



## Town of North Castle Planning Department

17 Bedford Road Armonk, New York 10504

(914) 273-3542 (914) 273-3554 (fax)

### SPECIAL USE PERMIT COMPLETENESS REVIEW FORM

*This form represents the standard requirements for a completeness review for all preliminary special use permit plans. Failure to provide all of the information requested will result in a determination that the special use permit application is incomplete. The review of the plan for completeness will be based on the requirements of the Town of North Castle Town Code.*

Project Name on Plan:

Initial Submittal  Revised Preliminary

Street Location:

Zoning District: \_\_\_\_\_ Property Acreage: \_\_\_\_\_ Tax Map Parcel ID: \_\_\_\_\_

Date: \_\_\_\_\_

#### DEPARTMENTAL USE ONLY

Date Filed: \_\_\_\_\_ Staff Name: \_\_\_\_\_

#### Preliminary Plan Completeness Review Checklist

Items marked with a "☒" are complete, items left blank "☐" are incomplete and must be completed, "NA" means not applicable.

1. A written statement describing the nature of the proposed special use and how it will serve to implement the intent and purposes of the Town Code (213-30) **[213-27.B]**
2. A complete application for special use permit approval form **[213-35]**
3. Plan prepared by a registered architect or professional engineer **[213-35]**
4. Map showing the applicant's entire property and adjacent properties and streets **[213-35]**
5. A locator map at a convenient scale **[213-35]**
6. The proposed location, use and design of all buildings and structures **[213-35]**
7. Proposed division of buildings into units of separate occupancy, detailed breakdowns of all proposed floor space by type of use and floor level **[213-35]**

**PRELIMINARY SITE PLAN COMPLETENESS REVIEW FORM**

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- 8. Existing topography and proposed grade elevations **[213-35]**
- 9. Location of drives **[213-35]**
- 10. Location of any outdoor storage **[213-35]**
- 11. Location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences **[213-35]**
- 12. Description of method of water supply and sewage disposal and location of such facilities **[213-35]**
- 13. Location, design and size of all signs **[213-35]**
- 14. Location and design of lighting, power and communication facilities **[213-35]**
- 15. In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process and proposed method of disposal of such wastes or by-products **[213-35]**
- 16. In a multifamily district, floor plans of each dwelling unit shall be shown, and elevations and cross sections also may be required **[213-35]**
- 17. The name and address of the applicant, property owner(s) if other than the applicant and of the planner, engineer, architect, surveyor and/or other professionals engaged to work **[213-35]**
- 18. Submission of a Zoning Conformance Table depicting the plan's compliance with the minimum requirements of the Zoning District **[213-35]**
- 19. If a tree removal permit is being sought, submission of a plan depicting the location and graphical removal status of all Town-regulated trees within the proposed area of disturbance. In addition, the tree plan shall be accompanied by a tree inventory includes a unique ID number, the species, size, health condition and removal status of each tree. **[Chapter 192]**
- 20. If a wetlands permit is being sought, identification of the wetland and the 100-foot wetland buffer. **[Chapter 209]**

More information about the items required herein can be obtained from the North Castle Planning Department. A copy of the Town Code can be obtained from Town Clerk or on the North Castle homepage: <http://www.northcastleny.com/townhall.html>

\_\_\_\_\_ On this date, all items necessary for a technical review of the proposed special use permit plan have been submitted and constitute a COMPLETE APPLICATION.