



Town of North Castle
Residential Project Review Committee

17 Bedford Road Armonk, New York 10504
(914) 273-3542 (914) 273-3554 (fax)

RPRC COMPLETENESS REVIEW FORM

This form represents the standard requirements for a completeness review for all Residential Project Review Committee submissions. Failure to provide all of the information requested will result in a determination that the application is incomplete.

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. Plan prepared by a registered architect or professional engineer
- ☐ 2. Aerial photo (Google Earth) showing the applicant's entire property and adjacent properties and streets
- ☐ 3. Map showing the applicant's entire property and adjacent properties and streets
- ☐ 4. A locator map at a convenient scale
- ☐ 5. The proposed location, use and design of all buildings and structures (including floor plans and elevations)
- ☐ 6. Existing topography and proposed grade elevations
- ☐ 7. Location of drives
- ☐ 8. Location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences

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- ☐ 9. Description of method of water supply and sewage disposal and location of such facilities
- ☐ 10. 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
- ☐ 11. Submission of a Zoning Conformance Table depicting the plan's compliance with the minimum requirements of the Zoning District
- ☐ 12. 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.
- ☐ 13. If a wetlands permit is being sought, identification of the wetland and the 100-foot wetland buffer.

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 site plan have been submitted and constitute a COMPLETE APPLICATION.