
ZONING BOARD APPLICATION

Application Information

The Zoning Board meets monthly, usually on the second Wednesday of each month. All required application materials, including revised materials for resubmission, are due in the Coordinating Office at least 23 days before the Zoning Board meeting. Submitted materials must consist of one (1) paper copy of all materials including full sized plans. A **digital copy** of all materials submitted in paper form **must be uploaded** to the **Dropbox for the Planning Board members and the public to review**. If the digital copies submitted in the Dropbox are different in any way from the official paper submission your application may be removed or adjourned. Specific application requirements are described in the Village Code which is available on the Village website. Any questions regarding the application and land use board process should be directed to Village staff.

Staking

At least **two weeks** before the Zoning Board Hearing, the applicant should stake or otherwise mark the location of the proposed work in the field so that Board members can visualize the proposal when they visit the site.

Application Review

Submitted applications will be reviewed by the Village Planner. Complete applications will be placed on the Board's agenda and staff will arrange for the publication of the legal notice. The agenda is published in the Official Newspaper and available on the Village website. If the application is deemed complete 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 Zoning 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**.

The Hearing

At the meeting, the Board hears all applications in the order listed on the agenda. The applicant or their representative will present the application. After this presentation, the Board members or staff will ask questions, and other interested parties may speak about the application. Only speak through the Chair during your hearing. Do not address a member of the public directly.

The Decision

Following the hearings on all items on the agenda, the Zoning Board will render a decision which will be available by calling the Planning Department at (914) 722-1131 the morning after the meeting. Decisions will be posted on the Village website. The decisions will be memorialized in a written resolution after the hearing and sent to the applicant and their representative and are available to all interested parties. 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.

ZONING BOARD OF APPEALS 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"/>
Zoning Board of Appeals Application Form (signed & notarized)	<input type="checkbox"/>
Lot Coverage Form	<input type="checkbox"/>
Floor Area Ratio Form	<input type="checkbox"/>
Site Disturbance/Open Space Form	<input type="checkbox"/>
Tree Removal Permit (2 copies)	<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"/>
SWEC (2 Copies) and fee	<input type="checkbox"/>
Survey with current topography	<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.**

ZONING BOARD OF APPEALS APPLICATION FORM

TYPE OF APPLICATION	
	Check all that Apply
Preliminary Review	<input type="checkbox"/>
Special Use Permit	
• Swimming Pool	<input type="checkbox"/>
• Tennis Court	<input type="checkbox"/>
• Sport Court	<input type="checkbox"/>
Variance	
• Area Variance	<input type="checkbox"/>
• Use Variance	<input type="checkbox"/>
Appeal Building Inspector Decision	<input type="checkbox"/>
Change of Zoning	<input type="checkbox"/>
Application Re-hearing	<input type="checkbox"/>

<u>OFFICE USE ONLY</u>			
APPLICATION #:	DATE:	APPLICATION FEE:	LEGAL AD FEE:
PB Referral Date:	CHP Approval Date:		

Description of Work: _____

Owner's Name: _____

Street: _____ City: _____

State: _____ Zip: _____

Telephone: _____ Email Address: _____

Applicant (Professional) Name Making Application: _____

Architect Attorney Engineer Landscape Architect Planner

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			

Residential Setbacks

Zone	AA-1	A-1	A-2	A-2A	A-3	A-4	A-5	Village Code Chapter
Lot area	2 Acres	1 Acre	20,000 sq. ft.	15,000 sq. ft.	10,000 sq. ft.	7,500 sq. ft.	5,000 sq. ft.	310-14
Frontage	250 ft.	150 ft.	100 ft.	100 ft.	70 ft.	60 ft.	50 ft.	310-15
Height ¹	32 ft. ²	32 ft.	32 ft.	32 ft.	32 ft.	32 ft.	32 ft.	310-25
Setback								
Front	75 ft.	50 ft.	40 ft.	40 ft.	30 ft.	30 ft.	30 ft.	310-35
Front on State Rd	85 ft.	60 ft.	50 ft.	50 ft.	40 ft.	40 ft.	40 ft.	310-40
Rear (2 story)	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	310-43
Rear (1 story)	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.	25 ft.	310-43
Side Yard 1	30 ft.	20 ft.	15 ft.	15 ft.	10 ft.	10 ft.	10 ft.	310-51
Combined Side Yards	N/A	N/A	36 ft.	32 ft.	24 ft.	22 ft.	N/A	310-51
Side on Corner	65 ft.	40 ft.	30 ft.	30 ft.	20 ft.	15 ft.	15 ft.	310-53
Side on State Rd.	75 ft.	50 ft.	40 ft.	40 ft.	30 ft.	25 ft.	25 ft.	310-56
Access. Bldgs.								
Rear	15 ft.	10 ft.	5 ft.	5 ft.	5 ft.	4 ft.	4 ft.	310-47
Side ³	20 ft.	14 ft.	12 ft.	10 ft.	8 ft.	6 ft.	4 ft.	310-51
Side on Corner	60 ft.	50 ft.	40 ft.	40 ft.	30 ft.	30 ft.	25 ft.	310-47

1. As measured to the midpoint between the ridge and the top plate of the wall (see Village Code Chapter 310-2 thru 310-25)
2. See 310-25D
3. These setbacks apply when the accessory building is 100 ft. or more back from the front property line. In Zone AA-1 thru A-2. In Zone A-2A they apply when 80 ft. or more back from the front property line. In Zone A-3 thru A-5. In Zone A-2A they apply when 60 ft. or more back from the front property line.

Note: A. For setbacks in new subdivisions see Village Code Chapter 310-59.
 B. For existing nonconforming structures built prior to April 1, 1947 see Village Code Chapter 310-96B.

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 (see column 2 above)			
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 (calculation from column 3 or 4)			
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, 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

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/Village 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 _____, 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

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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

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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



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

Replacement Trees

(List Developed with Assistance from Friends of Scarsdale Parks)

June 2018

GROUP A - NATIVE CANOPY AND TALLER TREES FOR LARGE PARKS OR LARGE PROPERTIES

American Beech, *Fagus grandifolia* (Scarsdale “protected”) (massive size)

American Horse Chestnut, Ruby Red, cultivar *Aesculus x carnea ‘Briotti’*, (seed pod litter)

American Sycamore, *Platanus occidentalis* (Scarsdale “protected”) and London Plane hybrid (massive size)

Black Cherry, *Prunus serotina* (massive size)

Black Walnut, *Juglans nigra* (nut litter, massive size)

Chestnut, American *Castanea dentata* (blight resistant hybrids or cultivars only, nut litter)

Copper Beech, *Fagus sylvatica, Purpurea* (massive size)

Ironwood, *Carpinus caroliniana Persimmon, Diospyros virginiana*

Redwood, “Dawn” Redwood, *Metasequoia glyptostroboides* (wetland riparian buffer) (massive size)

Shagbark Hickory, *Carya ovate* (massive size)

Swamp Bald Cypress, *Taxodittm distichvm* (wetland, riparian buffer) (massive size)

Swamp White Oak, *Quercus bicolor*

Tulip Tree, *Liriodendton tulipifera* (massive size)

White Oak, *Quercus alba* (massive size), also all of the larger Oaks

GROUP B - NATIVE OR EQUIVALENT UNDERSTORY TREES AND TREE-FORM SHRUBS FOR UTILITY LOCATION

Amelanchier,, Serviceberry, Shadblow, *Amelanchier x grandiflora*, 20’ tall, 5’ spread, usually white flowers (some pink varieties), multi-stem or tree forms include ‘Autumn Brilliance’, a substitute for invasive flowering pears.

Birch, River Birch, *Betula nigra*, cultivar Fox Valley™ ‘Little King’, typically multi-stem, exfoliating bark, ornamental,

Chionanthus (Fringe Tree), *Chionanthus virgtnicus*, short trunk tree form or multi-stem small tree.

Chokecherry, *Prunus virginiana*, ‘Schubert’s Red’ a/k/a ‘Canada Red’, tough tree, green leaves turn purple, fall berries, suckers may need pruning.

Crabapple, *Malus*, choose disease resistant, salt tolerant, pink varieties, including *Mains sieboldii var. zumi* ‘Calocarpa’ and ‘Robin Hill’; for edible fruit: ‘Jelly King’, ‘Purple Prince’ ‘Harry Baker’, ‘Dolgo’ Highly Disease Resistant, persistent fruit: ‘Cardinal’, ‘Robinson’ (fastest growing).

Hawthorn, American Hawthorn, *Crataegus viridis*, ‘Winter King’, native, relatively thorn free varieties, persistent winter berries.

Holly, American Holly, *Ilex opaca*, ‘Croonenberg’, native evergreen, can be pruned to single stem tree form over or under 20’-30’ (‘Croonenberg’ somewhat self-pollinating, doesn’t require ratio of male & female trees), persistent berries,

Magnolia, Saucer, ‘*Magnolia x soulangeana*’ non-native/ non-invasive, utility friendly if kept to 25’-30’, many cultivars available.

Magnolia, Star, *M stellata*, non-native/ non-invasive, typically multi-stem.

Magnolia, Sweet Bay, *M. virginiana*, semi-evergreen (at Library Pond).

Redbud, Eastern Redbud, *Cercis Canadensis*, assorted varieties, single or multiple stem, standard green-leaved or purple-leaved variety such as ‘Forest Pansy’ or green-gold leaved ‘Hearts of Gold’.

Smoke Tree, American smoke tree, ‘*Cotinus obovatus*’ native, ornamental tree,

Viburnum Nannyberry, *Viburnum lentago*, native, high wildlife value, not salt tolerant, 20’ – 25’, almost as wide, multi-stem, shrub-like, can be pruned to single-stem tree form; wildlife value, persistent winter berries.

GROUP C - NATIVE OR EQUIVALENT CANOPY AND TALLER TREES FOR NON-UTILITY LOCATION

Black Gum, *Nyssa sylvatica* (Tupelo, Black Tupelo), native, 30’ to 50’ high, 20’ to 30’ spread, tolerates moist soils, fruit for birds: small black drupes.

Elm, American, native & non-native cultivars/hybrids, 40’ to 60’ high, 35’ – 40’ spread, some smaller, look for newer varieties such as Triumph™ Elm, Ulmus ‘Morton Glossy’. Plant only Elms resistant to Dutch Elm Disease and other Elm insect pests and diseases. (Do not plant Siberian Elm, an invasive, large, brittle tree)

Hackberry, *Celtis occidentalis* native, 40’ to 70’ high, 50’ spread similar to Am. Elm, can withstand seasonally dry soil, salt, pollution and temporary flooding, persistent fruit, urban tree.

Ironwood, American (a/k/a American hornbeam, Muscledwood, Birch family), *Carpinus caroliniana*, multi- or single-stemmed tree, 30’ to 45’+, spreading crown. Shiny, bluish-green, deciduous leaves turn scarlet-orange in fall. Papery hanging fruit, requires larger area to accommodate spread, withstands semi-shade, various conditions,

Magnolia, Saucer Magnolia, ‘*Magnolia x soulangeana*’, non-native/ non-invasive, utility friendly if kept to 25’-30’, many cultivars available.

Maple, Red Maple, *Acer rubrum*, native, 40’ to 60’ spread variable, if available seek out preferred varieties: ‘Northwood’, ‘Red Sunset’, ‘Olson’, ‘Landsburg’ and ‘Phipps Farm’ (for extreme hardiness),

Maple, Sugar Maple, *Acer saccharum*, native, 60’-80’, large spread, creates dense shade, surface roots, choose hardy cultivars such as ‘Autumn Splendor’ and ‘John Pair’ all Maples have shallow roots, avoid planting near sidewalks or on medians.

Oak, Chinkapin (Chinquapin) Oak, *Quercus muehlenbergii* (also *Quercus prinoides*, smaller variety), size at maturity varies from 40’ to 50’ high, similar spread, up to 70’ to 80’, most Oaks are drought resistant and salt tolerant,

Oak, Pin Oak, *Quercus palustris*, native, 60’ to 70’ high, 25’ to 45’ spread, small acorns.

Oak, Red Oak, *Quercus rubra*, native, 60’ to 75’ high, 45’ spread, acorns, fast growth.

Oak, Shingle Oak, *Quercus Imbricaria*, 40’ to 60’ high, same spread, smaller oak in Red Oak group, drought tolerant.

Oak, Willow Oak, *Quercus phellos*, native, 40’ to 75’ high, 25’-50’ spread, acorns, fast growth.

Sourwood, *Oxydendrum arboretum*, native, 25’ to 30’ or higher with 20’ plus spread, white flowers and fringes through fall.

Sweet Gum, *Liquidambar styraciflua*, ‘Rotundiloba’ (sterile, non-fruiting cultivar, no spiked gumball fruits), native, 60’-75’ high, 40’ to 50’ wide.

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*

VILLAGE CODE REFERENCES

[Chapter A316-10 Appellant or applicant to serve notice](#)

A. Each appellant or applicant shall serve, personally or by certified mail, a written notice, setting forth the nature and substance of the appeal or application and the time and place of the hearing, upon all owners of property within the distance hereinbelow designated of the property involved in the appeal or application. Such notice shall be served by mail not less than 10 days, in the case of notices to the village, and, in all other cases, shall be served by mail not less than 10 days or by personal service not less than seven days prior to the date of the hearing thereon.

B. At least two days prior to the hearing, the applicant shall file with the Clerk proof, in affidavit form, that such required notice has been served. If service has been effected by mail, receipts from the post office will be submitted showing receipt by the post office.

C. Unless otherwise directed by the Board of Appeals, such notice shall be served upon the property owners of every property, any part of which is within 200 feet of any point on the boundary of the lot or lots involved in the appeal or application. As an exception, for properties larger than 15 acres in area, notice shall be sent to all owners of property within 200 feet of the activity covered by the appeal or application.

[Chapter A316-11 Minimum time after filing before consideration at meeting](#)

All appeals and applications must be filed at least 23 days preceding the meeting at which appeals or applications are to be considered, unless waived by the Clerk of the Board. Any such waiver that may be approved by the Clerk shall not jeopardize fulfillment of the requirement for publication contained in § A316-7, notification to adjoining municipalities contained in § A316-8 or notification of neighboring property owners contained in § A316-10A. Any waivers that may be approved will be at the sole discretion of the Clerk and will be decided on the basis of the complexity of the application, whether the application was held over from a previous meeting, the length of the Board's agenda and the staff work load.