



Town of North Castle Planning Department

17 Bedford Road Armonk, New York 10504

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

ACCESSORY APARTMENT 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. 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. site plan prepared by a registered architect or licensed and registered engineer **[213-33.K]**
- ☐ 3. A map showing the applicant's entire property at a scale of from one inch equals 20 feet to one inch equals 100 feet **[213-33.K]**
- ☐ 4. A location map showing adjacent properties and streets **[213-33.K]**
- ☐ 5. A map depicting the location and design of all buildings and structures **[213-33.K]**

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- ☐ 6. The proposed division of the principal dwelling, showing the accessory unit, if appropriate **[213-33.K]**
- ☐ 7. A detailed plan of the use of floor space by type of use and floor level **[213-33.K]**
- ☐ 8. Existing topography and proposed grade elevations **[213-33.K]**
- ☐ 9. Location of driveway(s) and parking **[213-33.K]**
- ☐ 10. A description of the method of water supply and sewage disposal and location of such facilities **[213-33.K]**
- ☐ 11. 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]**
- ☐ 12. 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.