of Design Professional: \_\_\_\_\_

Date: \_\_\_\_\_

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>
			<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>
			<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?  b. Consistent with the adopted comprehensive plan?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?  b. Are public transportation service(s) available at or near the site of the proposed action?  c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<b>NO</b>	<b>YES</b>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?  b. Is the proposed action located in an archeological sensitive area?	<b>NO</b>	<b>YES</b>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	<b>NO</b>	<b>YES</b>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	<b>NO</b>	<b>YES</b>	



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>	<b>YES</b>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ 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.

\_\_\_\_\_  
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)

**VILLAGE OF MOUNT KISCO**

104 Main Street  
Mount Kisco, New York 10549  
www.mountkisco.org

**COVERAGE CALCULATION WORKSHEET**

Project Name: \_\_\_\_\_

Tax Parcel ID Number(s): \_\_\_\_\_

Relevant definitions from the Village's Zoning Code are provided on the following page

**Building Coverage** – Enter "0" below if category is not applicable

- |   |               |
|---|---------------|
| 1. Total lot area (s.f.) =  | 1. _____ s.f. |
| 2. Maximum permitted Building Coverage (s.f.) =   | 2. _____ s.f. |
| 3. Portion of lot covered by the principal building:<br>_____ s.f. (existing) + _____ s.f. (proposed) = | 3. _____ s.f. |
| 4. Portion of lot covered by accessory building(s):<br>_____ s.f. (existing) + _____ s.f. (proposed) =  | 4. _____ s.f. |
| 5. Portion of lot covered by other structures:<br>_____ s.f. (existing) + _____ s.f. (proposed) =       | 5. _____ s.f. |
| 6. Total Building Coverage (add Lines #3 through #5) =  | 6. _____ s.f. |

**Development Coverage** – Enter "0" below if category is not applicable

- |   |               |
|---|---------------|
| 1. Total lot area =   | 1. _____ s.f. |
| 2. Maximum permitted Development Coverage =   | 2. _____ s.f. |
| 3. Total Building Coverage from Line #6 Above =   | 3. _____ s.f. |
| 4. Portion of lot covered by asphalt, concrete, gravel, or similar materials<br>_____ s.f. (existing) + _____ s.f. (proposed) = | 4. _____ s.f. |
| 5. Portion of lot covered by other improved surfaces =<br>_____ s.f. (existing) + _____ s.f. (proposed) =                       | 5. _____ s.f. |
| 6. Total Development Coverage (add Lines #3 through #5) =   | 6. _____ s.f. |

If Line #6 is less than or equal to Line #2, the proposed action is zoning compliant; if Line #6 is greater than Line #2, the proposed action is noncompliant

## **Relevant Definitions**

As a convenience to the applicant, several definitions applicable to the calculation of “building coverage” and “development coverage” have been excerpted from Chapter 110 (Zoning) of the Code of the Village/Town of Mount Kisco and are presented below. The applicant is also advised to review Chapter 110 (Zoning) in its entirety for other provision pertaining to these requirements. The Code is available on the Village Website [www.mountkisco.org](http://www.mountkisco.org) under Village Code, Chapter 110, Zoning.

### **ACCESSORY BUILDING OR USE**

A building or use which is incidental and subordinate to the principal building or use on a lot.

### **BUILDING**

Any structure having a roof supported by columns or by walls and intended for the shelter, housing or enclosure of persons, animals and/or property.

### **BUILDING COVERAGE**

The sum of the area of coverage or footprint of all buildings and structures on the site.

### **DEVELOPMENT COVERAGE**

The sum of the area of coverage or footprint of the building, structures, paved areas, parking areas and other improved surfaces on a site, including patios, decks, gazebos and areas covered with gravel, crushed stone or other materials used to support vehicles, but not including architectural landscape features such as pools, ponds and fountains.

### **PRINCIPAL STRUCTURE**

Any building or structure that is intended to house, shelter and/or enclose a principal use.

### **STRUCTURE**

Any combination of materials forming any construction, including but not limited to freestanding signs, fences, walls (other than retaining walls projecting above the ground not more than two feet at the lower ground level), radio and television antennas (except such as are installed on the roof of a building), pergolas, porches, outdoor bins, outdoor air conditioners (except those installed in windows), swimming pools and solar panels.

**2017 Planning Board Calendar**  
**Submissions Deadlines are 21 Days before Meeting Dates**  
**Meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of Each Month**  
**7:30 p.m.**  
Schedule is subject to change without notice

<b>Submission Deadlines</b>	<b>Meeting Date</b>
December 20, 2016	January 10, 2017
January 3, 2017	January 24, 2017
January 24, 2017	February 14, 2017
February 7, 2017	February 28, 2017
February 21, 2017	March 14, 2017
March 7, 2017	March 28, 2016
March 21, 2017	April 11, 2017
April 4, 2017	April 25, 2017
April 18, 2017	May 9, 2017
May 2, 2017	May 23, 2017
May 23, 2017	June 13, 2017
June 6, 2017	June 27, 2017
June 20, 2017	July 11, 2017
July 18, 2017	August 8, 2017
August 22, 2017	September 12, 2017
September 5, 2017	September 26, 2017
September 19, 2017	October 10, 2017
October 3, 2017	October 24, 2017
October 24, 2017	November 14, 2017
November 8, 2017	November 28, 2017
November 21, 2017	December 12, 2017
December 5, 2017	December 26, 2017
December 19, 2017	January 16, 2018