

Town of Pound Ridge

Planning Board

Mission, Residential Site Plan Review & Application Process

The Town of Pound Ridge has a proud history of supporting development that is environmentally sensitive & responsive to the long-term interests of its residents.

Mission: As a steward of the many environmental resources of the community, the Pound Ridge Planning Board works closely with all applicants for Site Plan Approval in order that mutually beneficial development can be assured.

The purpose for Site Plan Review is to minimize the environmental & visual impacts of new residential development, & improvements to residences that create exceptionally large building coverage and/or lot coverage (particularly the impacts upon adjacent land & public thoroughfares); & to protect the rural character & landscapes of Pound Ridge by increasing the minimum required setbacks & vegetated buffers, where appropriate, based upon site plan review of property & proposed development.

Site Plan Approval is required for new structures & teardowns requiring a building permit within the R-1A, R-2A, & R-3A zoning districts, residential development in excess of the thresholds for building and/or lot coverage, activity within the minimum vegetated buffers, exceeding established septic area, driveway relocations, formation of an accessory apartment or disturbance to steep slopes in excess of 25%.

The Planning Board reviews each application in accordance with the standards & procedures set forth in Article IX of the Zoning Law, Site Plan Requirements.

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. Public Hearings are needed for subdivision approval after the initial public meeting.
- 3) The Planning Board will conduct a site visit before an applicant's 2nd meeting.
- 4) Additional information & revisions are submitted, as needed.
- 5) Planning Board approval can be granted at the 2nd meeting.

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

Contact Christeen, PB Administrator, at 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>.

Residential Site Plan Application Cover Sheet

Check All Applicable Types of Review:

- | | |
|--|--|
| <input type="checkbox"/> Threshold Review (lot/bldg. coverage) | <input type="checkbox"/> Driveway relocation |
| <input type="checkbox"/> Steep Slopes disturbance over 25% | <input type="checkbox"/> Exceeding established septic area |
| <input type="checkbox"/> Vegetative buffer disturbance | <input type="checkbox"/> New construction |
| <input type="checkbox"/> Demolitions exceeding 50% | <input type="checkbox"/> Accessory Apartment |

Name of Owner & Applicant (if different): _____

Property Address: _____

Phone: _____ Cell: _____ Email: _____

Name of Registered Engineer/Architect: _____

Phone: _____ Cell: _____ Email: _____

Cell #s are used for site walk changes, if needed.

Signature of Owner/Applicant: _____ **Date:** _____

Submit a letter of authorization from the owner to sign on their behalf.

Signature of Engineer/Architect: _____ **Date:** _____

PROPERTY: Block/Lot: _____ Zoning District: _____ Area (in acres): _____

Project Address & Description of Work: (attach separate letter if necessary):

Are there any Conservation Easements on the property?

Total area of land development activity _____ sq. ft.

Proposed Disturbance:

Steep Slope (25%-35%) _____ sq. ft.

Steep Slope (>35%) _____ sq. ft.

By signing this Cover Sheet, the owner, applicant & engineer/architect confirm they have read the preceding Mission & process & the owner authorizes the Planning Board & any member of other Town Boards or Commissions, as well as their agents, consultants or employees the right to enter the premises for the purpose of gathering information pertinent to the application.

Application includes all of the following:

- Submit all files as PDFs to Christeen at cdur@townofpoundridge.com.
- Application fee: \$250 check made payable to the Town of Pound Ridge

- **Escrow: \$4,000 check made payable to the Town of Pound Ridge**
 - An escrow account must be established in order to compensate the Town’s Consultants for services during the review. Any unused funds will be returned to the applicant. If needed, the applicant will be asked to replenish the escrow.

Hard Copies to be Submitted:

- **Signed Application Cover Sheet – 10 copies**
- **Completed Code Conformance Worksheet - 10 copies**
- **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/eaf)
 - Detailed Mapper Instructions:* <https://gisservices.dec.ny.gov/EAFhelp>
- **Westchester County Health Department approval & approvals of any other boards- 1 copy**
 - Water Control Commission , Zoning Board of Appeals, NYSDEC, NYSDOT.
- **Submit a Comprehensive Site Plan- 4 full-sized (24x36) copies & 6 reduced (11x17) copies**

The Comprehensive Site Plan shall incorporate all required data per Town Code §113-61 & Chapter 89 Slopes Protection, if applicable, including but not necessarily limited to the following:

 - Block & Lot numbers of subject property & adjoining parcels, vicinity map
 - Code Conformance Worksheet plotted on the plan, as well as submitted as an individual sheet
 - Conservation Easements
 - Construction & floor plans: retaining walls, steps, ramps, paving & drainage “structures”
 - Delineation & Quantification of the proposed Limits of Disturbance
 - Detailed landscaping plan: type, size, & location
 - Elevations of proposed structures & proposed finished floor & basement elevations of buildings, finished grades of walls, pavements & storm drains.
 - Existing & proposed contours at a maximum vertical interval of 2’ both for the site & an area extending at least 25’ beyond the property boundary
 - Footprints of all structures on adjacent lots
 - If bedroom additions are proposed to an existing residence, or a new residence is proposed, a preliminary WCDOH approval is required before the Planning Board.
 - Increased setbacks, if required, as determined by Code Conformance Worksheet
 - Lighting/Photometrics Plan: type, height, design, direction, shielding & location
 - Location of all existing & proposed buildings & other structures, retaining walls, stone walls, fences, rock outcroppings and wooded areas
 - Location of all proposed site improvements & construction limit lines
 - Location of required setback lines
 - Location of septic system, expansion area and wells
 - Location of trees with a Diameter at Breast Height (DBH taken at 4 ½ ft above ground measured in inches) of 6 inches or more within construction limits
 - Names of adjoining property owners
 - Quantification of existing & proposed impervious surfaces
 - Slopes over 25%
 - Standard Notations listed on following page
 - Stormwater runoff features with material, sizing, & invert elevation data
 - Supplementary Setback Building Areas as identified on Final Subdivision Plat, if available
 - Title, date, revisions dates, North arrow, scale, name & address of owner, engineer, architect, landscape architect or surveyor preparing the plan
 - Wetlands & 150’ wetland setbacks

Standard Notations should be included on the Site Plan as follows:

“A wetlands permit shall be required from the Water Control Commission of the Town of Pound Ridge for any regulated activity within 150 feet of the wetlands boundaries in accordance with the Town of Pound Ridge Wetlands Law.”

“Approval by the Pound Ridge Water Control Commission shall be obtained prior to the initiation of any construction or any regulated activity, as defined in the Pound Ridge Freshwater Wetlands Law.”

“An application to Pound Ridge for a building permit or for a wetlands permit shall include a survey of the lot showing the location of the existing wetlands-controlled area. The Town Engineer or consulting engineer, Building Inspector, or Water Control Commission, as appropriate, may require that the wetlands-controlled area for any individual lot be delineated in the field, by means of stakes, fencing, or other means, prior to the initiation of any construction activity.”

“Site Plan approval by the Planning Board shall be required for any lot where the building coverage exceeds (4,500) square feet in R-3A, (3,600) in R-2A, (2,600) in R-1A; on any lot where the building coverage exceeds the area of the required potential house site within the horizontal circle shown on an approved plat; or any lot where the lot coverage, excluding common driveways approved by the Planning Board, exceeds (12,000) square feet in R-3A, (9,000) in R-2A, (7,000) in R-1A. The minimum front yard, side yard and rear yard setbacks and the minimum buffer area from all lot lines shall be increased in five (5) foot increments in proportion to the amount the threshold standard(s) for site plan approval are exceeded, unless otherwise modified by the Planning Board as part of site plan approval.”

“The minimum required yard is inclusive of the minimum buffer area. No buildings, structures, driveways, parking areas, septic areas, utilities or other improvements, excluding the repair of existing stone walls and non-electric fences four (4) feet or less in height, shall be permitted within the minimum buffer area except as shown on a construction plan or site plan approved by the Planning Board. Such disturbance within the minimum required buffer area shall be the minimum necessary to provide appropriate and reasonable access or service to said lot. Said areas shall generally be maintained in as natural a condition as possible, except that additional landscaping or planting or other buffer screening may be required or permitted by the Planning Board as part of site plan approval.”

“All required existing and proposed vegetation shown on the approved site plan shall be maintained in a healthy and vigorous growing condition throughout the duration of the use of the site. All vegetation not so maintained shall be replaced with comparable vegetation at the beginning of the next growing season.”

If a new pool is proposed, add the additional following notations:

“No portion of any swimming pool or tennis court shall be located closer than 50 feet from any “lot Line” or within a supplementary setback. Spill offs and drainage from any swimming pool shall not be permitted to flow onto adjacent property. Pool water shall be directed to flow into a drainage system designed to prevent erosion and to dissipate pool chemicals. One of the following methods shall be provided to control pool drainage: (a) A surface drainage path of at least 150 linear feet. (b) A surface retention area. (c) A subsurface drywell or adsorption trench.”

“No pool drainage shall flow directly into a wetlands-controlled area.”

CRITERIA TO DETERMINE SCOPE OF REVIEW

Below is an explanation of the application review types based on level of disturbance and the requirements established by applicable sections of Town Code, NYSDEC State Environmental Quality Review standards (SEQR) and Stormwater Management Design regulations, historical records and applicable engineering principles. Escrow fees are based on the following criteria:

Any Land Disturbance Project: Any Land Disturbance Project as defined by the Town of Pound Ridge Code shall provide an Erosion and Sediment Control Plan for review by the Town's Engineering Consultant. The Erosion and Sediment Control Plan shall be consistent with the New York State Standards and Specifications for Erosion and Sediment Controls, latest version.

Land Disturbance Projects between 5,000 Square Feet and 1 Acre: Land Disturbance Projects disturbing between 5,000 square feet and 1 acre will be required to prepare an Erosion and Sediment Control Stormwater Pollution Prevention Plan (SWPPP) which addresses stormwater quantity controls as defined by Town Code §91B-7. At the discretion of the Planning Board, the Applicant may be required to attenuate post-development flows to pre-development conditions for the 1, 10, and 100-year, 24-hour storm events. If the project consists of new development, stormwater quality controls per the requirements of the NYSDEC Stormwater Management Design Manual, latest edition, may also be required. Additionally, projects that do not consist of new development but are located within environmentally sensitive areas (i.e., wetlands downgradient, disturbance in steep slopes, etc.) will require stormwater quality controls. The requirement of post construction stormwater controls for such Land Disturbance Projects may be waived at the discretion of the Planning Board.

Note that projects located within the NYC DEP East of Hudson Watershed, where site disturbance is greater than 5,000 square feet, but less than 1 acre of land area are also subject to obtaining coverage under the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-10-001).

Land Disturbance Projects greater than 1 Acre: Land Disturbance Projects disturbing greater than 1 acre will require the preparation of a Stormwater Pollution Prevention Plan (SWPPP), inclusive of post-construction stormwater controls and must demonstrate full compliance with the design standards of the NYSDEC Stormwater Management Design Manual, latest edition. Applications subject to this review category that are located within the NYC DEP East of Hudson Watershed are also required to obtain coverage under the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity (Permit No. GP-0-10-001) and may be required to submit the SWPPP with post-construction stormwater controls to the NYC DEP for approval per Chapter 18 Rules of the City of New York.

Town of Pound Ridge

CODE CONFORMANCE WORKSHEET

Date: _____

Owner/Applicant: _____ Address: _____ Block/Lot: _____ Zoning District: _____

	EXISTING sq. ft. (footprint)	+ PROPOSED sq. ft. (footprint)	= TOTAL	DIVIDE TOTAL BY COVERAGE OF YOUR ZONING DISTRICT	% THRESHOLD
Principal Dwelling				Threshold Building Coverage: <input type="checkbox"/> R-1A = 2,600 sq. ft. <input type="checkbox"/> R-2A = 3,600 sq. ft. <input type="checkbox"/> R-3A = 4,500 sq. ft.	Multiply figure by 100 to obtain percentage.
Other Covered Structures					
TOTAL BUILDING COVERAGE					
Total Building Coverage				Threshold Lot Coverage: <input type="checkbox"/> R-1A = 7,000 sq. ft. <input type="checkbox"/> R-2A = 9,000 sq. ft. <input type="checkbox"/> R-3A = 12,000 sq. ft.	Multiply figure by 100 to obtain percentage
Driveway: (pervious & impervious)					
Other Structures: deck, patio, pool, tennis court, walkways					
TOTAL LOT COVERAGE					

* If the % Threshold exceeds 100%, use this decimal figure to calculate increased minimum setbacks below.

Example: if the “% Threshold” is 120%, & in an R-3A district, multiply each setback by 1.2 (1.2 x 60’ front yard = 72’ rounded up to 5’ increments = 75’)

	MINIMUM REQUIRED SETBACKS			EXISTING	PROPOSED	INCREASED MINIMUM SETBACKS (Minimum Required x % Threshold Rounded up to 5' increments) Plot these on the site plan.
ZONING DISTRICT	R-3A	R-2A	R-1A			
a. Front Yard	60'	60'	50'			
b. Side Yard	50'	50'	35'			
c. Rear Yard	75'	50'	50'			
d. Vegetated Buffer	20'	15'	10'			