

## **RESIDENTIAL PROJECT REVIEW COMMITTEE (RPRC) PROCEDURES**

The RPRC conducts internal meetings on the first and third Tuesday of the month from 3:30 – 4:30 p.m. RPRC members are Chairman - Adam Kaufman – Director of Planning, Rich Fon- Superintendent of Public Works, Ryan Coyne – Consulting Town Engineer, one member from the Planning Board and one member from the Architectural Review Board.

**To get on an RPRC agenda you must submit the following to the Building Department:**

1. Complete all items on the RPRC checklist
2. Completed Building Permit application form.
3. Building Permit Application fee of \$30. Check made payable to: Town of North Castle
4. RPRC Application fee of \$750. Check made payable to: Town of North Castle (minor projects including small driveways, decks and fences will have check returned).
5. Floor Area and Gross Land Coverage work sheets (with backup information)
6. Plans for your project according the RPRC Checklist
7. Submit three individual sets of everything listed above to the Building Dept.

**Once your application has been submitted to the Building Department, Go to the Town's Web Site [www.northcastleny.com](http://www.northcastleny.com) to follow your application.**

Click on Town Hall, Departments, Planning, Residential Project Review Committee

**Once you are on the RPRC page, you can follow your applications progress from start to finish. You will see the following options while on this page.**

- Application not yet reviewed for completeness
- Current Incomplete Projects
- Projects on Next Agenda (date)
- Minutes
- Determination Letters ( click on determination letters, find the date of your meeting and click on the name of your project – Letters are posted the day after the meeting, typically by 1:00 p.m.)

**Follow directions from the Determination letters, if your application was deemed incomplete, submit the missing materials as soon as possible to complete your application.**



**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

## RPRC COMPLETENESS REVIEW FORM

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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.

**APPLICATION FOR BUILDING PERMIT**  
**TOWN OF NORTH CASTLE BUILDING DEPARTMENT**  
**17 BEDFORD ROAD ARMONK, NY 10504 PHONE # (914) 273-8625**

PERMIT FEE: \$\_\_\_\_\_

ARB FEE: \$\_\_\_\_\_

C. O. FEE: \$\_\_\_\_\_

APPLICATION FEE: \$\_\_\_\_\_

TOTAL FEE: \$\_\_\_\_\_

TRACKING #: \_\_\_\_\_

PERMIT # \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ APPLICATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

C. O. # \_\_\_\_\_ Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

**Section:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Setbacks *Shown*: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Setbacks *Required*: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_



Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Plumber: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Electrician: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Lessee: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Do you have any intention of tearing down a house to build a new house within the next SIX (6) months?  
☐ Yes ☐ No

Do you have any intention to expand a house over 1500 square feet within the next SIX (6) months?  
☐ Yes ☐ No

If the Planning Board has granted you approval previously, on what dates were you approved? (List Below)

ESTIMATED CONSTRUCTION VALUE: \$ \_\_\_\_\_

APPLICATION FOR:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> New Residence  | <input type="checkbox"/> Residential         | <input type="checkbox"/> Industrial  |   |
| <input type="checkbox"/> New Commercial   | <input type="checkbox"/> Commercial          | <input type="checkbox"/> Other   |   |
| <input type="checkbox"/> 1-Family   | <input type="checkbox"/> Addition/Alteration | <input type="checkbox"/> Excavation  | <input type="checkbox"/> Pool           |
| <input type="checkbox"/> 2-Family   | <input type="checkbox"/> Accessory Building  | <input type="checkbox"/> Fence – (Lin. Ft. _____)                                  | <input type="checkbox"/> Roof           |
| <input type="checkbox"/> Multi-Family   | <input type="checkbox"/> Accessory Apartment | <input type="checkbox"/> Finished Basement   | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Deck                | <input type="checkbox"/> Legalization  | <input type="checkbox"/> Shed           |
| <input type="checkbox"/> Alteration (Int./Ext.)<br><small>Circle Choice</small> | <input type="checkbox"/> Demolition          | <input type="checkbox"/> Oil Tank (Remove/Install)<br><small>Circle Choice</small> | <input type="checkbox"/> Tree           |

DESCRIPTION OF WORK, CONSTRUCTION TYPE, AND USE AS PER NYS CODE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ SQ. FT. NEW BASEMENT/CELLAR
- ☐ SQ. FT. NEW FIRST (1<sup>ST</sup>) FLOOR
- ☐ SQ. FT. NEW SECOND (2<sup>ND</sup>) FLOOR
- ☐ SQ. FT. NEW THIRD (3<sup>RD</sup>) FLOOR
- ☐ TOTAL SQ. FT. OF ALL NEW CONSTRUCTION
- ☐ SQ. FT. OF LIVING SPACE AS PER NYS CODE
- ☐ NUMBER OF **BEDROOMS** TO BE CONSTRUCTED, ADDED, RENOVATED OR ALTERED
- ☐ NUMBER OF **BATHROOMS** TO BE CONSTRUCTED, ADDED, RENOVATED OR ALTERED
- ☐ ELECTRICAL WORK IS INVOLVED IN THIS PROJECT
- ☐ PLUMBING WORK IS INVOLVED IN THIS PROJECT
- ☐ HVAC WORK IS INVOLVED IN THIS PROJECT

YOU MUST SHOW ON THIS APPLICATION THE NUMBER OF BOARD OF HEALTH APPROVED BEDROOMS FOR THIS LOCATION: \_\_\_\_\_

IT IS UNDERSTOOD AND AGREED THAT ANY PERMIT ISSUED PURSUANT HEREIN IS ON THE EXPRESS CONDITION THAT ALL PROVISIONS OF THE NEW YORK STATE FIRE PREVENTION AND BUILDING CODES AND ALL ZONING ORDINANCES OF THE TOWN OF NORTH CASTLE AND ANY AND ALL AMENDMENTS THERETO SHALL APPLY AND BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. NO CHANGES TO PLANS OR CONSTRUCTION SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE BUILDING INSPECTOR AND LISCENSED PROFESSIONALS.

PRINT OWNER / APPLICANT NAME: \_\_\_\_\_

OWNER / APPLICANT SIGNATURE: \_\_\_\_\_



# TOWN OF NORTH CASTLE

WESTCHESTER COUNTY  
17 Bedford Road  
Armonk, New York 10504-1898

PLANNING  
DEPARTMENT

Telephone: (914) 273-3542  
Fax: (914) 273-3554  
[www.northcastleny.com](http://www.northcastleny.com)

## GROSS LAND COVERAGE CALCULATIONS WORKSHEET

Application Name or Identifying Title: \_\_\_\_\_ Date: \_\_\_\_\_

Tax Map Designation or Proposed Lot No.: \_\_\_\_\_

### Gross Lot Coverage

1. Total lot Area (Net Lot Area for Lots Created After 12/13/06): \_\_\_\_\_
2. **Maximum** permitted gross land coverage (per Section 213-22.2C): \_\_\_\_\_
3. **BONUS** maximum gross land cover (per Section 213-22.2C):  
Distance principal home is beyond minimum front yard setback  
\_\_\_\_\_ x 10 = \_\_\_\_\_
4. **TOTAL Maximum Permitted gross land coverage** = Sum of lines 2 and 3 \_\_\_\_\_
5. Amount of lot area covered by **principal building**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
6. Amount of lot area covered by **accessory buildings**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
7. Amount of lot area covered by **decks**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
8. Amount of lot area covered by **porches**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
9. Amount of lot area covered by **driveway, parking areas and walkways**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
10. Amount of lot area covered by **terraces**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
11. Amount of lot area covered by **tennis court, pool and mechanical equip**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
12. Amount of lot area covered by **all other structures**:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
13. Proposed **gross land coverage**: Total of Lines 5 – 12 = \_\_\_\_\_

If Line 13 is less than or equal to Line 4, your proposal **complies** with the Town's maximum gross land coverage regulations and the project may proceed to the Residential Project Review Committee for review. If Line 13 is greater than Line 4 your proposal does not comply with the Town's regulations.

\_\_\_\_\_  
Signature and Seal of Professional Preparing Worksheet

\_\_\_\_\_  
Date



PLANNING  
DEPARTMENT

## TOWN OF NORTH CASTLE

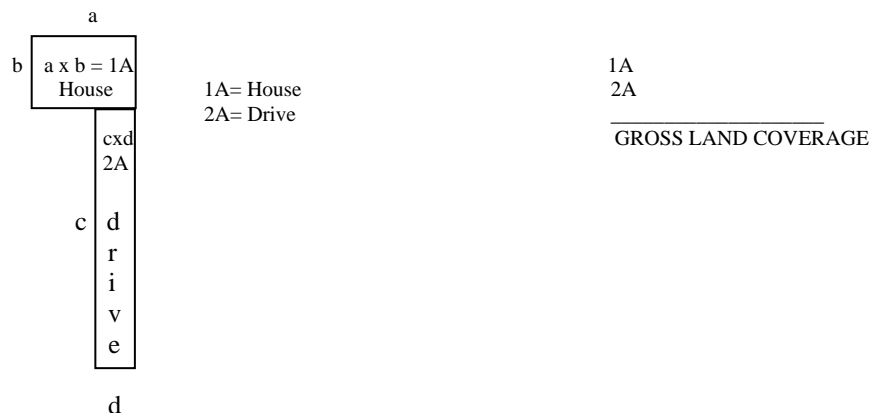
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### GROSS LAND COVERAGE WORKSHEET

The following format is to be used for all applications for the purpose of demonstrating the gross land coverage of a property as necessary to show compliance with gross land coverage limitations of the Town Code.

1. Scaled worksheets are to be prepared based upon a site plan which represents existing or proposed conditions as applicable to the particular circumstances of the approval being sought. All site plans and worksheets are required to be prepared by a licensed or registered professional in the State of New York.
2. Each component of the gross land coverage is to be divided into simple polygons (squares, rectangles, etc.) each being drawn on the plan. The area of each polygon is to be shown by providing the dimensions and resulting area measurement. Each polygon is to be assigned an identifying label for reference purposes.
3. A summary table for each component is to be completed. The area of each polygon is to be listed by reference label then added, resulting in the gross land coverage for the entire site.
4. Any exception of land coverage from the gross land coverage must be identified on the floor plans and summary tables. The rationale for any exception must accompany the floor area worksheets.
5. A schematic illustration of the format is shown below



LOT AREA, NET – Lot area minus seventy five (75) percent of the area of any wetlands, waterbodies and, watercourses, but excluding any adjacent areas, all as defined in Chapter 209 Wetlands and Drainage, of the Town Code, and the area of any steep slopes, as defined Chapter 213, except that in the case of one-family lots, the deduction for steep slopes shall be only fifty (50) percent.

Lot Size	Maximum Permitted Gross Land Coverage for One-Family Dwelling Lots <sup>1</sup> (square feet)
Less than 5,000 square feet	50% of the lot area
5,000 to 9,999 square feet	2,500 plus 30% of the lot area in excess of 5,000 square feet
10,000 to 14,999 square feet	4,000 plus 24% of the lot area in excess of 10,000 square feet
15,000 square feet to 0.499 acres	5,200 plus 18% of the lot area in excess of 15,000 square feet
0.5 to 0.749 acres	6,420 plus 15% of the lot area in excess of 0.5 acres
0.75 to 0.999 acres	8,050 plus 12% of the lot area in excess of 0.75 acres
1.0 to 1.999 acres	9,350 plus 9% of the lot area in excess of 1.0 acres
2.0 acres or more	13,270 plus 7.5% of the lot area in excess of 2.0 acres

\*Permitted gross land coverage limitations for two-family dwelling lots in the R-2F District shall be twenty five (25) percent greater than that permitted for one-family dwelling lots.

NOTWITHSTANDING ABOVE LIMITATIONS, AN ADDITIONAL 10 SQUARE FEET OF GROSS LAND COVERAGE SHALL BE PERMITTED FOR EACH ONE FOOT OF FRONT YARD SETBACK OF THE PRINCIPAL DWELLING IN EXCESS OF THE MINIMUM FRONT YARD SETBACK REQUIRED.





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DEPARTMENT

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### FLOOR AREA CALCULATIONS WORKSHEET

Application Name or Identifying Title: \_\_\_\_\_ Date: \_\_\_\_\_

Tax Map Designation or Proposed Lot No.: \_\_\_\_\_

#### Floor Area

1. Total Lot Area (Net Lot Area for Lots Created After 12/13/06): \_\_\_\_\_
2. **Maximum** permitted floor area (per Section 213-22.2B): \_\_\_\_\_
3. Amount of floor area contained within first floor:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
4. Amount of floor area contained within second floor:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
5. Amount of floor area contained within garage:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
6. Amount of floor area contained within porches capable of being enclosed:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
7. Amount of floor area contained within basement (if applicable – see definition):  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
8. Amount of floor area contained within attic (if applicable – see definition):  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
9. Amount of floor area contained within all accessory buildings:  
\_\_\_\_\_ existing + \_\_\_\_\_ proposed = \_\_\_\_\_
10. Proposed **floor area**: Total of Lines 3 – 9 = \_\_\_\_\_

If Line 10 is less than or equal to Line 2, your proposal **complies** with the Town's maximum floor area regulations and the project may proceed to the Residential Project Review Committee for review. If Line 10 is greater than Line 2 your proposal does not comply with the Town's regulations.

\_\_\_\_\_  
Signature and Seal of Professional Preparing Worksheet

\_\_\_\_\_  
Date



PLANNING  
DEPARTMENT

## TOWN OF NORTH CASTLE

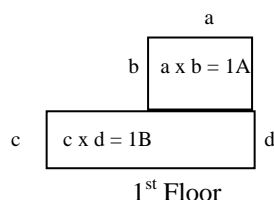
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### GROSS FLOOR AREA WORKSHEET

The following format is to be used for all applications for the purpose of demonstrating the gross floor area of a building or group of buildings as necessary to show compliance with a building or group of buildings as necessary to show compliance with floor area limitations of the Town Code or as otherwise necessary to illustrate the intended or potential use of a structure.

1. Scaled worksheets are to be prepared based upon floor plans which represent existing or proposed conditions as applicable to the particular circumstances of the approval being sought. All floor plans and worksheets are required to be prepared by a licensed or registered professional in the State of New York.
2. The floor area of each floor is to be divided into simple polygons (squares, rectangles, etc.) each being drawn on the plan. The area of each polygon is to be shown by providing the dimensions and resulting area measurement. Each polygon is to be assigned an identifying label for reference purposes.
3. A summary table for each floor is to be completed. The area of each polygon is to be listed by reference label then added, resulting in the floor area for the entire floor.
4. A similar summary table is to be provided listing the total floor area of each floor within the resulting floor area of each building.
5. Any exception of floor area from the gross floor area must be identified on the floor plans and summary tables. The rationale for any exception must accompany the floor area worksheets.
6. A schematic illustration of the format is shown below.



1A=  
1B=  
-----  
1<sup>st</sup> Floor Total=

BASEMENT =  
1<sup>st</sup> FLOOR =  
2<sup>nd</sup> FLOOR =  
-----  
GROSS FLOOR AREA

**LOT AREA, NET** – Lot area minus seventy five (75) percent of the area of any wetlands, waterbodies and, watercourses, but excluding any adjacent areas, all as defined in Chapter 209 Wetlands and Drainage, of the Town Code, and the area of any steep slopes, as defined Chapter 213, except that in the case of one-family lots, the deduction for steep slopes shall be only fifty (50) percent.

**FLOOR AREA, GROSS** -- The sum of the horizontal areas of the several stories of the building or buildings, excluding any floor area used for off-street parking or loading purposes (except for one- and two-family residences), measured from the exterior walls or, in the case of a common wall separating two buildings, from the center line of such a common wall, and including any two-story or any enclosed porch, or one having a roof and capable of being enclosed. See the definition of "basement" for exclusion of basement/mechanical areas in nonresidential buildings from "floor area, gross." For one- and two-family residences, any attic space with a floor to ceiling height of 7.5 feet or greater shall be included as part of gross floor area, as shall those portions of any basement with a floor to ceiling height of 7.5 feet or greater if the basement is considered a "story" in accordance with one of the following three alternative measurements:

- A. Where the finished surface of the floor above the basement is more than six feet above average grade.
- B. Where the finished surface of the floor above the basement is more than six feet above the finished ground level for more than 50% of the total building perimeter.
- C. Where the finished surface of the floor above the basement is more than 12 feet above the finished ground level at any point along the building perimeter.

Lot Size	Maximum Permitted Gross Floor Area for One-Family Dwellings and Accessory Buildings <sup>1</sup> (square feet)
Less than 5,000 square feet	1,875 or 50% of the lot area, whichever is greater
5,000 to 9,999 square feet	2,500 plus 25% of the lot area in excess of 5,000 square feet
10,000 to 14,999 square feet	3,750 plus 20% of the lot area in excess of 10,000 square feet
15,000 square feet to 0.499 acres	4,750 plus 15% of the lot area in excess of 15,000 square feet
0.5 to 0.749 acres	5,768 plus 10% of the lot area in excess of 0.5 acres
0.75 to 0.999 acres	6,856 plus 8% of the lot area in excess of 0.75 acres
1.0 to 1.499 acres	7,727 plus 6% of the lot area in excess of 1.0 acres
1.5 to 1.999 acres	9,034 plus 5% of the lot area in excess of 1.5 acres
2.0 to 3.999 acres	10,122 plus 4% of the lot area in excess of 2.0 acres
4.0 acres or more	13,607 plus 3% of the lot area in excess of 4.0 acres

\*Permitted gross floor area for two-family dwellings in the R-2F District shall be one-third (1/3) greater than that permitted for one-family dwellings.