

VILLAGE OF SCARSDALE PLANNING BOARD PROCESS

OVERVIEW

This guide outlines the Planning Board process. Applicants are encouraged to read the entire process below before completing an application.

The Village of Scarsdale Planning Board meets monthly, except in the summer when there will be one meeting in July or August, typically on the fourth Wednesday of the month at 7 p.m. Agendas and Minutes are available on the Village website. Meetings are held in person at Scarsdale Village Hall, 1001 Post Road, Scarsdale, NY 10583.

PRE-APPLICATION MEETING (OPTIONAL)

Prior to submitting the application, applicants are encouraged to contact the Planning Department, at 914-722-1137 or PLANNING@SCARSDALE.GOV with any questions. The applicants should review all pertinent information prior to submitting an application.

PRELIMINARY SUBMISSION REVIEW

Preliminary submissions are filed with the Planning Department and must consist of two (2) hard copies of all materials and full-sized plans with the applicable fees. Please see the site plan checklist for a complete list of information that must be submitted with the plans.

INTERNAL REVIEW PROCESS

Village staff will prepare a Staff Memo on the proposal that will be sent to the applicant possibly requesting revisions to the information contained in the initial proposed application and site plan drawings. If revisions are required, the applicant is responsible for making the proper revisions and resubmitting materials addressing all concerns/requests for revisions. The revisions should provide an itemized response to the staff comments in addition to revised drawings with all revisions highlighted or bubbled for staff to review. If the revisions do not follow this standard your application may be delayed. Amended plans must be signed and sealed by appropriate design professionals. The revised application/plans are again reviewed by Village staff to confirm that the applicant has properly addressed all concerns and met the requirements of the Village Code. If there are no further comments, the applicant will be notified that the application to the Planning Board will be placed on an upcoming agenda for a public hearing. The Applicant will be emailed instructions and a Dropbox link to upload all submitted materials into. If the Dropbox materials do not reflect the official submission or

if an item is placed in the Dropbox that was not submitted prior to the deadline, your application may be removed from the agenda. Prior to the meeting the applicant will be sent a copy of the staff's memorandum review of the submitted application materials.

NOTICE TO NEIGHBORS

Applicants to the Planning Board must give written notice to the **owners** of every property within two hundred (200) feet of the boundary of the property involved in the application. The Planning Department staff will provide applicants with a **separate mailing Dropbox link**, an Affidavit of Notice to Neighbors form, mailing list in label format and a sample neighbor notification letter. The **neighbor notification letter must be sent by certified mail**, not less than **ten (10) days** prior to the date of the hearing, or served personally with signee receipts, not less than **seven (7) days** prior to the date of the hearing. Return receipts are NOT required. If the notices are not mailed or served, the hearing cannot be held. In the event the hearing is continued to a subsequent meeting, further notice is not generally required, unless the Board specifically directs such notice. The applicant must upload a copy of the letter sent to the neighbors, the **notarized** Affidavit of Notice to Neighbors that notice has been served, and proof of mailing (certified mail receipts) or the signatures of affected owners to the **mailing Dropbox link**.

SITE INSPECTION

When a completed application is placed on the Planning Board agenda, the Board and staff will visit the site prior to the meeting. All staking should be completed by the applicant at least two weeks prior to the upcoming Planning Board meeting.

PUBLIC HEARING

The Village will place the meeting agenda on its website and advertises the public hearing in the Town's designated newspaper pursuant to New York State Open Meetings Law. The applicant must notify neighbors of the Public Hearing in accordance with the Village Code. The Planning Board will open the Public Hearing at the first meeting the applicant attends. Applicants or their representatives are required to attend the Planning Board Meeting to present the project and answer questions. New application presentations should not be longer than 15 minutes and revised presentations should not be longer than 5 minutes. If the Board or staff requires additional information there will be a resolution to continue the Public Hearing pending the requested and potentially additional information.

APPLICANT RESPONSES TO RESOLUTIONS AND STAFF MEMORANDUMS

All applicant responses should be itemized, directly addressing the staff memorandum/comments or resolution requesting additional information or clarification. This will ensure that your responses to the staff memorandum/comments or responses to a

resolution from the Planning Board are what is being requested. If responses are not itemized your submission may not be accepted by the Planning Department and your application may be delayed.

DECISION OF THE PLANNING BOARD

After the close of the Public Hearing, the Planning Board will approve, deny or approve with conditions the application via a resolution. The Applicant then works with Village Staff to comply with all Planning Board conditions of approval. If your application is referred to another Land Use Board you must submit the plans labelled as “Reviewed” signed and dated by Village Staff. If your application is approved and requires additional approvals or permits from other Boards or Departments you must submit the plans labelled with the Approval Stamp signed and dated by the Village staff.

AMENDED SITE PLAN APPROVALS

Approval of amendments to an approved site plan or wetland permit shall be acted upon in the same manner as an application for the approval of an original site plan or wetland permit.

ACTIVE APPLICATIONS

If your application is not actively making progress through the Land Use Board process you will be removed from the Planning Board agenda and will need to resubmit your application, pay the associated fees and re-notice your neighbors.

PLANNING DEPARTMENT CONTACT INFORMATION

Village of Scarsdale
Planning Department, 2nd floor
1001 Post Road
Scarsdale, NY 1053
(914) 722-1137

PLANNING BOARD APPLICATION

TYPE OF APPLICATION

	Check all that Apply
Preliminary Review	<input type="checkbox"/>
Subdivision/Merger/Lot Line Adjustment	<input type="checkbox"/>
Site Plan	
• Non-Residential or Multi-Family	<input type="checkbox"/>
• Adjoining Property Buffer Disturbance	<input type="checkbox"/>
• Site Disturbance	<input type="checkbox"/>
• Development in the Special Flood Hazard Area	<input type="checkbox"/>
• New Construction on Corner Lot	<input type="checkbox"/>
• Demolition Site Plan	<input type="checkbox"/>
• GFA 15,000 sq. ft. or more	<input type="checkbox"/>
• Cluster Subdivision	<input type="checkbox"/>
• Lots at a Distance from the Street	<input type="checkbox"/>
• Site Disturbance in the Aggregate	<input type="checkbox"/>
Wetlands/Watercourse	<input type="checkbox"/>
Non-Residential Special Use Permit	<input type="checkbox"/>
Watercourse Diversion	<input type="checkbox"/>
Appeal Decision of Village Engineer	
• Curb Cut	<input type="checkbox"/>
• Wetlands Permit	<input type="checkbox"/>
• Flood Plain	<input type="checkbox"/>
Amendment to Existing Approval	<input type="checkbox"/>

OFFICE USE ONLY

SITE ADDRESS: _____

SITE SBL: _____

DATE: _____

APPLICATION FEE: _____

LEGAL AD FEE: _____

APPLICATION #: _____

CHP APPROVAL DATE: _____

BOA REFERRAL/APPROVAL DATE: _____

BAR REFERRAL DATE: _____

PLANNING BOARD APPLICATION CHECKLIST

This form is to be completed, signed, dated and included in the Application Submission Package

Address of Application _____

Section, Block and Lot of Application _____

REQUIRED MATERIALS	CHECK BOX
Application checklist	<input type="checkbox"/>
A Cover Letter/Narrative Statement	<input type="checkbox"/>
One (1) set of full-sized plans	<input type="checkbox"/>
Planning Board Application Form (signed & notarized)	<input type="checkbox"/>
Lot Coverage Form	<input type="checkbox"/>
Floor Area Ratio Form	<input type="checkbox"/>
Site Disturbance Form/Open Space Form	<input type="checkbox"/>
Tree Removal Permit	<input type="checkbox"/>
Architectural Renderings for New Homes	<input type="checkbox"/>
Setback and Height Analysis for New Homes (200' Radius)	<input type="checkbox"/>
Streetscape Profile of New Home and Adjacent Homes	<input type="checkbox"/>
Construction Management Plan	<input type="checkbox"/>
Site Plan Checklist	<input type="checkbox"/>
Short Environmental Assessment Form	<input type="checkbox"/>
Affidavit of Property Ownership	<input type="checkbox"/>
Applicant Acknowledgement	<input type="checkbox"/>
Copies of all Easements, Covenants or restrictions	<input type="checkbox"/>
Application & Legal Notification Fee	<input type="checkbox"/>
Survey with current topography (not more than 1 year old)	<input type="checkbox"/>
SWEC Permit, Plans and Fee (2 copies)	<input type="checkbox"/>
Property is staked	<input type="checkbox"/>

Signature of Applicant, Professional or Owner
acknowledging that all required materials have
been submitted.

Printed Name

Date

*** If any of the above-referenced required information is missing the application will be deemed incomplete and returned to the applicant for proper completion.**

Description of Work _____

Owner's Name _____

Street _____ City _____

State _____ Zip _____

Telephone: _____ Email Address _____

Applicant Name (Professional Making Application) _____

Street _____ City _____

State _____ Zip _____

Telephone _____ Email Address _____

Subject Property Address _____

Parcel ID _____

Zoning District _____

	Required	Existing	Proposed
Lot Size (Quadrilateral)			
Total Gross Floor Area sq. ft. (FAR)			
Front Yard Setback			
Rear Yard Setback			
One Side Yard Setback			
Second Side Yard Setback			
Combined Side Yard Setback			

LOT COVERAGE IN RESIDENCE A DISTRICTS

Area of Lot (1)	Maximum Coverage Permitted For All Buildings on the Lot (2)	Maximum Coverage Permitted For All Buildings, Structures and Impervious Surfaces on the Lot (3)	Village-Designated Wetland, Maximum Coverage Permitted for All Structures and Impervious Surfaces on the Lot (4)
More than 43,560 Sq. Ft.	4,642 Sq. Ft. plus 4% of lot area in excess of 43,560 Sq. Ft.	13,100 Sq. Ft. plus 10% of lot area in excess of 43,560 Sq. Ft.	8,750 Sq. Ft. plus 6.7% of lot area in excess of 43,560 Sq. Ft.
20,001 to 43,560 Sq. Ft.	3,700 Sq. Ft. plus 4% of lot area in excess of 20,000 Sq. Ft.	6,000 Sq. Ft. plus 30% of lot area in excess of 20,000 Sq. Ft.	4,000 Sq. Ft. plus 20% of lot area in excess of 20,000 Sq. Ft.
15,001 to 20,000 Sq. Ft.	3,100 Sq. Ft. plus 12% of lot area in excess of 15,000 Sq. Ft.	5,250 Sq. Ft. plus 15% of lot area in excess of 15,000 Sq. Ft.	3,500 Sq. Ft. plus 10% of lot area in excess of 15,000 Sq. Ft.
10,001 to 15,000 Sq. Ft.	2,500 Sq. Ft. plus 12% of lot area in excess of 10,000 Sq. Ft.	4,000 Sq. Ft. plus 25% of lot area in excess of 10,000 Sq. Ft.	2,670 Sq. Ft. plus 16.7% of lot area in excess of 10,000 Sq. Ft.
7,501 to 10,000 Sq. Ft.	2,100 Sq. Ft. plus 16% of lot area in excess of 7,500 Sq. Ft.	3,000 Sq. Ft. plus 40% of lot area in excess of 7,500 Sq. Ft.	2,250 Sq. Ft. plus 16.7% of lot area in excess of 7,500 Sq. Ft.
5,001 to 7,500 Sq. Ft.	1,500 Sq. Ft. plus 24% of lot area in excess of 5,000 Sq. Ft.	2,250 Sq. Ft. plus 30% of lot area in excess of 5,000 Sq. Ft.	30%
Up to 5,000 Sq. Ft.	30%	45%	30%

LOT COVERAGE IN RESIDENCE A DISTRICTS FORM

ADDRESS _____

SECTION _____ BLOCK _____ LOT(S) _____

WETLANDS ON THE PROPERTY: YES NO

SCOPE OF WORK IS WITHIN THE 100' WETLAND CONTROLLED AREA: YES NO

		Required (in sq. ft.)	Existing (in sq. ft.)	Proposed (in sq. ft.)
1.	Area of Lot (quadrilateral if applicable)			
2.	a) Footprint of buildings (includes garages and accessory buildings such as toolsheds and playhouses.)			
	b) Maximum permitted building coverage			
3.	Area of Detached Structures (includes tennis courts, pools and decks)			
4.	Impervious Surfaces (includes blacktop, concrete or masonry walks, driveways, parking areas, patios, terraces, etc.)			
5.	Total Coverage = a)Footprint of Buildings (2a) + Area of Detached Structures(3) + Impervious Surfaces (4)			
	b) Maximum permitted lot coverage			
6.	Attach copy of Calculations			

I attest that to the best of my knowledge and belief, the above information is correct.

Signature of Owner

and/or

Signature of Licensed Architect,
Engineer, Surveyor, or
Landscape Architect

Date



ADDRESS _____

SECTION _____ BLOCK _____ LOT _____

SITE DISTURBANCE IN RESIDENCE A DISTRICTS

ZONING DISTRICT	Site Disturbance Threshold	lot Area	Proposed Disturbance (in square feet)	Percentage
<input type="checkbox"/> A-5: 5,000 SF MIN.	50%	_____	_____	_____
<input type="checkbox"/> A-4: 7,500 SF MIN.	45%	_____	_____	_____
<input type="checkbox"/> A-3: 10,000 SF MIN.	40%	_____	_____	_____
<input type="checkbox"/> A-2A: 15,000 SF MIN.	40%	_____	_____	_____
<input type="checkbox"/> A-2: 20,000 SF MIN.	35%	_____	_____	_____
<input type="checkbox"/> A-1: 1 ACRE	30%	_____	_____	_____
<input type="checkbox"/> AA-1: 2 ACRES	30%	_____	_____	_____

Aggregate Disturbance in the past 36 months _____

OPEN SPACE IN RESIDENCE A DISTRICTS

ZONING DISTRICT	Open Space Threshold	lot area	Proposed open space (in square feet)	Percentage
<input type="checkbox"/> A-5: 5,000 SF MIN.	30%	_____	_____	_____
<input type="checkbox"/> A-4: 7,500 SF MIN.	35%	_____	_____	_____
<input type="checkbox"/> A-3: 10,000 SF MIN.	40%	_____	_____	_____
<input type="checkbox"/> A-2A: 15,000 SF MIN.	45%	_____	_____	_____
<input type="checkbox"/> A-2: 20,000 SF MIN.	50%	_____	_____	_____
<input type="checkbox"/> A-1: 1 ACRE	55%	_____	_____	_____
<input type="checkbox"/> AA-1: 2 ACRES	65%	_____	_____	_____

I attest that to the best of my knowledge and belief, the above information is correct.

Signature of Owner

and/or

Signature of Licensed Architect,
Engineer, Surveyor, or
Landscape Architect

Date

CONSTRUCTION MANAGEMENT PLAN

Section 1: Property Information

Address of Site _____
 Section Block and Lot _____
 Zoning District _____

Section 2: Owner/Representative Information

Owner Name _____
 Contact Name (Engineer, Architect, Contactor) _____
 Telephone _____
 Email _____

Section: 3 Construction Activity

Use of outdoor power tools and construction activity only permitted during the following days and times:

- Monday – Friday between 8AM – 6PM.
- Saturday between 10AM – 5PM.
- No work permitted on Sundays and legal holidays.

Section 4: Type of Construction Management Plan and Checklist (Check all that apply)

- Work costs \$25,000 to \$99,999 or no more than five (5) calendar days. (skip to signature)
- Work costs \$100,000 or more than fourteen (14) calendar days. (must complete entire form)
- Stone cutting, regardless of cost or time to complete. (must complete entire form)

Check one

The following must be indicated on site plan:

	Yes	N/A
1. Project schedule.	<input type="checkbox"/>	<input type="checkbox"/>
2. Protection to adjoining property buffer (fencing).	<input type="checkbox"/>	<input type="checkbox"/>
3. No work will be performed in the Adjoining Property Buffer Area.	<input type="checkbox"/>	<input type="checkbox"/>
4. Planning Board Approval for Adjoining Property Buffer work was received.	<input type="checkbox"/>	<input type="checkbox"/>
5. Protection to area of construction (6' high fence).	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--|--------------------------|--------------------------|
| 6. Silt fencing shall be installed at the limit of construction. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Silt fencing shall be inspected daily and repaired. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Tree protection. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Staging area's locations to include delivery and construction vehicles staging for the duration of the project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The Staging Plan shall estimate the number of truckloads, number of heavy equipment deliveries, etc. expected and their timing and duration for each stage of the project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Stone cutting should indicate the following: | | |
| a. designated area | <input type="checkbox"/> | <input type="checkbox"/> |
| b. approximate number of days | <input type="checkbox"/> | <input type="checkbox"/> |
| c. mitigation measures | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If excavating: | | |
| a. Indicate estimated quantity of soil being excavated | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Indicate disposed off-site | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Indicate stockpiled location | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Indicate how much soil | <input type="checkbox"/> | <input type="checkbox"/> |
| e. if any will be reused on site | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is traffic control plan required. Traffic control plan shall identify the following | | |
| a. the path of travel for delivery trucks, emergency vehicles to and from the project site. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. identify all on- and off-site workers parking locations shall be identified, including any carpool pickup and drop off locations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Material and equipment storage area. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Stabilized construction entrance. | <input type="checkbox"/> | <input type="checkbox"/> |

I attest that to the best of my knowledge and belief, the above information is correct.

Signature of Owner

and/or

Signature of Licensed Architect,
Engineer, Surveyor, or
Landscape Architect

Date

SITE PLAN CHECKLIST -REQUIRED PER CHAPTER 251-5 OF THE VILLAGE CODE

Included on Site Plan or in Application Materials	N/A	Required Site Plan Information where applicable
		Legal Data
<input type="checkbox"/>	<input type="checkbox"/>	Section, block, and lot numbers of the property taken from the latest tax records along with a copy of the most recent property card on file with the Assessor's office.
<input type="checkbox"/>	<input type="checkbox"/>	Title of the drawing, including the name and address of the applicant and person responsible for preparation of such drawing and the date, and date of revision, if any.
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, and location map drawn to a scale of not less than one-inch equals 1,000 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Survey map accurately reflecting existing conditions and defining precisely the boundaries of the property, setbacks of all structures, location of easements, and such other information as required by the Building Inspector or Village Engineer, including a topographical survey. Such survey shall be certified by a New York State licensed land surveyor no more than one year prior to the date of the application.
<input type="checkbox"/>	<input type="checkbox"/>	The locations, names, and existing widths of adjacent streets, including curblines.
<input type="checkbox"/>	<input type="checkbox"/>	The location and owners of all adjoining lands as shown on the latest tax records.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of: The deed to the property; All easements; and
<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed deed restrictions or covenants applying to the property, including, but not limited to, covenants and agreements restricting the use and establishing future ownership and maintenance responsibilities for all private roads, recreation, and open space areas.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed zoning compliance table. Calculations of lot coverage shall be performed pursuant to §§ 310-22 or 310-23 using the prescribed online forms.

Included on Site Plan or in Application Materials	N/A	Required Site Plan Information where applicable
<input type="checkbox"/>	<input type="checkbox"/>	Any prior land use approvals with respect to the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	Any other legal agreements, documents, or information required by the Planning Board.
		Natural Features (defined in Chapter 171 of the Code)
<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing watercourses, intermittent streams, freshwater wetland/watercourse buffer areas, and springs.
<input type="checkbox"/>	<input type="checkbox"/>	Topographic data at a minimum contour interval of two feet, showing existing and proposed contours on the property and a minimum of 25 feet into all adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	Approximate boundaries of any areas subject to flooding or stormwater overflows, including areas of special flood hazard and coastal high-hazard areas.
<input type="checkbox"/>	<input type="checkbox"/>	Rock outcroppings and areas of steep slope.
<input type="checkbox"/>	<input type="checkbox"/>	Pursuant to § 281-25 of this Code, a tree inventory plan, tree preservation plan, and, if required, a tree removal and replacement plan. In addition, such plans shall show the location and characteristics and tree canopies, including the identification and species of all individual trees 6 or more inches in diameter at breast height (“DBH”) requiring a tree removal permit pursuant to § 281-4, protected and heritage trees of any size, as well as stands of trees and wooded areas, and tree canopies within areas of proposed disturbance.
		Existing structures and utilities
<input type="checkbox"/>	<input type="checkbox"/>	Location of all buildings and structures on the premises and approximate location of all neighboring buildings or structures within 100 feet of the lot line.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing public and private roads, paved areas, and sidewalks.

Included on Site Plan or in Application Materials	N/A	Required Site Plan Information where applicable
<input type="checkbox"/>	<input type="checkbox"/>	Locations, dimensions, grades, and flow direction of existing sewers, culverts, waterlines, as well as other underground utilities within and adjacent to the property.
<input type="checkbox"/>	<input type="checkbox"/>	Other existing site improvements, including, but not limited to, fences, landscape walls, retaining walls, landscaping, and screening.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing drainage infrastructure, including but not limited to, swales, drainage easements, dry wells, and basins.
		Proposed development
<input type="checkbox"/>	<input type="checkbox"/>	Grading and drainage plan, showing existing and proposed contours, new grades indicating clearly how such grades will meet existing grades of adjacent properties or the street, and calculations of expected storm drain loads to be accommodated by the proposed drainage system.
<input type="checkbox"/>	<input type="checkbox"/>	Any stormwater management plan required by Chapter 254 of this Code, or that will be required.
<input type="checkbox"/>	<input type="checkbox"/>	Location, design, type of construction, proposed use, and exterior dimensions of all buildings, including length, width, ground floor elevation, and height.
<input type="checkbox"/>	<input type="checkbox"/>	Location, design, and type of construction of all parking and truck loading areas, showing access and egress.
<input type="checkbox"/>	<input type="checkbox"/>	Provision for pedestrian access.
<input type="checkbox"/>	<input type="checkbox"/>	Location, size and proposed screening of outdoor storage areas, if any.
<input type="checkbox"/>	<input type="checkbox"/>	Location, design, and construction material of all existing or proposed site improvements, including drains, culverts, retaining walls, landscape walls, and fences.
<input type="checkbox"/>	<input type="checkbox"/>	Description of the method of sewage disposal and storm drainage location, design, and construction material of such facilities.

Included on Site Plan or in Application Materials	N/A	Required Site Plan Information where applicable
<input type="checkbox"/>	<input type="checkbox"/>	Description of the method of securing public water and location, design, and construction material of such facilities.
<input type="checkbox"/>	<input type="checkbox"/>	All proposed above and underground utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Location of fire and other emergency zones, including the location of fire hydrants.
<input type="checkbox"/>	<input type="checkbox"/>	Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy.
<input type="checkbox"/>	<input type="checkbox"/>	Location, size, wording, design, color, illumination, and type of construction of all proposed signs.
<input type="checkbox"/>	<input type="checkbox"/>	Location and proposed development of all buffer areas, including existing vegetative cover.
<input type="checkbox"/>	<input type="checkbox"/>	Identification of the location and amount of building area proposed for retail sales or similar commercial activity.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan with a plant schedule that includes the common name, scientific name, height and/or spread, nursery condition, and quantities of all plant material proposed and specifications and details for plant installation and post planting maintenance.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan shall include all plantings within 5 feet of the subject property line and/or within the Adjoining Property Buffer, as defined in § 254-4 of this Code. The landscape plan shall also show all mature trees on neighboring properties that are within 10 feet of the subject property line and have a diameter at breast height (“DBH”) of 12 or more inches.
<input type="checkbox"/>	<input type="checkbox"/>	Estimate of earthwork showing the quantity of any material to be imported to and/or removed from the site.

Included on Site Plan or in Application Materials	N/A	Required Site Plan Information where applicable
<input type="checkbox"/>	<input type="checkbox"/>	Description of measures planned to assure proper erosion and sedimentation control.
<input type="checkbox"/>	<input type="checkbox"/>	An estimated project construction schedule.
<input type="checkbox"/>	<input type="checkbox"/>	Record of application for and approval status of all necessary permits from state and county officials and local utility companies.
<input type="checkbox"/>	<input type="checkbox"/>	Identification of any federal, state, or county permits required for the project's execution, including project referrals, if any, and environmental review procedures mandated by Article 8, Environmental Quality Review, of the Environmental Conservation Law (SEQRA).
<input type="checkbox"/>	<input type="checkbox"/>	The outlines of any proposed easements, deed restrictions, or covenants.
<input type="checkbox"/>	<input type="checkbox"/>	Details outlining tree removal, protection, and replacement plan(s).
<input type="checkbox"/>	<input type="checkbox"/>	Other elements integral to the proposed development as deemed necessary by the Planning Board.

 Signature of Applicant, Professional or Owner
 acknowledging that all required materials have
 been submitted.

 Printed Name

 Date

*** If any of the above-referenced required information is missing the application will be deemed incomplete and returned to the applicant for proper completion.**

AFFIDAVIT OF OWNERSHIP

State of New York)ss.

County of Westchester)

_____ being duly sworn, deposes and says that (s)he resides at
_____ in the Town of _____ in the County
of _____ in the State of _____ that (s)he is the
owner in fee of all that piece or parcel of land situated and lying in the Village of Scarsdale
aforesaid and known and designated Section _____, Volume _____, Sheet _____, Block _____,
Lot(s) _____ and that (s)he hereby authorizes _____ to make
application in his/her (its) behalf and that the statement of facts contained in said application is true.

Signature of Owner

Sworn to me before this _____

Day of _____ 20_____

Notary Public

APPLICANT ACKNOWLEDGEMENT

By making this application, the undersigned Applicant agrees to permit Village officials and their designated representatives to conduct on-site inspections in connection with the review of this application.

The Applicant also agrees to pay all expenses for the cost of professional review services, if required, for this application.

Signature of Applicant: _____

Date: _____

Signature of Property Owner: _____

Date: _____

***MUST HAVE BOTH SIGNATURES**



STORMWATER AND EROSION CONTROL PERMIT

Must be completed for ALL land disturbing activity, the creation / modification of impervious surfaces, or any work within a flood plain

STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT INSTRUCTIONS AND INFORMATION

Any project that involves the disturbance of **ANY** quantity of land requires the applicant to receive approval for the project from the Engineering Department, in the form of an approved Stormwater and Erosion Control (SWEC) application and Site Plan(s).

Instructions: Below is a general description of the Village of Scarsdale SWEC review process. Please refer to Chapter 254 of the Village code for specific requirements.

- A site plan conforming to all stormwater regulations must be submitted. See the attached checklist, as well as Chapter 254 of the Village Code.
- In most development projects, infiltration is a preferred method of stormwater detention/retention. It is understood that not all sites can support this type of practice. Necessary documentation must be submitted explaining why this practice can not be implemented.
- As per Village Code §254-9E (1), a soil profile to at least five feet below the stormwater management improvement must be provided. All deep and percolation tests must be performed under the supervision of the design professional, and observed by the Village of Scarsdale Engineering Department. A SWEC will not be reviewed unless these tests have been witnessed.
- A completed application for a Stormwater Management and Erosion Control Permit must be submitted and approved prior to the issuance of a Building Permit. This permit will be valid for the same period as the Building or other Municipal permit.

Submission Requirements: Applicant must submit one (1) completed SWEC Application and three (3) sets of detailed plans (minimum submission size 11"x17") and one copy on either USB drive or email. Incomplete applications will not be accepted. Included with the submission, the applicant shall provide the required fees, contractor information, insurance certificates, UDig NY (formerly Dig Safe New York) ticket number, three (3) copies of a recent, detailed land survey and a completed short Environmental Assessment form. Upon review, the Village will provide the applicant with review comments if additional information is required. The applicant will be notified by Village staff when the application has been approved and ready for pick up.

Note: Please be advised that if your project originated with the Planning Board, ALL Planning Board Resolutions and associated Village Board Resolutions must be attached to your application. If there are any easements, license agreements or other covenants associated with the property, the Village will require copies for the application review.

FEE SCHEDULE:

Existing Residential Property Improvements	\$900.00 (less than 51% of existing ground level square footage)
New Home Construction	\$1,600.00 (per home for multi-lot subdivisions)
Non-Residential	\$900.00 + \$1.00 per \$1,000.00 of estimated construction costs exceeding \$500,000
Revisions to Approval Plan	\$500.00
Stormwater Deposit	Deposit Amount determined by the Village Engineer

Definitions:

Adjoining Property Buffer: Any portion of any lot in a Residence A District that falls within the applicable side yard setback or 30-foot rear yard setback, or the applicable zoning setback for any portion of the property that abuts a neighboring property. Land disturbing activities, including temporary or permanent alteration or modification of any grades and/or stockpiling of soil materials, within the adjoining property buffer area is prohibited without Planning Board approval.

Impervious Surface: Surfaces, such as, but not limited to, pavement, walks, patios, terraces, decks, rooftops, gravel surfaces, tennis courts and swimming pools, which prevent or inhibit the percolation of water into the soil.

Land Development/Redevelopment Activity: Construction activity, including clearing, grading, excavating, soil disturbance or placement of fill.

Land-Disturbing Activity: Any change to land which may result in soil erosion from water or wind and the movement of soil into water or onto lands, alteration of a drainage system, or increased runoff of waters, including, but not limited to, clearing, grading, excavating, transporting and filling of land.

Stormwater: Water that originates during precipitation events or as snowmelt that enters the stormwater system. Stormwater that does not soak into the ground becomes surface runoff, which either flows directly into surface waterways or is channeled into storm sewers, which eventually discharge to surface waters.



STORMWATER AND EROSION CONTROL PERMIT

Must be completed for ALL land disturbing activity, the creation / modification of impervious surfaces, or any work within a flood plain

SITE INFORMATION

Property Address _____

Section Block _____ Lot _____

Zoning District _____ Watershed _____

LAND DISTURBANCE CLASSIFICATION

Front _____ Ft. Depth _____ Ft. Area of Lot _____ Sq. Ft.

Percent of Lot Covered _____ % Area of Land Disturbing Activity _____ Sq. Ft.

Impervious Area being Created/Modified _____ Sq. Ft.

DESCRIPTION OF PROJECT

Engineering Department Use Only

PERMIT # _____

	YES	NO
FLOODWAY	<input type="checkbox"/>	<input type="checkbox"/>
FLOODPLAIN	<input type="checkbox"/>	<input type="checkbox"/>
S.D.A.	<input type="checkbox"/>	<input type="checkbox"/>

CONTACT INFORMATION

Name of Owner _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Name of Applicant (If not Owner) _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Name of Design Professional _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Name of Contractor _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Dig Safe Ticket Number _____ Date Called _____

Engineering Department Use Only

APPROVED BY: _____

Date: _____

Approved with conditions

Approved with Stipulations

Stormwater Features not required



STORMWATER AND EROSION CONTROL PERMIT

Must be completed for ALL land disturbing activity, the creation / modification of impervious surfaces, or any work within a flood plain

LAND DESCRIPTION

	YES	NO
Are there any rights-of-way, easements, restrictive covenants or conditions of approval which encumber the property? If so, please indicate the nature of these restrictions and supply three (3) copies of the legal instrument (i.e. deed, covenant, conservation easement, approval letter, etc.) which created this restriction.	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within a designated Sensitive Drainage Area (see map attached)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property being served by a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property being served by a well?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being performed within a wetland, wetland buffer or floodplain?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being performed within 100 feet of a water course?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being performed within a Village right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed work being done within an easement located on the property?	<input type="checkbox"/>	<input type="checkbox"/>
Are trees larger than 6" being removed during this project? Trees to be protected?	<input type="checkbox"/>	<input type="checkbox"/>
Is there fill being delivered from an off-site location?	<input type="checkbox"/>	<input type="checkbox"/>
Will rock removal be required?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be any re-grading of the property during this project?	<input type="checkbox"/>	<input type="checkbox"/>
Has the design professional provided the <i>Adjoining Property Buffer</i> on the plan?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be connecting into a Village utility?	<input type="checkbox"/>	<input type="checkbox"/>

DESIGN INFORMATION

Plans Prepared By:

Name _____ License # _____



Signature of Professional	Date
Signature of Owner	Date
Signature of Applicant	Date

I, _____ being duly sworn deposes and says:
 First: That is the applicant named below; that he has read the foregoing application and knows the contents thereof to be true, except those which are stated on information and belief and as to those matters he believes to be true. Second: That the activities herein described shall be conducted in accordance with the rules and regulations of the Stormwater Management and Erosion Control Law, LL#8-2003 and in conformity with the plans and specifications approved by the Village Engineer.

Signature _____

Address _____

Sworn to before me, this _____ day of _____

Notary Public, Westchester County _____
 Notary



SITE PLAN REQUIREMENTS

Must be completed for ALL land disturbing activity, the creation / modification of impervious surfaces, or any work within a flood plain

GENERAL REQUIREMENTS

- All existing and/or proposed utilities must be shown (i.e. sanitary sewer, water service, gas service, septic areas, well etc.)
- Provide sight distance analysis for new intersections formed by proposed/realigned driveways.
- Provide a profile for all proposed/realigned driveways. Driveways must include adequate platforms at garage and street levels. All proposed driveways must conform to regulations set by the Village of Scarsdale. These regulations can be obtained through the Engineering Department website.
- Provide location map of property. Include nearest cross streets and north arrow. Suggested scale is 1 inch equals 300 feet
- Provide survey of property showing all easements, structures etc.
- Show all watercourses located within 100' of the property.
- Show Flood Plain and Flood Way elevations and boundaries.
- Show all wetland and wetland buffer boundaries.
- Show all rock outcropping and areas for proposed rock removal.
- Provide rim, grate and invert elevations for all existing and proposed structures.
- Provide Zoning Analysis including setbacks, lot coverage and building envelope etc.
- Provide setbacks for the *Adjoining Property Buffer Area*.
- Provide a table of impervious areas, existing and proposed along with total LDA area determination.

GRADING

- Proposed grading shall be done in a manner as to not cause increased runoff to neighboring properties. All existing and proposed grades shall be shown on the site plan. Arrows indicating direction of surface water flow must also be included. Topographical data provided shall extend ten feet into adjacent properties and right of ways.
- All existing walls found within property must be shown. Top and bottom of walls must be labeled.
- All proposed retaining walls must be shown with top and bottom of wall elevations. Details of new walls must also be shown. The entire wall must be located within the property line (including footing).
- Identify all existing drainage paths (ditches, pipes, or overland flow) flowing onto, away from and/or through subject property. Demonstrate that these paths will be protected and maintained.
- Provide the means and methods to preserve and protect the *Adjoining Property Buffer Area*.
- Provide and estimate of excavation cut, fill and borrow soil materials. Manifest will be required.
- Label all existing and proposed floor elevations, as well as the average grade around proposed structure.

EROSION CONTROL

- Erosion control measures, (i.e. construction access pads, properly trenched silt fencing, staked hay bales, etc.) meeting NYSDEC requirements must be shown on all site plans. Plans shall include a schedule of inspections for erosion control installation and maintenance, drainage installation, rough grading, final grading and project completion. All erosion control must be properly installed and maintained prior to and throughout construction. Failure to comply may result in work stoppage, violations, summons and/or fines.

STORMWATER

- Runoff from all newly created/modified impervious areas shall be collected and conveyed to a stormwater management system. Design of the management system, including the percolation test results and subsurface exploration results must be designed by a New York State licensed Engineer. §254-8-A6
- Stormwater infiltration is a preferred storage system in most types of development. In order to properly design this type of system, a percolation rate and soil profile must be submitted.
- In order to verify hydrological soil type, a copy of the USDA Soil Survey Map for the proposed site must be submitted.
- Percolation and deep test data must be obtained and submitted with stormwater design in order to demonstrate that the proposed stormwater system will drain between storms. These tests will not be allowed to be performed during construction.
- Footing drains must be shown and accounted for as part of the design.
- Demonstrate that overflows from the system do not create erosion or is not directed to areas where negative impacts will occur. System overflows shall be directed through downspout, surcharge pipes or driveway drains. §254-8-A4
- All piping material, size, and slopes must be labeled. Piping must be properly sized to convey the appropriate storm event. The standard of materials used should be SDR-35, or HDPE.



STORMWATER REQUIREMENTS

Must be completed for **ALL** land disturbing activity, the creation / modification of impervious surfaces, or any work within a flood plain

STORMWATER DESIGN REQUIREMENTS

- Provide a narrative describing the proposed project, and the methodology used to compare and evaluate predevelopment with post-development runoff conditions.
- The proposed management system must be properly sized to the 25 year, 24 hour, type III distribution storm unless otherwise specified by Village Code for infiltration practices. Flow rate runoff reduction shall consider all specified design storms as per Village Code.
- Percolation tests must be performed in conformance with “*Stormwater Management, Westchester County, NY, Best Management Practices Manual Series*”. Notification must be made to the Engineering Department for inspection. Percolation tests must be performed in the location of the proposed practice, and shown on the plan. Percolation tests must be performed even if percolation volume is not being considered.
- Test pits must be performed to confirm soil type and determine the elevation of ledge rock and groundwater. Test pits must reach a minimum elevation of two (2) feet below the proposed infiltration practices, and shown on the plan. If the minimum two (2) foot separation is not possible, alternative methods to infiltration must be considered.
- Proposed overflows and/or discharges to outlet through designed outlet control structures. Appropriate outlet control structure discharge calculations to be submitted to ensure a net zero increase in stormwater runoff from the site and into the public storm drain system
- Footing drains must not discharge into a system designed for impervious surface, unless this increase is accounted for in the stormwater calculations. If footing drains are to be pumped, it must be shown the proposed pump will support the anticipated water load, and the proposed discharge must show a net zero increase in flow.
- All proposed pumps (used for the stormwater systems, as well as the footing drains), must be properly sized to accommodate the quantity and rate of water anticipated during the design storm.
- In cases where soil conditions do not permit either infiltration and/or storage for the 25 year, 24 hour storm event, a zero increase in the peak rates for a 10 and 25 year storm shall be accomplished. In areas that site conditions impede the management’s functionality, the Village Engineer may use his discretion.
- A comparison of predevelopment and post development runoff must be submitted. This must include calculation of peak discharge rates and total runoff volumes from the project area for existing site conditions and post-development conditions. The predevelopment calculations shall be based on an unimproved area and the post-development calculations shall include all existing and proposed improvements.

SENSITIVE DRAINAGE AREAS

- Parcels within a Sensitive Drainage Area (SDA) must comply with requirements specified in §254-7E, which requires the maximum detention/retention possible for the entire site. The SDA map can be downloaded from the Engineering Department website.**
- All appropriate stormwater requirements listed above must be satisfied.
- Provide detention and retention for the entire proposed developed site, including all existing and proposed impervious surfaces. Pre-Development condition for the lot is to be considered undeveloped.
- Design, inspection and certification of stormwater system must be performed by a New York State licensed Professional Engineer.
- Erosion Control inspection reporting shall follow the regulations set by the NYSDEC manual.
- As-Built drawings of the stormwater management system shall be submitted.

POST CONSTRUCTION REQUIREMENTS

- The design professional shall develop and provide the owner(s) a copy of a post construction inspection and maintenance schedule for developed drainage features and all permeable surfaces such as porous asphalt and permeable pavers. The property owner(s) shall acknowledge receipt of the post construction maintenance schedule in writing.
- The design professional shall certify all developed drainage features and final grading. Final as-built survey with grades and/or topography may be required. Applicant shall consult and confirm submission requirements with Village Engineer.



FLOODPLAIN APPROVAL PROCESS

Must be completed for ALL land disturbing activity, the creation / modification of impervious surfaces, or any work within a flood plain
www.scarsdale.com

44CFR60.3(a)(3) states that the Village of Scarsdale is required to enforce the minimum standard of development within the FEMA designated Floodplain areas. The Village of Scarsdale must:

Review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall (i) be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, (ii) be constructed with materials resistant to flood damage, (iii) be constructed by methods and practices that minimize flood damages, and (iv) be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

This checklist outlines the procedure that must be followed when requesting approval of a Site Plan on a property within a FEMA Floodplain. It serves to help you and the Village of Scarsdale ensure that all proposed development within a Floodplain is reasonably safe from flooding. Each application must include all General Requirements below. All appropriate stormwater requirements must also be submitted. **PROPOSED GENERATORS WITHIN A FEMA FLOODPLAIN MUST FOLLOW THE REQUIREMENTS BELOW.**

When any portion of the application property is located within a FEMA designated Floodplain, the following must be submitted with your Stormwater Management and Erosion Control Application :

PLANNING:

- FEMA Map and Panel number: _____
- FEMA Floodplain Elevation (obtained from the Engineering Department): _____
- GENERATOR APPROVALS WITHIN A FEMA FLOODPLAIN MUST SUBMIT AN ELEVATION CERTIFICATE PRIOR TO ISSUANCE OF A CO.

DESIGN:

- Topographical Survey using FEMA Flood Insurance Rate Map Data (NAVD 1988).
- Elevation drawings of the proposed improvements showing the 100 year FEMA Floodplain elevation
- FEMA Pre- Construction Elevation Certificate
- Site Plan showing proposed work using the same elevations as indicated above. Indicate the location of the floodplain/floodway on the site plan

When the above information is received and approved by the Engineering Department, the Building Inspector may issue a Building Permit for the project.

The Engineering Department Approval will contain four (4) Post-Construction conditions that MUST be satisfied prior to the issuance of a Certificate of Occupancy:

POST CONSTRUCTION:

- FEMA Elevation Certificate, sealed and certified by the Design Professional
- Non-Conversion Agreement
- Certification of Building Materials
- Final As-Built Survey using FEMA Flood Insurance Rate Map Data (DATM NAVD 1988)

Upon completion of construction, all post construction requirements listed above must be submitted and approved by the Engineering Department prior to issuance of a Certificate of Occupancy.

**INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR
STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT
LOCAL LAW #8 of 2003**

If you have any questions, need assistance, or need additional forms or information, PLEASE contact the Village of Scarsdale Engineering Department at (914) 722-1104.

- **STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT FORMS** are available from the Building Department Office located on the 2nd floor of the Village Hall, 1001 Post Road, Scarsdale, N.Y.
- A copy of **LOCAL LAW #8 of 2003** can be obtained from the Village Clerk for a fee or from the Village of Scarsdale Web-Site <http://www.scarsdale.com>.
- Permit Fees and Cash Deposits will be determined when the Application is approved.

REQUIREMENTS FOR FILING:

1. The application for a Stormwater Management and Erosion and Sediment Control Permit shall include the following information: Address; Section-Block and Lot; Zoning District; Size of Lot; % Lot Coverage; Land Disturbing Activity; Estimated Cost; Name, Address, and Phone # of Owner; Architect/Engineer; Builder/Contractor; Description of Project.
2. The certification statement that any land clearing, construction, or development shall be in accordance with the approved drawings, permit, and regulations of **LOCAL LAW #8 of 2003** must be signed by and notarized.
3. A completed Short Environmental Assessment Form (Form available from the Coordinating Office or Web-Site.)
4. The permit must be filed with the Building Permit and will be valid for the same period as the Building or other Municipal permit. Where a Building or other Municipal permit is not issued, the Stormwater Management and Erosion and Sediment Control permit shall expire within **180 days** unless renewed by the Village Engineer.
5. Each application shall be accompanied by **three (3) sets** of Engineering Drawings, signed and sealed by a New York State Licensed Engineer or Registered Architect. The drawings are to include the following information: following, unless specifically waived by the Village Engineer based on the scope of the project:
 - 1) Site plan including contours as defined in **LOCAL LAW #8 of 2003**. A vicinity map.
 - 2) Details of soil erosion, sediment and runoff control measures (silt fence, hay bails, etc.)
 - 3) Existing and proposed elevations using the National Geodetic Vertical Datum of 1929.
 - 4) % of Lot Coverage, new and existing.
 - 5) Drywell or retention/detention area sizing with percolation test results.
 - 6) Any other information as may be needed to clearly explain the application.
 - 7) Drawings must also include a schedule of inspection and compliance (example on back of this instruction sheet).
6. The above drawings shall comply with the guidelines and specifications of the most recent editions of **“Reducing the Impacts of Stormwater Runoff from New Development” (NYSDEC), “Stormwater Management Design Manual” (NYSDEC), Westchester County “Best Management Practices Manual for Erosion and Sediment Control,” and New York “Guidelines for Urban Erosion and Sediment Control.”**
7. Three (3) copies of property survey showing all existing conditions (signed and sealed by a NY Licensed Surveyor).
8. A cash deposit shall be required prior to issuance of a permit and shall be sufficient to cover the full cost of the work, as approved by the Village Engineer after the application is reviewed.

FEE SCHEDULE:

<u>Property Category</u>	<u>Fee</u>
Existing Residential Property Improvements (less than 51% of existing ground level square footage)	\$800.00
New Home Construction	\$1500.00 (per home for multi-lot subdivisions)
Non-Residential	\$1500.00 + \$1.00 per \$1,000.00 of estimated construction costs exceeding \$500,000.00
Revisions to Approval Plan	\$450.00



APPLICATION FOR TREE REMOVAL PERMIT

For activities in accordance to Village Code—Chapter 281

As per Village Code § 281-3, a property owner may remove a tree on nonpublic property as of right, provided that:

- The tree is removed under an actual or ongoing emergency when such tree removal is necessary for the protection and preservation of life or property, including adjoining parcels. The property owner shall give notice of said removal to the Village Engineer as soon as practical.
- The tree is an invasive species as defined.
- Two trees on each property greater than 6 inches DBH and less than 24 inches DBH may be removed within a 12-month period. Prior to removal, a written notification of removal shall be delivered to the Village Engineer.

Section: _____ Block: _____ Lot: _____ Application Date: _____

Property Owner: Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

For activities that include proposed removal of tree(s) that straddle a property line, the signature from the adjacent/affected property owner acknowledging the application for tree removal(s) shall be included below.

Adjacent /Affected Property Owner: Signature: _____ Date: _____

Address: _____

ISA Arborist: Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Tree Contractor: Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Description of Project: _____

Any land use board determinations in the past 4 years? Yes / No Date of Determination: _____

Is the proposed tree removal activity located within a freshwater wetland controlled area? Yes / No

Applicant Name: _____ **Title:** _____

Applicant Signature: _____ **Date:** _____

** For each tree greater than 24 inches DBH, one replacement tree of 3 inch caliper size must be planted on the property. For every 24 inches of aggregate DBH removed above 120 inches but less than 240 inches, two (2) replacement trees of 3 inch caliper size must be planted on the property. For every 24 inches of aggregate DBH removed above 240, three (3) replacement trees of 3 inch caliper size must be planted on the property.

Replacement trees shall be native to the northeast United States, of a genus and species expected to grow to maturity at a similar size to the removed tree. Trees known to be invasive species are excluded for use as replacement trees. Replacement trees shall be selected by the property owner from the Village's list of recommended native trees. If the planting replacement trees on the property is not feasible, a donation to the Village of Scarsdale Tree Preservation Fund will be required.

This section to be completed by Engineering Department

PERMIT #: _____

Total Number of Trees to be Removed: _____ Total Number of Replacement Trees: _____

Permit Fee: _____ Permit Deposit: _____ Replacement Deposit: _____ Tree Fund Donation: _____

APPROVED BY: _____ **Date:** _____

Approved

Approved with Stipulations



GENERAL REQUIREMENTS

**Must be completed for tree removal activities in
Accordance to Village Code Chapter 281**

- The application for a Tree Removal Permit shall contain the address of the project including the section, block and lot along with the name, phone number and email address of the owner, tree contractor and ISA certified arborist (tree expert) as well as a description of the project. The entire application must be filled out and signed to be accepted.
- The permit must be filed with the Engineering Department and will be valid for ninety days (90) or a permit extension will be required.
- Each application shall be submitted in duplicate (including application & drawings/sketches), including the following information.
 - Site plan or survey and photos showing location of trees to be removed (type and size to be noted) including a copy of any land use board approved site plan and certifications applicable to the tree removal(s) proposed.
 - A list of tree species specifying types and DBH sizes of trees to be removed and the reason for removing the trees.
 - Permit fee, deposit, insurance certificates and any other information to support the application.
 - At the time of application submittal, the trees proposed for removal must be clearly marked with ribbons or stakes on site for Village staff review and verification.
- Depending on the scope of the project, the Village Engineer and/or Land Use Board may require:
 - A written statement from an ISA certified arborist or other tree expert stating the condition of trees requested for removal which may include a certification statement that all trees removed shall be removed and/or replaced in accordance with the approved permit and all provisions of Chapter 281 of the Village Code.
 - A tree preservation plan showing trees which are to be preserved and protected. Methods for tree preservation in areas affected by construction activities shall meet standards set by Westchester County Best Management Practices Manual.
 - A tree removal and replacement plan prepared by a tree expert or landscape architect.
 - Supporting documentation prepared by an ISA certified arborist attesting to any statement that a tree(s) is considered dead, dying, diseased or hazardous. The *ISA Basic Tree Risk Assessment* form is an industry accepted supporting document.

FEE SCHEDULE:

Permit Fees:

Removal of Trees \$ 100.00/Tree

** Two "As of Right" trees between 6" and 24" DBH as per Village Code 281-3D do not require a fee within a twelve (12) month period. Additionally the removal of one or more trees that are dead, dying, diseased or hazardous as determined by a tree expert are not subject to application fee or replacement requirement.

Tree Permit Extension	
Less than five (5) trees	\$ 50.00
Five (5) trees or more	\$ 100.00
Donation to Tree Preservation Fund in lieu of replacement trees	
1 Tree	\$ 500.00
2 to 4 Trees	\$ 600.00/Tree
5 to 10 Trees	\$ 700.00/Tree
Greater than 10 Trees	\$ 800.00/Tree

Tree Deposit Schedule:

General Site Restoration Deposit for Crane and/or Heavy Equipment	\$ 1,000.00
	(Refunded upon stump removal and final restoration of site)
Replacement Tree Deposit	\$ 500.00/Tree
	(Refunded upon 2 years successful period of establishment)



VILLAGE CODE

Tree removal activities in accordance to Village Code Chapter 281

Section 281-1 of the Village Code states that the preservation and maintenance of trees is necessary to protect the health, safety, environment, ecosystems and general welfare of the inhabitants of the Village of Scarsdale. Trees provide necessary shade and aesthetic appeal, enhance green space, improve air quality, reduce energy use and atmospheric carbon dioxide, provide and promote habitat for wildlife, impede soil erosion, aid water absorption and provide other environmental benefits and generally enhance the quality of life within the Village.

Section 281-2. Key Definitions.

DBH – The diameter of a tree trunk measured at 54 inches above the ground on the uphill side.

DISEASED TREE - A tree not capable of being cured by a tree expert and capable of infestation of the disease to other trees and plant life.

EMERGENCY - A serious situation or occurrence that happens unexpectedly and demands immediate action.

INVASIVE SPECIES - A nonnative species that adversely affects the habitats it invades economically, environmentally or ecologically and is listed as a prohibited species in the Prohibited and Regulated Invasive Species plant list of the New York State Department of Environmental Conservation.

HAZARDOUS TREE – Any tree which meets two criteria: (1) a defect which will likely result in a failure, as determined in accordance with the ISA (International Society of Arboriculture) Risk Assessment Manual, and (2) the existence of a target; including structures, objects, power lines, or people that would suffer personal injury or property damage if said tree failed.

HERITAGE TREE – A tree designated by the Village with the consent of the owner upon finding that the tree is unique and/or of importance to the community as set forth in §281-6.

PROTECTED TREE – A tree designated as protected in accordance with the Protected Tree List maintained by the Village, including but not limited to, those trees listed in the Endangered Native Plants list of the New York State Department of Environmental Conservation as amended from time to time. The listing of trees so designated shall be maintained by the Engineering Department.

REPLACEMENT TREES – Any tree planted under the provisions of this chapter or required by a decision of a land use board. Replacement trees shall not be an invasive species or smaller than three inches in diameter at the time of planting, unless specifically approved as part of a tree replacement plan.

TREE EXPERT – An ISA-certified arborist, landscape architect or other professional certified by a recognized program of higher education or governmental agency as a tree expert.

TREE PRESERVATION FUND – A fund established by the Village of Scarsdale to receive payments pursuant to this chapter, as well as voluntary donations to be used in accordance with this chapter or to augment the planting of public trees.

TREE REMOVAL PERMIT – Permit issued by the Village Engineer in conformance with an application submitted by an applicant and approved by the Village Engineer.

Section 281-3. Activities permitted as of right on nonpublic property.

A property owner may remove a tree(s) on nonpublic property as of right, provided the tree removal is not regulated by Chapter 171 if the Village Code as well as the following:

- A. The tree(s) to be removed are six inches DBH or less, except the following small caliper native trees and their cultivars or hybrids that are three inches or greater: Hawthorn, *Crataegus*, Crabapple, *Malus*, Redbud, *Cercis*, Mountain Ash, *Sorbus Americana*, Amelanchier (Serviceberry), *A. arborea* and *A. laevis*, Birch, *Betula*.
- B. The tree is removed under an actual or ongoing emergency when such tree removal is necessary for the protection and preservation of life or property, including adjoining parcels. The property owner shall give notice to the Village Engineer as soon as practical.
- C. The tree is an invasive species as defined herein.
- D. Two trees on each property greater than 6 inches DBH and less than 24 inches DBH may be removed in a 12 month period. Prior to removal, a written notification shall be delivered to the Village Engineer.

Section 281-4. Tree removal permit.

A. The following tree removal activity requires a tree removal permit:

1. Except for those removed pursuant to § 281-3(D), the removal of one or more trees greater than 6 inches DBH.
2. The removal of one or more small caliper native trees as identified under § 281-3(A).
3. Trees identified to be removed or protected as a result of a land use board determination.
4. Removal of replacement tree(s) six inches or less DBH that are planted as a result of a land use board determination or pursuant to § 281-11.
5. Removal of tree(s) determined to be preserved by a land use board for at least two growing seasons after the issuance of a certificate of occupancy or land use board approval.
6. Removal of one or more trees greater than six inches DBH that are dead, dying, diseased or hazardous as determined by a tree expert. These tree removals shall not be subject to a fee or the replacement requirements under § 281-5.
7. Tree removals governed by Chapter 171 if the Village Code.

Section 281-5. Replacement trees

- A. A tree removed pursuant to § 281, that is 24 inches DBH or greater must be replaced with a replacement tree of 3 inch caliper size. For every 24 inches of aggregate DBH removed above 120 inches but less than 240 inches, two (2) replacement trees of 3 inch caliper size must be planted on the property. For every 24 inches of aggregate DBH removed above 240, three (3) replacement trees of 3 inch caliper size must be planted on the property.
- B. The Village Engineer, as a condition of granting any tree removal permit, shall have the authority to require replacement trees of comparable size and species.



VILLAGE OF SCARSDALE
WESTCHESTER COUNTY, NEW YORK

www.scarsdale.gov

Replacement Tree Listing – Amended December 2025

(List Developed with Assistance from Friends of Scarsdale Park, Conservation Advisory Council with Review from Village’s Arborist)

Summary: Trees serve a vital role in maintaining a healthy environment. They mitigate stormwater runoff, produce oxygen, absorb carbon dioxide, provide food and shelter for wildlife, beautify our neighborhoods, increase property values, and cool our homes and yards. Every tree matters, and every tree benefits its property owner and the community at large. Scarsdale’s Tree Code requires that replacement trees shall be at least 3 inches in diameter at the time of planting and shall be of a genus and species expected to grow to maturity at a size similar to removed trees where practical (ref. § 281-5 - Replacement trees). [Amended 2-13-2019 by L.L. No. 2-2019] The trees listed below are usually available at local nurseries. Residents should consult with nurseries and landscape contractor prior to making any decision for permit submission. Included below are the **average** mature height and width as well as growth rate for each tree. (H–Height; W–Width/Spread; GR–Growth Rate: **Slow** 12” or less per year, **Moderate** 13”-23” per year) Trees suitable for areas adjacent to overhead utility lines are noted with ******.

I. GROUP A – LARGER REMOVED TREES, NATIVE CANOPY OR FOR PARKS OR LARGE PROPERTIES

- Paper Birch (*Betula papyrifera*) H 50-70’ W 19-45’ GR Moderate (for cooler, moist lots)
- Yellow Buckeye (*Aesculus octandra*) H 60-80’ W 25-35’ GR Moderate
- Northern Catalpa (*Catalpa speciosa*) H 40-60’ W 20-40’ GR Moderate
- Black Cherry (*Prunus serotina*) H 50-80’ W 30-60’ GR Moderate
- Elm, American (*Ulmus americana*) (Recommend Dutch Elm Disease-resistant cultivars, e.g. ‘Princeton’ and ‘Valley Forge’ and others) H 60-80’ W 40-70’ GR Moderate
- Sweet Gum (*Liquidambar styraciflua*) H 60-75’ W 40-60’ GR Moderate (Noted for spiked fruit) May consider *Liquidambar rotunda* for fruitless variety.
- Sour Gum/Black Gum (*Nyssa sylvatica*) H 30-50’ W 20-30’ GR Slow
- Hackberry (*Celtis occidentalis*) H 40-60’ W 40-50’ GR Moderate
- Bitternut Hickory (*Carya cordiformis*) H 50-70’ W 30-50’ GR Slow
- Shagbark Hickory (*Carya ovata*) H 60-80’ W 30-50’ GR Slow
- Shellbark Hickory (*Carya laciniosa*) H 60-80’ W 30-50’ GR Slow (prefers moist conditions)
- Kentucky Coffee Tree (*Gymnocladus dioicus*) H 60-75’ W 40-50’ GR Slow
- Linden, Basswood (*Tilia americana*) H 50-80’ W 30-50’ GR Moderate
- Honey Locust (*Gleditsia triacanthos*) H 30-70’ W 30-70’ GR Fast (Recommend thorned

- variety, thornless variety susceptible to Asian mimosa webworm, thorns may be rigid)
- Cucumber Magnolia (*Magnolia acuminata*) H 40-70' W 20-35' GR Moderate
 - Red Maple (*Acer rubrum*) H 40'-60' W 30'-45' GR Moderate
 - Sugar Maple (*Acer saccharum*) H 40-60' W 25-45' GR Slow (for cooler, moist lots)
 - Chestnut Oak (*Quercus prinus* or *montana*) H 50-70' W 50-70' GR Slow
 - Chinkapin Oak (*Quercus muehlenbergii*) H 40-60' W 50-70' GR Slow
 - Northern Red Oak (*Quercus rubra*) H 50-75' W 50-75' GR Slow
 - Scarlet Oak (*Quercus coccinea*) H 50-70' W 40-50' GR Slow
 - Shingle Oak (*Quercus imbricaria*) H 40-60' W 40-60' GR Slow
 - Pin Oak (*Quercus palustris*) H 50-70' W 40-50' GR Slow
 - Swamp White Oak (*Quercus bicolor*) H 50-60' W 50-60' GR Slow
 - White Oak (*Quercus alba*) H 50-80' W 50-80' GR Slow
 - Willow Oak (*Quercus phellos*) H 40-75' W 25-50' GR Slow
 - Sassafras (*Sassafras albidum*) H 30-60' W 25-40' GR Moderate
 - Sourwood (*Oxydendrum arboreum*) H 20-50' W 10-25' GR Slow
 - Sycamore, American (*Platanus occidentalis*) H 65-90' W 45-60' GR Moderate
 - Tulip Tree (*Liriodendron tulipifera*) H 60-90' W 30-50' GR Moderate (can get massive, not ideal for small lots)
 - Black Walnut (*Juglans nigra*) H 50-75' W 50-75' GR Moderate
 - Butternut/White Walnut (*Juglans cinerea*) H 65-90' W 50-75' GR Moderate
 - Yellowwood (*Cladrastis kentuckea*) H 30-50' W 40-55' GR Moderate
 - Swamp Bald Cypress, (*Taxodium distichum*) H 50-70' W 20-30' GR Moderate (Consider for open wet sites, wetland or riparian buffer)
 - Trembling (Quaking) Aspen, (*Populus tremuloides*) H 40-60' W 25-45' GR Moderate
 - Cottonwood, (*Populus deltoides*) H 65-90' W 45-60' GR Moderate

II. GROUP B – SMALLER REMOVED TREES

- River Birch (*Betula nigra*) H 30-40' W 25-35' GR Moderate (Single trunk only, not bush)
- Ironwood, (*Carpinus caroliniana*) H 25-40' W 15-40' GR Slow
- Ohio Buckeye (*Aesculus glabra*) H 20-40' W 20-40' GR Moderate
- Sweet Crabapple (*Malus coronaria*) H 20-30' W 20-30' GR Moderate **
- Southern Crabapple (*Malus angustifolia*) H 25-30' W 25-30' GR Moderate **
- Fringe Tree (*Chionanthus virginicus*) H 12-20' W 12-20' GR Slow (Single trunk, not bush) **
- White Flowering Dogwood (*Cornus florida*) H 15-30' W 15-30' GR Slow **
- Pink Flowering Dogwood (*Cornus florida*) H 15-25' W 20-30' GR Moderate **
- Pagoda Dogwood (*Cornus alternifolia*) H 15-25' W 20-30' GR Moderate **
- Cockspur Hawthorn (*Crataegus crus-galli*) H 20-30' W 20-35' GR Moderate (consider *Crataegus inermis* for thornless tree) **
- Washington Hawthorn (*Crataegus phaenopyrum*) H 25-30' W 20-25' GR Moderate **
- Winter King Hawthorn (*Crataegus viridis*) H 20-35' W 20-35' GR Moderate **
- American Hop Hornbeam (*Ostrya virginiana*) H 25-40' W 20-30' GR Slow

- American Hornbeam (*Carpinus caroliniana*) H 20'-35' W 20'-30' GR Slow
- Magnolia, Sweet Bay (*Magnolia virginiana*) H 10-35' W 10-35' GR Moderate
- Nannyberry (*Viburnum lentago*) H 25-30' W 20-25' GR Moderate (Single trunk only, not bush) **
- Pawpaw (*Asimina triloba*) H 15-20' W 15-20' GR Slow **
- Redbud and Whitebud (*Cercis canadensis*) H 20-30' W 25-35' GR Moderate **
- Shadblow serviceberry (*Amelanchier canadensis*) H 25-30' W 15-20' GR Moderate (Single-trunk tree form only, not bush) **
- Carolina Silverbell (*Halesia carolina*) H 30-40' W 20-35' GR Moderate **
- Smoke Tree (*Cotinus obovatus*) H 20-30' W 20-30' GR Moderate (Single trunk, not bush) **

III. GROUP C – REMOVED EVERGREEN TREES

- Atlantic White Cedar (*Chamaecyparis thyoides*) H 30-60' W10-20' GR Slow
- Eastern Red Cedar (*Juniperus virginiana*) H 30-65' W 8-25' GR Moderate
- Concolor, White Fir (*Abies concolor*) H 40-50' W20-30' GR Slow
- American Holly (*Ilex opaca*) H 40-50' W20-40' GR Slow (recommend male & female pairing)
- Eastern White Pine (*Pinus strobus*) H 50-80' W 20-40' GR Moderate (Does not prefer prolonged dry, heat conditions (drought). Prefers cooler climates)
- Eastern White Pine 'Columnar' (*Pinus strobus* 'slender varieties') H 30-40' W 10-15' GR Moderate
- Black Spruce (*Picea mariana*) H 15-50' W10-20' GR Slow (Consider for wet areas)
- Red Spruce (*Picea rubens*) H 60-80' W10-20' GR Slow
- White Spruce (*Picea glauca*) H 40-60' W 10-20' GR Slow
- Redwood, "Dawn" Redwood, (*Metasequoia glyptostroboides*) H 120-150' W 50-75' GR Moderate to Fast Deciduous Conifer (Consider for large lots and open space, wetland riparian buffers)

Short Environmental Assessment Form

Part 1 - Project Information

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.

Part 1 – Project and Sponsor Information			
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.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/>	YES <input type="checkbox"/>
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, are adjoining or 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,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
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: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

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 Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban 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?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
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: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



REGULAR MEETING SCHEDULE FOR 2026

BOARD OF APPEALS

PLANNING BOARD

<u>Submission Deadline</u>	<u>Meeting Date</u>	<u>Submission Deadline</u>	<u>Meeting Date</u>
12/22/2025	1/14/2026	1/5/2026	1/28/2026
1/20/2026 (Tues)	2/11/2026	2/2/2026	2/25/2026
2/17/2026 (Tues)	3/11/2026	3/2/2026	3/25/2026
3/16/2026	4/8/2026	3/30/2026	4/22/2026
4/20/2026	5/13/2026	5/4/2026	5/27/2026
5/18/2026	6/10/2026	6/1/2026	6/24/2026
**** SUMMER MEETING DATES TO BE DETERMINED ****			
8/17/2026	9/9/2026	8/31/2026	9/23/2026
9/21/2026	10/14/2026	10/5/2026	10/28/2026
10/19/2026	11/12/2026 (Thurs)	10/26/2026	11/18/2026
11/16/2026	12/9/2026	11/23/2026	12/16/2026
12/21/2026	1/13/2027	1/4/2027	1/27/2027

Please see the calendar at www.scarsdale.gov for the location and time of the meetings.

For further information contact:

Village of Scarsdale Planning Department 914-722-1131 or planning@scarsdale.gov

Dated Dec 2025

**PLANNING BOARD / ZONING BOARD OF APPEALS
2025 - 2026 -Fees and Charges**

Updated June 2025

PLANNING BOARD -	FEE		CODE SECTION	DATE REVISED
Pre-Application Conference Review	300.00		A319 - 39	Mar 2023
Wetland Permit	550.00		A319 - 17	Mar 2023
Watercourse Diversion Permit	1000.00		302 - 3	Mar 2023
Site Plan - Residential				
- New Houses	800.00		A319 - 17	Apr 2025*
- Additions	500.00		A319 - 17	Apr 2025*
- Adjoining Property Buffer	500.00		254 - 10	Mar 2024
- Site Disturbance	800.00		251-1	Aug 2024
- Special Flood Hazard Area	500.00		251-1	Aug 2024
- New Home Corner Lot	800.00		251-1	Aug 2024
- Demolition/Alteration 50%+	800.00		251-1	Aug 2024
- GFA 15,000sf or More	500.00		251-1	Aug 2024
- Flag Lots at a Distance from Street	500.00		251-1	Aug 2024
- Aggregate Site Disturbance	800.00		251-1	Aug 2024
Variance from Flood Damage Prevention	500.00		A319 - 17	Mar 2013
Subdivision - Preliminary	1500.00	plus	A319 - 17	Mar 2016
	500.00	per new lot created		Apr 2025*
Subdivision - Final	1500.00	plus	A319 - 17	Mar 2016
	500.00	per new lot created		Apr 2025*
Approved Subdivision Extension	200.00		A319 - 17	Apr 2025*
Cluster Subdivision Site Plan				
- New House	500.00		A319 - 17	Aug 2024
- Addition/Site Work	500.00			Mar 2013
Site Plan - Non-Residential (Commercial)	1100.00	plus	A319 - 17	Mar 2023
	40.00	per parking space		Mar 2004
		Over 25 spaces Resolution of Village Board		Mar 2004
Appeal Decision of the Village Engineer				
- Curb Cuts	300.00		256 - 23H	Mar 2013
- Flood Control	300.00		167 - 13 / 167 - 25	
- Wetlands	300.00		171 - 6B	
ZONING BOARD OF APPEALS -	FEE		CODE SECTION	DATE REVISED
Special Use Permit - Residential (swimming pools, tennis courts, etc.)	800.00		310 - 88	Mar 2023
Special Use Permit - Non-Residential	750.00		310 - 89	Mar 2023
Application for Variance	550.00	per Variance	310 - 87	Mar 2023
Appeal Building Inspector Decision / BOA	550.00		A316 - 9	Mar 2023
Application for re-hearing/BOA	350.00		310 - 98A	Mar 2023
Application for a Change of Zoning	1500.00		310 - 98B	Mar 2023
Neighbor Notification Fee (PB & BOA)	150.00			Apr 2025*