

**APPLICATION FOR SITE DEVELOPMENT PLAN OR  
CONDITIONAL USE APPROVAL**

**TOWN OF NORTH SALEM  
WESTCHESTER COUNTY, NEW YORK**

The undersigned hereby makes application to the Planning Board of the Town of North Salem under provisions of the Zoning Ordinance of the Town for one of the following:

- Approval of a site development plan under Article X of the Zoning Ordinance
- Grant of a conditional use by the Planning Board under Articles XII and XIII and Section 250-11 of the Zoning Ordinance
- Recommendation on SWPPP as part of a site development plan

In accordance with the adopted policy of the Town of North Salem Planning Board, an application for site development plan approval shall consist of ELEVEN (11)<sup>1</sup> copies of each of the following documents:

1. Application form, including a Statement of Use.
2. SEQRA documentation – EAF forms (Applicant to Complete Part I Only)
3. The site development plan (folded), prepared in accordance with the Zoning Ordinance and the Site Development Plan Procedures and Rules and Regulations.
4. Bulk Calculation form
5. Fees in accordance with the Town of North Salem Standard Schedule of Fees.
6. Affidavit signed by all parties in accordance with the Town of North Salem Application Processing Restrictive Law.

All application materials shall be submitted to the Planning Board Secretary at least twenty-one (21) days in advance of the next Regular meeting date. A request to be on an agenda must be made at least fourteen (14) days prior to a meeting date. Please refrain from direct contact with Town Consultants during review process. All contact should begin with the Planning Board Secretary.

I. Identification of Applicant and Owner:

a. Applicant:

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

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

Telephone: \_\_\_\_\_

<sup>1</sup> Eight copies are required initially. Once an application is found to be complete a minimum of eleven copies will be required. Additional copies may also be needed. Electronic copies may be acceptable in some instances. Contact the planning board secretary to confirm the number of hard copies and electronic copies.

Email: \_\_\_\_\_

b. Owner of property, if not the same as Applicant:

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

II. Attachments: Each of the following, when applicable, shall be attached to and are made a part of this Application (check the items attached):

Section A-1: Affidavit of Ownership, executed by the individual, or by the general partner of a partnership, that is the owner of property if not the same as the Applicant; or

Section A-2: Affidavit of Ownership, executed by a corporation that is the owner of the property, if not the same as Applicant.

Section B: Certification executed by the Applicant, and by the owner of the property, if not the same as the Applicant, if either the Applicant and owner, or both, are a partnership, corporation, association or business trust.

Section C: Disclosure Statement under Section 809 of the General Municipal Law.

Section D: Identification of Property and Proposal.

Section E: Identification of Plans and Documents.

Section F: Request to omit certain plan elements, if any are requested under Item III of this Application (attach a statement specifying the request and reasons).

III. Plan Requests and Authorizations:

a. As part of this Application, request is hereby made to the Planning Board to determine that all or part of the site development plan information specified in the Planning Board's Site Development Plan Procedures and Rules and Regulations is not necessary and need not be submitted.

None requested.

Request, as set forth in Section F (Waiver) together with the reasons therefor.

b. The Applicant and Owner, hereby grant to the Planning Board, the Town Board, the Zoning Enforcement Officer, and the Superintendent of Highways, and their authorized

agents, permission to enter upon the property that is the subject of this Application for the purpose of inspection and enforcement of the Zoning Ordinance, including the taking of tests and material samples.

IV. Fees:

By submitting this application, I understand that I am assuming responsibility for the payment of all fees charged by the Town, in connection herewith, as specified in the Standard Schedule of Fees of the Town of North Salem.

V. Endorsements:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Applicant

By: \_\_\_\_\_  
Authorized Agent

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Owner

By: \_\_\_\_\_  
Authorized Agent

A-1 Affidavit of Ownership (Individual or Partnership):

State of New York)

ss.

County of Westchester)

\_\_\_\_\_, being duly sworn, deposes and says that he/she resides at \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_, that he/she (a general partner of \_\_\_\_\_) is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Town of North Salem, New York, aforesaid and known and designated on the Tax Map of the Town of North Salem as Lot Number(s) \_\_\_\_\_, Block \_\_\_\_\_, on Sheet \_\_\_\_\_ and that deponent (said partnership) acquired title to the said premises by deed from \_\_\_\_\_, dated \_\_\_\_\_, and recorded in the Office of the Clerk of the County of Westchester on \_\_\_\_\_, in Liber \_\_\_\_\_ of Conveyance at Page \_\_\_\_\_, and that consent is hereby given to \_\_\_\_\_ to make the annexed application for approval of the map (or project) entitled: \_\_\_\_\_ and that statements of fact contained in said application, including the statements contained in all of the exhibits transmitted herewith, are true to the best of the deponent's knowledge and belief.

(Signed) \_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_

\_\_\_\_\_

Notary Public

A-2 Affidavit of Ownership (Corporation):

State of New York)

ss.

County of Westchester)

\_\_\_\_\_, being duly sworn, deposes and says that he/she resides at \_\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_, that he/she is the \_\_\_\_\_ (Title) of: \_\_\_\_\_ (Name of Corporation) which is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Town of North Salem, New York, aforesaid and known and designated on the Tax Map of the Town of North Salem as Lot Number \_\_\_\_\_, Block \_\_\_\_\_, on Sheet \_\_\_\_\_, and that said corporation acquired title to the said premises by deed from \_\_\_\_\_, dated \_\_\_\_\_, and recorded in the Office of the Clerk of the County of Westchester on \_\_\_\_\_, in Liber \_\_\_\_\_ of Conveyance at Page \_\_\_\_\_, and that consent is hereby given to \_\_\_\_\_ to make the annexed application for approval of the map (or project) entitled, \_\_\_\_\_ and that statements of fact contained in said application, including the statements contained in all of the exhibits transmitted herewith, are true to the best of the deponent's knowledge and belief.

(Signed) \_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_

\_\_\_\_\_

Notary Public

B Certificate of Ownership:

1. If owner or applicant is a general or limited partnership, attach notarized certification listing names and addresses of all partners and participants. If a partnership, corporation, association, or business trust, provide the information required by this section for such partner.
2. If owner or applicant is a corporation, association or business trust, attach notarized certification listing position, name and address of all officers, directors and all shareholders owning (whether beneficially or equitably) five (5) percent or more of any class of such party's stock.

Certificate \_\_\_\_\_

| <u>Position</u> | <u>Name</u> | <u>Address</u> | <u>% Ownership</u> |
|-----------------|-------------|----------------|--------------------|
|                 |             |                |                    |
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(reference/attach page(s) if necessary)

The undersigned (corporate officer) hereby certifies that the information hereinafter set forth is true and correct.

\_\_\_\_\_  
Signature and Title

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_

\_\_\_\_\_  
Notary Public

C Disclosure Statement Accompanying Application or Petition:

1. Identification of Application or Petition

- a. To: North Salem Town Board  
North Salem Planning Board  
Zoning Board of Appeals  
Zoning Enforcement Officer/Building Inspector
- b. Name of Applicant: \_\_\_\_\_
- c. Residence: \_\_\_\_\_
- d. Date: \_\_\_\_\_
- e. Nature of Application or Petition: \_\_\_\_\_

2. Nature and Extent of Interest of any State Officer or Municipal Officer or Employee in this Application (Set forth in detail).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Statement that no State Officer or Municipal Officer of Employee has an interest in this Application.

The Undersigned Applicant or Petitioner certifies by signature on this Disclosure Statement that, in accordance with the provisions of Section 809 of the General Municipal Law, no State officer or any officer or employee of the Town of North Salem or of any municipality of which the Town is a part has any interest in the person, partnership or association making the above application, petition or request.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Applicant or Petitioner

D-1 Property:

- a. Total acres: \_\_\_\_\_; Square Feet \_\_\_\_\_;
- b. Does application cover all contiguous land of the owner? Yes  No   
If no, explain any excluded area: \_\_\_\_\_  
\_\_\_\_\_
- c. Tax Map Sheet \_\_\_\_\_ Block \_\_\_\_\_ Parcel(s) \_\_\_\_\_
- d. Last deed: Date \_\_\_\_\_; Liber \_\_\_\_\_; Page \_\_\_\_\_

D-2 Location:

a. Zoning District(s) \_\_\_\_\_

b. Property abuts (street or roads) \_\_\_\_\_  
\_\_\_\_\_

c. Municipal Districts encompassing all or part of property:

School: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Water: \_\_\_\_\_

Lighting: \_\_\_\_\_

d. Does project involve a new vehicular access connecting directly into any State Highway or County Road? Yes  No

If yes, give name and route #: \_\_\_\_\_

e. Does project involve drainage lines connecting into any channel lines established by the Westchester County Commissioner of Public Works? Yes  No

f. Does any part of the proposed project include land within 500 feet of any abutting municipality in the County of Westchester? Yes  No

If yes, specify: \_\_\_\_\_

g. Give name and address of all property owners within 500 feet of the perimeter boundary of the proposed project site (as indicated in the current Town Tax Assessor's records): [attach additional sheet if necessary]

NAME

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

D-3 Proposal:

a. What is the proposed use of land and/or buildings? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Cite Section of Zoning Ordinance specifying proposed use: \_\_\_\_\_  
\_\_\_\_\_

c. Detailed Statement of Use is attached as required. Yes  No

d. Proposed total floor area of building(s) (sq. ft.):

e. Is any outside storage area proposed? Yes  No

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

f. Proposed ground coverage:

|                 | <u>SQUARE FEET</u> | <u>PERCENT OF LOT</u> |
|-----------------|--------------------|-----------------------|
| Buildings       | _____              | _____                 |
| Outside Storage | _____              | _____                 |
| Paving          | _____              | _____                 |
| Total           | _____              | _____                 |

g. Number of off-street parking spaces: \_\_\_\_\_

Basis for parking computation under Column F of use Tables:

\_\_\_\_\_  
\_\_\_\_\_

h. Number of off-street loading berths: \_\_\_\_\_

Basis for loading berth computation: \_\_\_\_\_

i. Does the applicant propose to establish any easements for access, drainage, utilities, or conservation of natural resources, or any reserved areas for recreation or conservation purposes? Yes  No

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

j. How is water supply to be provided? \_\_\_\_\_

Has an application been made to the State of New York, Westchester County Department of Health, or New York City Department of Environmental Protection for approval of proposed water supply? Yes  No

If yes, give date and describe: \_\_\_\_\_

k. How is sewage disposal to be provided? \_\_\_\_\_

Has an application been made to the State of New York, Westchester County Department of Health, or New York City Department of Environmental Protection for sewage discharge or approval of sewage disposal systems? Yes  No

If yes, give date and describe: \_\_\_\_\_

l. Does the proposed project include any freshwater wetlands and/or water courses as defined by the State of New York, the Town's Freshwater Wetlands Protection Law, or other applicable law? Yes  No

m. Are any signs proposed in connection with the project? Yes  No

Are details and specifications for the proposed signs shown on plans accompanying the application? Yes  No

n. Is any outdoor illumination proposed in connection with the project? Yes  No

If yes, are details and specifications shown on plans accompanying the application? Yes  No

D-4 Procedure:

a. What is the period of time within which the project is to be completed? \_\_\_\_\_ months

b. Does the applicant propose to develop project in stages? Yes  No   
If yes, describe: \_\_\_\_\_

c. Are any variances of the Zoning Ordinance to be requested from the Zoning Board of Appeals? Yes  No

If yes, describe: \_\_\_\_\_

D-5 Encumbrances: If property is subject to any of the following encumbrances, describe or attach copies:

a. Easements: \_\_\_\_\_

b. Deed Restrictions: \_\_\_\_\_

- c. Mortgages: \_\_\_\_\_  
\_\_\_\_\_
- d. Liens: \_\_\_\_\_  
\_\_\_\_\_
- e. Leases: \_\_\_\_\_  
\_\_\_\_\_
- f. Other: \_\_\_\_\_  
\_\_\_\_\_

E-1 Identification of Plans and Documents:

- a. Surveyor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
N.Y. License No.: \_\_\_\_\_
- b. Engineer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
N.Y. License No.: \_\_\_\_\_
- c. Architect: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
N.Y. License No.: \_\_\_\_\_
- d. Landscape Architect: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
N.Y. License No.: \_\_\_\_\_
- e. Other: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
N.Y. License No.: \_\_\_\_\_

E-2 Maps and Documents:

a. Title and Date of Proposed Site Plan: \_\_\_\_\_  
\_\_\_\_\_

No. of Sheets: \_\_\_\_\_

b. Title and Date of Preliminary Architectural Plans: \_\_\_\_\_  
\_\_\_\_\_

No. of Sheets: \_\_\_\_\_

c. Title, Date and Preparer of other Maps or Plans: \_\_\_\_\_  
\_\_\_\_\_

No. of Sheets: \_\_\_\_\_

E-3 Other:

Give titles, dates and preparer of reports and documents accompanying application: (such as results of soil tests and reports on a drainage, sewage disposal and water supply):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F Waiver: Request to Omit Certain Plan Elements:

Does the applicant request any waivers of the Town's Site Development Plan Procedures and Rules and Regulations? Yes  No

If yes, specify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **STATEMENT OF USE**

APPLICATION PROCESSING RESTRICTIVE LAW  
Town of North Salem  
(Code of the Town of North Salem, Chapter 37)

I hereby certify that to the best of my knowledge no outstanding fees under the Standard Schedule of Fees of the Town of North Salem exist for the property identified below. Furthermore, I hereby certify that to the best of my knowledge, no outstanding violation of local laws or ordinances of the Town of North Salem exists with respect to the cited property or any structure or use existing thereon.

Property tax identification (please verify that the sheet, block and lot number(s) provided are correct. See tax bill or contact Town Assessor's Office):

Sheet    Block    Lot

Owner:                      Agent:

Address of property subject to application:

Type of Application:

Submitted to North Salem Planning Board, North Salem, New York

Signed  
Owner of Record/Date

Signed  
Agent for Permit Application/Date

Notary Public:  
Date

Notary Public:  
Date

Confirmations (**Do not sign if note below applies**):

Signed  
Building Inspector/Date

Signed  
Planning Board Secretary/Date

Signed  
Town Clerk/Date

Note: The processing and approval of any and all applications for approval and issuance of any permit or certificate of occupancy or use by any board or official of the Town of North Salem is prohibited for any property owner who has fees outstanding under the Standard Schedule of Fees of the Town of North Salem. The processing of applications is similarly prohibited when there are outstanding violations of any local laws or ordinances of the Town of North Salem on the property for which the approval is being requested. If the confirmations cannot be provided, an application cannot be processed. In accordance with the Code of the Town of North Salem, Chapter 37, Section 37-5, an applicant may make a written request to the Town of North Salem Town Board for a waiver of provisions of the Code Chapter 37.