INCORPORATED VILLAGE OF PORT JEFFERSON
PLANNING BOARD
88 North Country Road, Port Jefferson, NY 11777
Telephone: (631) 473-4744 Fax: (631) 473-2049
www.portjeff.com

PLANNING APPLICATIONS

To avoid delay in the processing of your application, be sure all the information below is included with your application. Incomplete applications will not be accepted. All applications must be completed in full and comply with Chapter 250 of the Village Code www.ecode360.com/PO0346

Prior to the submission of the documents for review, the applicant may request a presubmission conference with the Planning Board. At this meeting, the applicant will be able to informally discuss proposed development with the Board and review the specific items of information the Board will require for formal submission.

A complete application shall consist of the following:

1. Six (6) sets of a completed application form (one original & 3 copies).
2. Filing Fee(s):

a. Application for conditional use:	$750.00
b. Stenographic transcription reporting fee:	
• Single-Family	Actual cost plus 15% administration fee
• Commercial	Actual cost plus 15% administration fee
c. Conditional Use Permit:	$750.00
d. Change of Permitted Use	$750.00
e. Site development:	$1,000 plus $250 per acre
f. Extension of Site Development	$250.00
g. Amendment of Site Development Plan	$500 plus $125 per acre
h. Application for minor subdivision	$600
For each new lot requested	$250
i. Recreation Fee	$1,500.00
j. Application for major subdivision	$1,000
For each new lot requested	$250

k. Trees, Clearing & Grading (Based on Lot Size)

< or = to 15,000 sq. ft.	$50.00
15,001 – 22,500 sq. ft.	$100.00
22,501 – 30,000 sq. ft.	$150.00
30,001 – 43,560 sq. ft.	$200.00
>43,560 sq. ft.	$250.00

3. Six (6) copies of the site development plan and supporting documents.
4. Six (6) copies of the Environmental Assessment form (EAF), if necessary. Check Chapter 129 Environmental Quality of the Village Code and with the Building Department. http://www.dec.ny.gov/eafmapper/
5. One copy of all Certificates of Occupancy and/or Certificates of Existing Use.
6. For applications where the proposed disturbance is greater than one acre, the applicant shall submit a copy of the site Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) for Construction Activities Seeking Authorization under NYSDEC SPDES General Permit GP 0-08-01 for pre-approval prior to submitting the documents to the NYSDEC. VPJ Code Chapter 213 Stormwater Management.
7. Owner's endorsement (if owner is not applicant).
8. Disclosure form.

PLEASE ALSO SUBMIT AN ELECTRONIC COPY OF ALL SURVEYS AND PLANS. IF NOT SUBMTTED, THERE WILL BE A $5.00 CHARGE PER PAGE.

TAX MAP NUMBER: (SCTM#) _____
(Refer to tax bill)

Address of Subject Property: _____

An application is hereby made for (√ all that apply):

( ) MINOR SUBDIVISION (land partition). See § 220-8 and 220-30 of the Code.

( ) MAJOR SUBDIVISION (the creation of 4 new lots or more or the construction of a road) See § 220-9, 220-31 & 220-32 of the Code.

( ) CONDITIONAL USE PERMIT. See § 250-51

( ) SITE DEVELOPMENT PLAN

( ) AMENDMENT OF A SITE DEVELOPMENT PLAN. See § 250-52

( ) CHANGE-OF-USE. See § 250-52

APPLICANT: Applicant must be the party in interest

NAME: _____

COMPANY NAME (if applicable): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

OWNER(S) – All property owners on the current deed.

NAME: _____

ADDRESS: _____

PHONE: _____

All communications with regard to this application shall be addressed to the following until further notice: (if different than applicant)

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

For office use

Received: _____Appeal No. _____ Assigned to: _____

PROJECT DESCRIPTION:

Does the applicant have Suffolk County Department of Health Services approval for sanitary waste for proposed use? YES or NO. (Circle One)

Will there be any exterior or structural modifications to the building(s)? YES or NO. If yes, submit elevation(s) depicting existing conditions and proposed changes with color and materials or existing floor plan with proposed alterations.

Describe the current use of the property:

Describe the proposed use:

Describe the character of the surrounding properties:

Describe scope of proposed project (include additional sheets as needed)

Estimated cost of all proposed site improvements (See § 250-52 (C) (4) for site development plans):

Are there any **VIOLATIONS** or **NOTICES OF VIOLATIONS** outstanding on this property? YES or NO (Circle One)

If YES, attach copies.

Is the property within 500 feet of the following?

a. The boundary of any Village or Town? YES or NO (Circle One)

Specify: _____

b. The boundary of any existing or proposed county or state park or any other recreation area? YES or NO (circle)

Specify: _

c. The right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway? YES or NO (Circle One)

Specify: _____

d. The existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines? YES or NO (circle)

Specify: _____

e. The existing or proposed boundary of any county or state owned land on which a public building or institution is situated? YES or NO (circle)

Specify: _____

Subject property is located in the _____ Zoning District(s).

		MIN. REQUIRED:	**EXISTING:**	**PROPOSED:**
1.	Area of site:	_____ sq.ft.	_____sq.ft.	_____sq.ft.
	Site coverage:	_____%	_____%	_____%
	Gross floor area:	_____sq.ft.	_____sq.ft.	_____sq.ft.
2.	Parking:	_____	_____	_____
3.	Height:	_____	_____	_____
4.	No. of stories:	_____	_____	_____
5.	Front yard setback:	_____	_____	_____
6.	Side yard setback(s):	_____	_____	_____
7.	Rear yard setback:	_____	_____	_____

ENVIRONMENTAL IMPACT:

http://www.dec.ny.gov/eafmapper/

Check with building department staff to inquire if the State Short or Full Environmental Assessment Form (EAF) is necessary for development proposal.) In ALL cases an EAF short form Part 1 is required with the application.

OWNER'S ENDORSEMENT & CONSENT:

OWNER: This section must be completed for all applications. (Separate sheets may be used for multiple owners)

Be advised that I am the owner of record of the property referenced herein and hereby consent to this application. By this application, I hereby authorize employees or agents of the Incorporated Village of Port Jefferson, in conjunction with this application, to enter and inspect the project site as necessary.

IN WITNESS WHEREOF I have hereto set my hand this day of _____ 20____.

_____

(Owner Signature)

On the _____ day of _____ in the year _____ before me the undersigned, personally appeared _____personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to be within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____

(Notary Public)

DISCLOSURE AFFIDAVIT:

For the purpose of this disclosure, an official or employee of the State of New York, The Town of Brookhaven, the Village of Port Jefferson or the County of Suffolk shall be deemed to have an interest in the applicant or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

1. is the applicant or owner,
2. is an officer, director, partner, or employee of the applicant or owner,
3. legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner, or
4. is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application.

Ownership of less than five per cent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchanges shall not constitute an interest for the purposes of this disclosure.

_____Being by me duly sworn, disposes and says:

1. I am an applicant for a project or an owner of the land which is the subject of a pending application before the Incorporated Village of Port Jefferson Planning Board.
2. The project name is: _____
3. I (applicant and/or owner) reside at_____
4. The officers of the applicant's corporation or owner corporation are as follows: (if applicable)

   President_____Secretary_____

   Vice President_____Treasurer_____

5. I make and complete this affidavit under the penalty of perjury and swear to the truth herein.

6. I am aware that this affidavit is required by General Municipal Law 809 and that I shall be guilty of a misdemeanor as provided by General Municipal Law 809 should I knowingly or intentionally fail to make all disclosures herein.

YOU MUST ANSWER THE FOLLOWING QUESTIONS EITHER YES or NO

Do any of the following individuals have an interest in the applicant or owner, as defined above?

1. any official of New York State
2. any official or employee of the Village of Port Jefferson or Suffolk County?

Being so informed and warned, my response to the above question is: YES or NO (please circle)

If the answer above is yes, General Municipal Law Section 809 requires that you disclose the name and residence and the nature and extent of the interest of said individual(s) in the applicant owner:

NAME **RESIDENCE** **NATURE OF INTEREST**

_____

_____

_____

Signature _____

Print name _____

Sworn to before me this _____ day of_____20 ____

_____

Notary Public

PUBLIC HEARING INSTRUCTIONS

After you submit a **complete application**, the Board will review it and schedule it for a public hearing. The Planning Board Secretary will notify the applicant of the date of the public hearing. Then the procedures below must be followed:

- An applicant is required to notify the surrounding property owners no later than ten (10) days prior to the hearing. A list of all property owners within a 200 feet radius from each corner of the property must be prepared and submitted by the date of the hearing.

  This list must be prepared from the current records of the Village, which can be viewed at the Building, Planning & Zoning Department, at 88 North Country Rd. between the hours of 9:00 a.m. and 4:30 p.m.

  The Public Hearing Public Notice is created by the Secretary of the Planning & Zoning Board. The secretary will submit the Public Notice to the newspaper.

- POSTERS- not more than 200 feet apart along the street line of the property which is the subject of the application, not less than 24” by 36” in size, must be conspicuously posted along the entire length of each street frontage of the property which is the subject of the appeal at least 10 days prior to the date set for the public hearing. The applicant shall pay a fee of $25 for each poster. (See Village Code §250-51 (5) (a) (b) & (c). (Posters available at the building department).

- AFFIDAVIT – After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit an Affidavit of Notification and Posting with attached photograph of posted sign and proof of mailing to the Building Department. A copy of this Affidavit is enclosed within this package.

PUBLIC HEARING NOTIFICATION

The Village Code requires notification for a public hearing to all property owners within 200 feet of all property corners of subject lot. This notification shall be CERTIFIED MAIL, RETURN RECEIPT REQUESTED.

Names and addresses must be from current tax rolls.

NAME	ADDRESS	SEC	BLK	LOT

PUBLIC HEARING AFFIDAVIT OF MAILING & POSTING

This affidavit certifies that the subject property was posted in accordance with the Code of the Village of Port Jefferson ten days prior to the public hearing date and I have sent by certified mail return receipt requested a copy of the Public Notice to all owners of property within 200 feet of each corner of the property.

_____

Signature Print Name Date

Sworn to before me this _____ day of_____20 ____

_____

Notary Public

AFFIDAVIT OF MAILING & POSTING

This affidavit certifies that the subject property was posted in accordance with the Code of the Village of Port Jefferson ten days prior to the public hearing date and I have sent by certified mail return receipt requested a copy of the Public Notice to all owners of property within 200 feet of each corner of the property.

_____

Signature Print Name Date

Sworn to before me this _____ day of_____20 ____

_____

Notary Public