

**Town of Pound Ridge**  
**Planning Board**  
**Commercial Site Plan Review & Application Process**

**Check type of review:**

- New construction
- Revised Site Plan/Change of Footprint
- Land disturbance
- Change of use (whether it's the same owner or new owner)
- Other, explain: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this application, the owner authorizes the Planning Board and any member of other Town Boards or Commissions, as well as it's agents, consultants or employees the right to enter the premises for the purpose of gathering information pertinent to the application.

Name of Applicant (if other than owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Submit a letter of authorization from the owner on their behalf.)*

Name of Registered Engineer/Architect: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**IDENTIFICATION OF PROPERTY**

Block/Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Area (in acres): \_\_\_\_\_

**Description of Project:**

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

## **Commercial Site Plan Approval Process**

### **When is Commercial Site Plan Approval required?**

1. To develop a parcel of land for business purposes in any of the Town's Business Districts (the "Planned Business" districts: PB-A, PB-B, and PB-C).
2. For an addition to an existing building in a Business District.
3. For improvements to a non-conforming business use in a residential district, which approval is generally subject to the same zoning standards as for conforming uses in Business Districts.
4. For any land disturbance within the Business Districts.
5. For a change of use in the Business District. Different uses require different levels of code review, setback requirements, septic, water, parking requirements, noise and lighting restrictions, which is why a change of use must be reviewed. Some uses are permitted in the Business Districts subject to the approval of a special permit issued by the Town Board.
6. If you wish to occupy a building without added construction, you should still follow the procedure to obtain a "Certificate of Compliance".

All site plan approvals come from the Planning Board who follow the procedures set forth in the Town's Code ([townofpoundridge.com](http://townofpoundridge.com) "Town Code"). The Planning Board has jurisdiction to review any architectural features within the Business Districts. The Building Inspector also reviews any site plan application carefully, and his recommendations are included in any approval issued by the Planning Board. Activities such as disturbance, excavation or filling within the wetlands regulated area are subject to approval by the Water Control Commission.

### **Process:**

- 1) Submit a complete Application by 1pm, 2 weeks before the monthly public meeting. All meetings are open to the public.
  - a. Upon receipt, the Planning Board Administrator will notify neighbors within 500' (1,000' for subdivisions) of the property & confirm taxes are paid to date for the property.
- 2) Applicant presents to the Planning Board at a public meeting.
- 3) The Planning Board will conduct a site visit before an applicant's 2<sup>nd</sup> meeting.
- 4) Additional information & revisions are submitted, as needed.
- 5) Planning Board approval can be granted at the 2<sup>nd</sup> meeting.

The Planning Board typically meets on the 4<sup>th</sup> Thursday of each month at 7pm.

**Contact Christeen, PB Administrator, at [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com) or 914.764.3982 to confirm the date, time & format (in -person, via Zoom, hybrid) of monthly meetings.**

**All meeting information is also available on the monthly calendar at**

**<https://www.TownofPoundRidge.com>.**

## CHECKLIST

### Applications Include:

- **Signed Application Form- 10 copies**
- **Completed Code Conformance Worksheet (“CCW”) - 10 copies (The CCW does not apply in PB-A, B and C but can be used for informational purposes. It DOES apply to commercial users in residential zone districts.)**
- **Completed Short Environmental Assessment Form - 10 copies**
  - Utilize the DEC’s EAF Mapper to automatically complete parts of the EAF & identify if there are potential environmental & cultural concerns on a site. [EAF Mapper \(ny.gov\)](http://www.dec.ny.gov/efm)
  - *Detailed Mapper Instructions:* <https://gisservices.dec.ny.gov/EAFhelp>
- **Westchester County Health Dept. approval & approvals of any other boards- 1 copy**  
Water Control Commission , Zoning Board of Appeals, NYSDEC, NYSDOT.
- **Submit 10 copies, (4 full-sized copies folded to no larger than 9” x 12,” and 6 reduced copies) of the Site Plan and elevations of any proposed structures, to the Planning Office by 1pm 2 weeks prior to the meeting to Christeen at the Town House.**
- **Submit 1 digital application package as a PDF to [cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com).**
- **Application fee of \$250 made payable to the Town of Pound Ridge**
- **Escrow Fee - \$4,000 made payable to the Town of Pound Ridge**
  - An escrow account must be established in order to compensate the Town Engineer and Planning Board counsel, if needed, for services during the review. Any unused funds will be returned to the applicant. If the costs exceed this amount, the applicant will need to replenish the account.
- **Proposed Exterior Photometric Lighting Plan- type, height, design, direction, shielding & location**
- **Proposed Signage Plan including location, type, design, mounting height, size, color and illumination.**
- **Hours of Operation**
- **Detailed landscaping plan, including type, size and location**
- **Construction plans of proposed retaining walls, steps, ramps, paving and drainage “structures”**
- **Elevations of proposed structures, Proposed Floor plan & basement elevations, finished grades of walls, pavements & storm drains.**
- **Site Plan should include:**
  - Location of all existing and proposed buildings and other structures, retaining walls, stone walls, fences, rock outcroppings and wooded areas
  - Outline and elevations of the pavement abutting streets and proposed means of vehicular and pedestrian access to and from the site.
  - Location and layout of proposed off-street parking and loading spaces
  - Location of required setback lines
  - Location of trees with a diameter of six inches or more within area of construction
  - Location of septic system, expansion area and wells
  - Location of all proposed site improvements
  - Names of adjoining property owners, Footprints of all structures on adjacent lots
  - Slopes over 25%
  - Wetlands and 150’ wetland setbacks, both onsite and offsite
  - Stormwater runoff features
  - Vicinity map
  - Title, date, revisions dates, North arrow, scale, name and address of owner, engineer, architect, landscape architect or surveyor preparing the plan
  - Block and Lot numbers of subject property and adjoining parcels
  - Conditions specified by the Zoning Board of Appeals, Planning Board, Water Control Commission or Town Board in the approval of any variance or special permit related to the subject property