

TOWN OF YORKTOWN PLANNING DEPARTMENT

Yorktown Community & Cultural Center, 1974 Commerce Street, Yorktown Heights, NY 10598, Phone (914) 962-6565, Fax (914) 962-3986

SITE PLAN/RESIDENTIAL SITE PLAN CHECKLIST

Pre-Preliminary Application:

- Pre-Preliminary Application
- Letter from owner authorizing the application
(if the applicant is not the owner)
- Application Fee \$100.00
- 3 copies of the Proposed Site Plans (full sized & folded)
4 copies (11x17)
(signed & sealed by a design professional)

Submit to:

Planning
Planning
Planning
Planning

Application for Site Plan Approval:

- Determine location of land for public parks required for Residential Site Plans in the R-3 Zone pursuant to Town Code §300-21(C)(3)[f]&[g].
- Site Plan Approval Application
(signed by the applicant & owner, must be notarized)
- 5 copies of the Proposed Site Plan Sets (full sized & folded)
4 copies (11x17) (signed & sealed by a design professional)
Pages
 - Existing Conditions Plan
 - Property Survey
 - Improvement Plan
 - Grading & Utilities Plan
 - Sediment & Erosion Control Plan
 - Wetland Mitigation Plan (if applicable)
 - Lighting Plan
 - Landscaping Plan
 - Tree Survey
 - Architectural Elevations
 - Floor Plans
 - Details Sheets
- Long EAF (original signed & dated)
- Fee Schedule based on Town Code §168 Fees will be provided to the Applicant by the Planning Department on the basis of a PDF of the plans submitted prior to your formal submission. **Applicants are not to submit checks without verifying the calculations with the Planning Dept.**
 - Application Fee
 - ABACA Fee
- Stormwater/Wetland/Tree Permit Application
 - Full Stormwater Pollution Prevention Plan (Town Code §248)
 - Wetland or Wetland Buffer Disturbance (Town Code §178)
 - Tree Removal (Town Code §270)
*Including Tree Inventory worksheet/excel spreadsheet

Submit to:

Planning
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Planning

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Planning

Engineering &
cc: Planning

- | | |
|---|-------------|
| <input type="checkbox"/> Stormwater/Wetland/Tree Permit Fees (see master fee schedule) | Engineering |
| <input type="checkbox"/> 2 copies Preliminary Stormwater Pollution Prevention Plan | Planning |
| <input type="checkbox"/> Post notice sign(s) on property pursuant to Town Code §205
(signs provided by Planning Department) | |
| <input type="checkbox"/> Public Informational Hearing required pursuant to Town Code §195-39(B)(1). | |
| <input type="checkbox"/> Public Hearing required pursuant to Town Code §195-39(B)(2).
(hearings may not be combined or waived) | |

After Planning Board Approval & Prior to Release of Signed Plan:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> 5 copies of the Approved Plan Set for signature | <u>Submit to:</u>
Planning |
| <input type="checkbox"/> 2 copies Final Stormwater Pollution Prevention Plan | Planning |
| <input type="checkbox"/> Recreation Fee (see fee schedule) | Planning |
| <input type="checkbox"/> General Development Fee (see fee schedule) | Planning |
| <input type="checkbox"/> Inspection Fee (see site work estimate) | Engineering |
| <input type="checkbox"/> Erosion Control Bond (see site work estimate) | Engineering |
| <input type="checkbox"/> Performance Bond (see site work estimate) | Engineering |

~ **Remove Notice Sign from Property** ~

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Last Updated: April 2024