



**City Planning Board**  
Department of Planning and Community Development  
City Hall - Roosevelt Square  
Mount Vernon, New York 10550-2060  
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## **Planning Board** **Submission Process and Instructions**

### **WHY IS PLANNING BOARD APPROVAL NEEDED?**

In accordance with Article 3 of General City Law, Chapter 53 of the Mount Vernon City Code, and Section 267 of the Mount Vernon Zoning Code, the Planning Board reviews site plan, special permit and subdivision applications.

### **WHAT IS NEEDED BEFORE AN APPLICATION CAN BE PREPARED AND FILED?**

The following must take place prior to filling for approval from the Planning Board:

- **Building Department Review:** Contact the Building Department to receive a Plan Examiner's Report for the proposed project and a determination as to whether the application is classified as a Site Plan, Special Permit or Subdivision. Applicants may contact the Planning Board Secretary in order to schedule a pre-submission meeting to review the nature of the project and to review the overall process with the Technical Staff, the Commissioner of the Building Department, and the Plan Examiner. It is best to schedule a pre-submission meeting after obtaining a Plan Examiner's Report. **Note:** Any potential Planning Board Application that requires the issuance of variance(s) by the City's Zoning Board of Appeals must have received all necessary approvals by the Zoning Board of Appeals prior to submitting an application to the Planning Board.
- **Identify the Type of Application to Be Prepared:** Identify the type of application you must file based upon the scope of work and the Building Department's Plan Examiner's Report. Note: All determinations of required approvals will be corroborated and finalized by the Building Department.
- **Certification of Tax Status:** Contact the City's Comptroller Office to receive a Certification that taxes have been paid to date before the time of application submission. Certification that the taxes have been paid to date must be received prior to the appearance to the Board for completeness and will be verified for all subsequent meetings.

**WHAT ARE THE REQUIREMENTS FOR MATERIALS TO BE SUBMITTED?**

The following indicates all submission materials that may be required as a part of a Planning Board application. To ensure that all submission materials are complete, please adhere to the standards indicated.

**Planning Board Application**

- ✓ Please type or print clearly.
- ✓ Describe the project in detail indicating all areas of work. You may use additional sheets if necessary.
- ✓ Indicate if there is any required off-street parking to be utilized in connection with the project.
- ✓ Fully complete and sign the Planning Board Application.

**Plan Examiner's Report**

- ✓ A copy of the recent Plan Examiner's Report, issued by the Building Department that is associated with the application.

**Information Search**

- ✓ A copy of an Information/Violation Search Form, issued by the Building Department and that is associated with the application.

**Certificate of Occupancy**

- ✓ A copy of all Certificate of Occupancy which are issued by the Building Department and that is associated with the application.

**Environmental Assessment Forms (EAF)**

- ✓ Please type or print clearly.
- ✓ Fully complete and sign the Environmental Assessment Form.
- ✓ The first page (Part 1) of the Environmental Assessment Form must be submitted as part of the Application.

**Statement of Principal Points**

- ✓ A written statement should clearly indicate the scope of work being proposed and all required approvals.

**Past Resolutions**

- ✓ A copy of past Zoning Board Findings of Fact, Planning Board Resolutions, Architectural Review Board decisions, must be submitted as part of the application. A copy of past City Council Resolutions must also be submitted as a part of the application and may be obtained from the City Clerk's Office.

**Current Resolutions**

- ✓ A copy of current Zoning Board Findings of Fact or Planning Board Resolutions, or Architectural Review Board decisions obtained from the Department of Planning and Community Development must be submitted with the application. A copy of current City Council Resolutions must also be submitted as part of the application, which may be obtained from the City Clerk's Office.

Photographs

- ✓ All photographs must be in color.
- ✓ All photographs must be no less than 8" x 10" and submitted on individual sheets of paper.
- ✓ Each photograph must be accurately labeled with the location being shown and the description of the proposed work area(s).
- ✓ Photographs that have been altered in any way need to be labeled as such indicating the type of changes including but not limited to photo-shopping or cropping.
- ✓ Photographs must be submitted to document all work areas and show an overview of the structure or object being modified.

Survey

- ✓ Applicants must provide a copy of a signed and sealed survey (with the survey date indicated) of the lot where the improvements associated with the application are proposed.
- ✓ Surveys must be on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ Surveys must be drawn to a scale not smaller than 1" = 30' feet.
- ✓ A plat for subdivision applications should be submitted with the application. The plat should indicate the meets and bounds of the property and should be signed by the Assessor.

Site Plan

- ✓ Site plans must include the zoning table as indicated in Section 267-33 of the City's Zoning Code. Please refer to the zoning table which has been included in the application package.
- ✓ Site plans submitted must include all information as indicated in Section 267-33 of the City's Zoning Code. Please refer to the Site Plan Technical Checklist which has been included in the application package.
- ✓ Site plans submitted must include all information as indicated in Chapter 266 of the City of Mount Vernon Code. Please refer to the Stormwater Pollution Prevention Plan (SWPPP) Checklist which has been included in the application package.
- ✓ Site plans submitted for telecommunications applications must include all information as indicated in Section 267-28 J of the City's Zoning Code. Please refer to the Wireless Telecommunications Checklist which has been included in the application package.

Floor Plans

- ✓ All floor plans must be drawn on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ All floor plans must be drawn to a scale not smaller than 1" = 16' feet.
- ✓ Floor plans of every floor directly associated with the proposed improvements within the structure(s), whether existing or proposed, must be provided.
- ✓ Every room shown on a floor plan must be labeled.
- ✓ Floor plans must accurately reflect the location of any/all doors, windows and walls.

Elevations

- ✓ All elevations must be drawn on sheets no smaller than 8<sup>1</sup>/<sub>2</sub>" x 11".
- ✓ All elevations must be drawn to a scale not smaller than 1" = 16' feet.
- ✓ Include proposed elevations of all sides of the structure(s) that are directly associated with the improvements.

- ✓ Each elevation must include the existing (if applicable) and proposed height of the structure(s).
- ✓ Each elevation must show the location of all features including but not limited to light fixtures, utility meters, doors, windows, railing, signs and fencing.

Fees

- ✓ All application fees can be paid by cash, check, money order or cashier’s check. All checks should be made payable to the City of Mount Vernon.

**WHAT IF I AM REQUESTING THAT SOME OR ALL OF MY REQUIRED PARKING BE OFF-SITE?**

Pursuant to Section 267-36 (2) of the City of Mount Vernon Zoning Code and Section 3.34 of Article 3 of the City of Mount Vernon Building Code, a municipal parking fee shall be paid for each required space for which approval from the Planning Board has been granted to utilize a municipal parking facility as permitted in Section 267-36 E (1). The municipal parking fee is as follows:

**For residential use wholly or in part situated in residential zones**

<b>Spaces Needed</b>	<b>Less than 60% of required parking spaces provided on site</b>	<b>60% or more of required parking spaces provided on site</b>
Less than 5	\$1,000 per space	\$1,000 per space
5 to 10	\$3,000 per space	\$1,500 per space
Greater than 10	\$9,000 per space	\$4,500 per space

**For all other uses:**

<b>Spaces Needed</b>	<b>Less than 60% of required parking spaces provided onsite</b>	<b>60% or more of required parking spaces provided onsite</b>
5	\$3,000 per space plus annual fee determined by Ordinance	\$1,500 per space plus annual fee determined by Ordinance
5 to 10	\$5,000 per space plus annual fee determined by ordinance	\$2,500 per space plus annual fee determined by ordinance
Greater than 10	5% of construction cost of \$20,000 per space	5% of construction cost or \$20,000 per space

**HOW IS A PLANNING BOARD APPLICATION PREPARED?**

Applicants must assemble and submit one (1) set of the required materials to the Department of Planning and Community Development in order to be placed on the agenda of the Planning Board’s next regularly scheduled meeting. All applications must be submitted no later than 4pm on the submission deadline, which is twenty-one (21) days before the next regularly scheduled

meeting, in order for the initial review of submission completeness to commence which will determine whether all required materials have been submitted. Site plans that are not folded shall be returned.

- Applications will not be accepted if any of the required items have not been submitted. If there are any required items an applicant believes are not necessary to be submitted as a part of the application package, said items must be indicated on the application submission checklist and a detailed written explanation indicating the reason(s) the application material(s) are not submitted must be attached to the application. **Note:** “N/A” or not applicable will not be considered an acceptable response.
- An accepted application will be reviewed for technical completeness by Staff. Correspondence will be sent to the applicant indicating omissions, deficiencies or needed corrections to the application along with the date the required materials must be submitted for the application to be deemed complete and placed on the agenda for consideration at the next Board Meeting. Responses to the request(s) must be in writing and/or on the signed drawings for Department staff to review. If any items are not submitted by the specified return date the application will not be deemed technically complete.
- Once all items have been submitted and deemed complete, Staff shall send correspondence regarding the public hearing date, the application number, and the number of additional application packages needed. This correspondence also serves as the applicant’s permission to notify abutters within the prescribed radius, publish the legal notice, and post the required sign(s) at the project site. Any amendments to an application after the application has been deemed complete will not be accepted by Staff and must be presented directly to the Board which may delay the Board’s ability to render a decision if the applicant requests the amendments during the hearing.

**WHAT ARE THE FEES ASSOCIATED WITH THE APPLICATION?**

In accordance with Section 3.34 of the Mount Vernon Building Code, the following are the fees associated for applications with the Planning Board:

- ✓ Site Plan Review Applications-\$500, plus \$20 for each off-street parking and loading space provided.
- ✓ Special Permit Applications [except for Telecommunications] - \$500.
- ✓ Subdivision Applications-\$2,500 per lot.
- ✓ Telecommunications applications [not increasing the height of the tower or structure] - \$4,500.
- ✓ Telecommunications Applications [increasing the height of the tower or structure]- \$10,000.

**WHAT ARE THE PUBLIC HEARING REQUIREMENTS AND INSTRUCTIONS?**

Pursuant to Chapter 53 of the City Code, Planning Board applications are required to meet all notice requirements which include: a mailing to abutters in the prescribed radius, a legal notice to be published in the City of Mount Vernon’s official newspaper, and a sign indicating the date and time of the Planning Board public hearing which should be posted at the site. Applicants

must notify, at a minimum, all abutters regardless of municipality within a 250' radius for property which is the subject of an application for all single, two, and three family dwellings and must notify all abutters regardless of municipality within a 500' radius for property which is the subject of an application for all multi-family, non-residentially zoned, and non-residential uses; a listing of which can be obtained from the Office of the Assessor of the respective municipality.

Applicants must mail one (1) notice form and one (1) consent/objection form by certified mail, return receipt requested AND regular mail to all abutters indicated on the list obtained from the Department of Assessment of the respective municipality. Said notices must be mailed no more than twenty-one (21) days before the hearing date and not less than ten (10) days before the hearing date.

A legal notice must be placed in the official newspaper of the City of Mount Vernon, which as of this date has been designated as *The Journal News*. Legal advertisements must be published on two (2) different dates not more than twenty-one (21) days before the hearing date and not less than ten (10) days before the hearing date. Applicants must contact *The Journal News'* legal advertising department via facsimile at 914.696.8403 or email at [legals@lohud.com](mailto:legals@lohud.com) to request dates to publish the legal advertisement. (Please refer to the legal advertising form for requests being made via facsimile).

In order to ensure all public hearing requirements have been completed correctly and timely, applicants must provide proof of mailing to abutters in the prescribed radius, proof that a legal notice has been published in *The Journal News* and proof a sign has been posted at the site. The following must be submitted to the Planning Board Secretary not less than nine (9) days prior to the scheduled Planning Board meeting and by no later than 4:00 pm:

- One (1) original and nine (9) copies of) the notice form completed on both sides.
- One (1) original and nine (9) copies of the list of abutters in the affected radius. The list should include all names, addresses, map page, block and lot(s) of affected properties.
- One (1) original and nine (9) copies of a radius map. Maps should be drawn to scale and should be drawn from the four (4) corners of the subject property on 11X14 sized paper; the maps should clearly indicate all addresses. However, in lieu of a radius map, applicants may also submit one (1) original and nine (9) copies of the tax map obtained from the Department of Assessment.
- All white Post Office mailing receipts.
- Return receipt cards.
- Any returned envelopes.
- A confirmation from *The Journal News* indicating dates the legal notice was published.
- An affidavit of regular mail.
- An affidavit of sign posting.

There are some items applicants usually receive after the public hearing date. Those items can be mailed or hand delivered to the Planning Board Secretary. Those items usually include the original affidavit of publication from *The Journal News* and any return cards and returned envelopes.

**WHAT ARE THE SIGN REQUIREMENTS AND POSTING INSTRUCTIONS?**

A sign must be posted on the site fourteen (14) days prior to the assigned hearing date to notify the public as to the improvements proposed by the applicant. All signs shall meet the following requirements:

- 1) Be at least thirty-six inches (36") wide and forty-eight inches (48") high.
- 2) Consist of sturdy and serviceable material.
- 3) Contain a white background with black letters.
- 4) Be legible, contain lettering at least one and one-half inches (1½") in height, and shall read as follows:

**THIS SITE IS PROPOSED FOR ISSUANCE OF A (SPECIAL PERMIT/SITE PLAN/SUBDIVISION-INDICATE ALL THAT APPLY). THIS MATTER IS SUBJECT TO A PUBLIC HEARING BEFORE THE CITY OF MOUNT VERNON PLANNING BOARD TO BE HELD AT CITY HALL ON \_\_\_\_\_ AT 6:30 P.M.**

**FOR FURTHER INFORMATION, VISIT THE CITY'S WEBSITE AT WWW.CMVNY.COM OR CONTACT THE PLANNING DEPARTMENT AT (914) 699-7230.**

- 5) Be placed in a location plainly visible from each street frontage upon which the property fronts.
- 6) Be placed no more than five feet (5') back from the property line.
- 7) Not be placed in the City's Right-of-Way.
- 8) Not be placed more than five feet (5') above ground.

Applicants should be advised that any continuation of a public hearing requires them to place the new hearing date on the sign for each public hearing date. Further, applicants are required to submit an affidavit of sign posting along with a picture of the sign each month a public hearing is continued. All signs must be removed forty-eight (48) hours after the Planning Board makes a determination on the application. (Please refer to the affidavit of sign posting which is included in the application package.

**WHY DOES MY APPLICATION HAVE TO BE REFERRED TO AN ADJACENT MUNICIPALITY OR THE WESTCHESTER COUNTY PLANNING BOARD?**

Pursuant to General Municipal Law, any proposals 500 feet from an abutting municipality must be referred to said municipality for review. (This requirement is not applicable for proposals 500 feet from the Mount Vernon/New York City border.) In addition, General Municipal Law requires notice to the Westchester County Planning Board. One (1) additional application package should be submitted to the Department of Planning and Community Development for proposals that are 500 feet from an abutting municipality and for proposals categorized as a referral of a complete application to the Westchester County Planning Board (please refer to Table I). Submitting one (1) additional application package is not applicable to proposals that require notification only (please refer to Table II). The Westchester County Planning Board has adopted the following list of actions to be referred to them for review:

**Table I**  
**Actions that require Referral of Complete Applications to the Westchester County Planning Board**

<b>Type of Action</b>	<b>Locational Trigger for Referral</b>
Subdivision Plat	Where new street or drainage line will connect directly into state or county road or county drainage channel
Site Plan** Proposing 5,000 square feet or more of new or renovated floor area or 10,000 square feet or more of land disturbance.	Affecting property within 500 feet of: <ul style="list-style-type: none"> <li>• The boundary of a city, town or village;</li> <li>• The boundary of an existing or proposed state or county park or any other state/country recreation area;</li> <li>• The right-of-way of an existing or proposed state or county road;</li> <li>• An existing or proposed county drainage channel line;</li> <li>• The boundary of state-or-county-owned land on which a public building, institution is located;</li> <li>• The boundary of a farm located in an agricultural district.</li> </ul>
Special Use Permit Changing use classification of property and proposing 5,000 square feet or more of new or renovated floor area or 10,000 square feet or more of land disturbance.	Affecting land anywhere in municipality



**Table II  
Actions that Require Notification Only to the Westchester County Planning Board**

<b>Type of Action</b>	<b>Locational Trigger for Referral</b>
<p>Site Plan** Proposing less than 5,000 square feet of new or renovated floor area or less than 10,000 square feet of land disturbance. (Exception-actions that have been given a Positive Declaration pursuant to SEQR must be referred as complete application).</p>	<p>Affecting property within 500 feet of:</p> <ul style="list-style-type: none"> <li>• The boundary of a city, town or village;</li> <li>• The boundary of an existing or proposed state or county park or any other state/county recreation area;</li> <li>• The right-of-way of an existing or proposed state or county road;</li> <li>• An existing or proposed county drainage channel line;</li> <li>• The boundary of state-or-county owned land on which a public building/institution is located;</li> <li>• The boundary of a farm located in an agricultural district.</li> </ul>
<p>Special Use Permit Changing use classification of property and proposing less than 5,000 square feet of new or renovated floor area or less than 10,000 square feet of land</p>	<p>Affecting land anywhere in municipality</p>

<sup>1</sup> \*\* Additional requirement of NYS General Municipal Law: notice to be provided 30 prior to agency action.

**WHAT ARE THE BOARD MEETING ATTENDANCE REQUIREMENTS?**

The applicant or the applicant’s representative **must** be present during all Planning Board meetings where his/her application is being considered. Applicants or their representatives that do not appear before the Board as scheduled will receive a certified letter indicating their need to appear at the next Board meeting. If the applicant does not appear at the next Board meeting, the application will be rendered null and void. In these instances, if the applicant wishes to continue with the project, a new application will have to be filed and the applicable filing fees paid.

**WHAT ARE THE MEETING ADJOURNMENT REQUIREMENTS?**

The adjournment of any Board case must be requested in writing at least one week in advance of the meeting for which the item has been calendared, with reason(s) stated. Requested adjournments will be granted for a period of time no greater than two (2) meetings from the case’s original calendar date. There shall be only one (1) adjournment per application.

<sup>1</sup> Source: Westchester County Planning Department

### **WHAT IS THE REQUIRED FORMAT FOR MATERIALS PRESENTED AT THE PLANNING BOARD MEETING?**

All drawings presented should reflect an item previously submitted as part of the application or has been reviewed by staff and should be presented on easels for easy demonstration to the Board.

If applicants have additional materials for Board review and consideration such as audiovisual demonstrations to be viewed, please contact Staff at least twenty-four (24) hours in advance of the hearing to allow for sufficient time to plan accordingly.

Note: Supplemental materials should not be submitted at the Board meeting.

### **WHAT HAPPENS AFTER THE PLANNING BOARD RENDERS ITS DECISION?**

If the Planning Board decides to grant site plan or special permit approval, the applicant or applicant's representative must submit three (3) sets of approved drawings to the Planning Board Staff. Said plans must include all Board conditions for approval when applicable. The applicant will then receive, from the Planning Department, one (1) set of the stamped and signed approved drawings. Subsequently, the applicant must follow-up with the Building Department to receive all necessary permits prior to beginning construction of the project.

If the Planning Board decides to grant subdivision approval, the applicant must submit the mylar to Staff to obtain all required signatures. The applicant must take the mylar to the Department of Health for the Assistant Commissioner's signature before it is filed in the Westchester County Clerk's Office.

All drawings submitted after Board approval of an application must include all conditions and revisions approved by the Planning Board. After submission of said materials, the applicant will then receive, from the Planning Department, one (1) set of stamped and signed approved drawings. Afterward, the applicant must follow-up with the Building Department to receive all necessary permits prior to beginning construction of the project.

### **WHAT HAPPENS IF THE PLANNING BOARD DENIES MY APPLICATION?**

Pursuant to Chapter 53-6 of the City Code, no matter that has been decided by the Planning Board can be reheard within a period of three (3) years unless, to the satisfaction of the Planning Board, there has been a material change in the circumstances under consideration in the original application. Applicants making such request known as a reapplication must submit to the Board for review, one (1) original and eight (8) copies of correspondence explaining the change(s) and nine (9) signed and sealed drawings enumerating the change(s) made from the original application. Said application must be submitted by the submission deadline for consideration at the next regularly scheduled Planning Board meeting. If the Planning Board indicates that there has been a material change and grants the reapplication, applicants will be required to file a new application and follow the same procedure for filing and public hearing notification.