

# Village of Head-of-the-Harbor



500 N. Country Road  
St. James, New York 11780  
Phone (631) 584-5550  
Fax (631) 862-1417

## Application For Site Plan Review

Subdivision/Single Family Residential Construction & Additions Site Plan Applications must include the following:

- a) 16 copies of the application completed & signed;
- b) 16 copies of Coastal Assessment Form;
- c) 16 copies of the Short Environmental Assessment Form (If two or more questions are answered yes, the Long Environmental Assessment Form must be completed);
- d) 16 copies of Visual Assessment Form;
- e) 16 copies folded, signed & sealed, originals of the site plan;
- f) 16 copies folded, copies of the Landscape Plan;
- g) 16 copies signed & sealed, originals of a Grading Plan w/erosion control measures;

**Items a - g must be collated & folded into 16 individual packets no larger than 8 1/2 x 14.**

- h) One original, signed & sealed, survey with the tie distance to the nearest street & location of monuments;
- i) Two copies of the LWRP Letter of Consistency;
- j) Five 8 X 10 photographs of the site: 4 taken from center of proposed building/improvement toward the property lines, 1 view from the road;
- k) Two sets of building elevations, with materials and colors;
- l) One original S.C. Dept. of Health Services approval & a stamped plan;
- m) Site plan filing fee: \$200.00 for the first two acres and \$100.00 for each additional acre or fraction thereof; Subdivision filing fee \$500 & \$150./acre.
- n) Trust & Agency fee (for Professional Services): \$1,000.00 for site plan review. \$5,000.00 for subdivision review. (If account drops below half of amount received, additional monies will be requested.) Remaining balance will be refunded upon written request.

**Site Plan must include:**

- a) Date, north arrow, key map, SCTM#, scale;
- b) Location, dimensions, & setbacks of all proposed (dotted line)/existing (solid line) structures, driveways, curb cuts, drainage provisions;
- c) Drainage calculations in conformance with L.W.R.P. requirements;
- d) Dated test hole data, note who obtained the data;
- e) Building envelope to zoning requirements;
- f) Name/Address of Engineer, Architect or Land Surveyor;
- g) Name/Address of Property Owner;
- h) Name of Subdivision & lot number, if applicable;
- i) Location of utility lines, sanitary system, water supply locations;
- j) Illustrate all scenic and conservation easements;
- k) Dimension setbacks to wetlands, mean high tide, top of bluff, within 500' from limit of disturbance;
- l) Provide site data table with lot size, building footprint (proposed/existing), total floor area (GFA), percent of lot coverage (FAR) percentage of clearing, percentage of fertilizer-dependent vegetation, floor area, zoning;
- m) List any covenants or restrictions that control the property.
- n) Existing & proposed contours at 2' intervals;
- o) Subdivision maps in conformance with S.C. Planning Commission requirements

**Landscape Plan must include:**

- a) Landscape key with species, size & quantity of proposed plants;
- b) Construction limits, including all areas of grading;
- c) Location, size & species of all trees, 6" and greater at breast height diameter, in area to be disturbed. Identify all trees to be removed with an "x";
- d) Location of any significant vegetation; ornamental or native;
- e) Location of any all buildings, accessory structures, driveway & sanitary system;
- f) Location of buffers & easements;
- g) Setbacks to wetlands, mean high tide & top of bluff

**Grading Plan w/ Erosion control measures must include:**

- a) Top & bottom elevations of all retaining structures;
- b) Existing & proposed contours at 2' intervals w/building envelope illustrated;
- c) First floor elevations, corner elevations;
- d) Utility lines, septic system, water supply and all required ground disturbance;
- e) Delineate construction limits;
- f) Identify all slopes in excess of 25% within the property boundaries;
- g) Identify all bluffs, include top, toe and bluff setback of 100', as defined by the LWRP guidelines;
- h) Locate methods to control sediment runoff, i.e. Hay bales (silt fence, staging area);
- i) Implementation schedule.
- j) Locate a project limiting fence.

Site Plan Application  
Subdivision/Single Family Residential Construction & Additions  
.....

Application is hereby made to the Incorporated Village of Head of the Harbor for the project described herein. By this application, the applicant does hereby authorize employees or agents of the Incorporated Village of Head of the Harbor to inspect the project site as necessary.  
\*\*\*\*\*

APPLICATION DATA:

NAME OF SITE PLAN \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_  
\_\_\_\_\_

SUFFOLK COUNTY TAX NUMBER: 0801 \_\_\_\_\_ LOT AREA \_\_\_\_\_ Zoning \_\_\_\_\_  
Located at # \_\_\_\_\_, on the N/E/S/W Side of: \_\_\_\_\_

Distance: \_\_\_\_\_, from the N/E/S/W of: \_\_\_\_\_

Has the property affected by this application been the subject of a previous land use approval within a period of three years? Yes \_\_\_ No \_\_\_  
If yes, what approval: \_\_\_\_\_

OWNERS CONSENT:

Be advised that I am the owner of record of the property referenced herein and hereby consent to this application:

OWNER: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If applicant is a corporation, provide name & title of the responsible officer. RESPONSIBLE OFFICER: \_\_\_\_\_

PLAN PREPARER: FIRM NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ATTORNEY/AGENT: FIRM NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Plan Application

Yes \_\_\_\_\_ No \_\_\_\_\_ Are there any existing covenants or restrictions affecting the premises for which approval is sought? If yes, attach a copy certified by the Suffolk County Clerk.

Yes \_\_\_\_\_ No \_\_\_\_\_ Have any Special Permits or Variances been applied for or obtained for this property? If yes, state date and case number \_\_\_\_\_ and attach a copy of the Board of Appeals decision letter.

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property improved with structures? If so, attach a copy of all Certificate of Occupancy(s). Any structures requiring c.o.'s must be made part of the application.

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property within 500' of a municipal boundary?

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property within 500' of a Town or State roadway?

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property within 500' of any publicly-held land?

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property within 500' of any wetland or waterway?

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property within a designated Historic Area?

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property in an Environmentally Significant Area?

Yes \_\_\_\_\_ No \_\_\_\_\_ Is electric & public water available to the property?

Yes \_\_\_\_\_ No \_\_\_\_\_ Does the applicant or owner have any interest in any contiguous property? If so, list S.C. Tax Number: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Have you applied for Health Dept. sanitary approval? If so, attach a copy of the application.

SUBDIVISION/LAND DIVISION:

Number of Lots: \_\_\_\_\_

Deed or deeds recorded in the Suffolk County Clerk's Office:

Date: \_\_\_\_\_ Liber: \_\_\_\_\_ Page: \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Is the property subject to encumbrances or liens other than mortgages?

Yes \_\_\_\_\_ No \_\_\_\_\_ Will the entire preliminary layout be filed?

Yes \_\_\_\_\_ No \_\_\_\_\_ Will the map will be filed in sections?

Yes \_\_\_\_\_ No \_\_\_\_\_ All open space shown will be dedicated.

If the project requires Variances or Special Permits, please list:

Planning Board: \_\_\_\_\_

Zoning Board of Appeals: \_\_\_\_\_

Site Plan Application

VERIFICATION:

I ACKNOWLEDGE I HAVE MADE APPLICATION TO THE INCORPORATED VILLAGE OF  
HEAD OF THE HARBOR FOR THE PROJECT DESCRIBED HEREIN. I FURTHER CERTIFY  
I AM THE OWNER OF THE SUBJECT PROPERTY.

IN WITNESS WHEREOF, I have hereto set my hand this \_\_\_\_ day of  
\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\*\*\*\*\*

State of New York)

) SS.:

County of Suffolk

(INDIVIDUAL)

On the \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_ before me personally came  
to me known to be the individual described in and who executed the  
foregoing instrument, and (s)he thereupon duly acknowledged to me that  
(s)he executed same.

\_\_\_\_\_  
(Notary Public)

\*\*\*\*\*

State of New York)

) SS.:

County of Suffolk

(CORPORATE)

On the \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_ before me personally came  
to me known, who being duly sworn, did dispose and say that (s)he  
resides in \_\_\_\_ (street & city), that (s)he is  
the \_\_\_\_ (state office) of the  
\_\_\_\_ (name of corporation), the corporation  
described in and which executed the foregoing instrument: and that (s)he  
signed his/her name thereto by authority of the Board of Directors of  
said corporation.

\_\_\_\_\_  
(Notary Public)

# State Environmental Quality Review VISUAL EAF ADDENDUM

Visibility	Distance Between Project and Resource (in Miles)				
	0-1/4	1/4-1/2	1/2-3	3-5	5+
1. Would the project be visible from:					
• A parcel of land which is dedicated to and available to the public for the use, enjoyment and appreciation of natural or man-made scenic qualities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• An overlook or parcel of land dedicated to public observation, enjoyment and appreciation of natural or man-made scenic qualities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A site or structure listed on the National or State Registers of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• State Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The State Forest Preserve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• National Wildlife Refuges and State Game Refuges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• National Natural Landmarks and other outstanding natural features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• National Park Service lands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rivers designated as National or State Wild, Scenic or Recreational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any transportation corridor of high exposure, such as part of the Interstate System, or Amtrak?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A governmentally established or designated interstate or inter-county foot trail, or one formally proposed for establishment or designation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A site, area, lake, reservoir or highway designated as scenic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Municipal park, or designated open space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• County road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• State road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Local road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the visibility of the project seasonal? (i.e., screened by summer foliage, but visible during other seasons)					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
3. Are any of the resources checked in question 1 used by the public during the time of year during which the project will be visible?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

# DESCRIPTION OF EXISTING VISUAL ENVIRONMENT

4. From each item checked in question 1, check those which generally describe the surrounding environment.

	Within	
	* 1/4 mile	* 1 mile
Essentially undeveloped	<input type="checkbox"/>	<input type="checkbox"/>
Forested	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural	<input type="checkbox"/>	<input type="checkbox"/>
Suburban Residential	<input type="checkbox"/>	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	<input type="checkbox"/>
Commerical	<input type="checkbox"/>	<input type="checkbox"/>
Urban	<input type="checkbox"/>	<input type="checkbox"/>
River, Lake, Pond	<input type="checkbox"/>	<input type="checkbox"/>
Cliffs, Overlooks	<input type="checkbox"/>	<input type="checkbox"/>
Designated Open Space	<input type="checkbox"/>	<input type="checkbox"/>
Flat	<input type="checkbox"/>	<input type="checkbox"/>
Hilly	<input type="checkbox"/>	<input type="checkbox"/>
Mountainous	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: add attachments as needed

5. Are there visually similar projects within:

* 1/2 mile	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* 1 mile	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* 2 miles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* 3 miles	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*Distance from project site is provided for assistance. Substitute other distances as appropriate.

## EXPOSURE

6. The annual number of viewers likely to observe the proposed project is \_\_\_\_\_?

NOTE: When user data is unavailable or unknown, use best estimate.

## CONTEXT

7. The situation or activity in which the viewers are engaged while viewing the proposed action is:

### FREQUENCY

Activity	Daily	Weekly	Holidays/ Weekends	Seasonally
Travel to and from work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involved in recreational activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Routine travel by residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At a residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At worksite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>