



# 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

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## SITE DEVELOPMENT PLAN APPLICATION

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.

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. **Ten (10) copies** of a completed application form.
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. Bond Cost of Improvements
  - i. Full EAF Part 1 filing: \$ 0
  - j. SEQR hearing: \$ 150.00
  - k. Application for minor subdivision \$600
    - For each new lot requested \$250
  - l. Recreation Fee \$1,500.00
  - m. Application for major subdivision \$1,000
    - For each new lot requested \$250
  - n. Individual Lot Grading Inspection \$0



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o. 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. **Ten (10) copies** of the site development plan (see checklist on pages 5-11 for plan/plat requirements.)
4. **Ten (10) copies** of the Environmental Assessment form (EAF), if necessary. Check Chapter 129 Environmental Quality of the Village Code and with the Building Department.
5. Certificate of Occupancy or Certificate of Existing Use (if applicable).
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.
7. Owner's endorsement (if owner is not applicant).
8. Disclosure form.
9. Beginning May 2, 2010, the Village of Port Jefferson will require a Certificate of Completion or other proof of training for sediment and erosion control training from construction site operators.

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



## Incorporated Village of Port Jefferson

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### Application Packet (Continued)

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## 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:

1. An applicant is required to notify the surrounding property owners ten (10) days prior to the hearing. A list of all property owners within a 200 feet radius must be prepared and submitted by the date of the hearing. A form is in this application package for your use.

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. Mon. – Fri. between the hours of 9:00 a.m. and 4:30 p.m.

2. Please review the attached sample notification letter and follow its format. **The notification must be sent certified mail, return receipt requested.**
3. 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 before the ZBA. The applicant shall pay a fee of \$50 for each poster involving a one or two family residential matter and \$125 for all other matters. (See Village Code §250-51 (5) (a) (b) & (c). (Posters available at the building department).
4. 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



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## SAMPLE NOTIFICATION LETTER

Name of Applicant  
Street Address  
Port Jefferson, NY 11777

Date

Surrounding Owners Names  
Street Address  
Port Jefferson, NY 11777

RE: \_\_\_\_\_

Dear (insert Owners Name)

This is to notify you that there will be a public hearing before the Village of Port Jefferson Planning Board at Village Hall, 121 West Broadway on DATE \_\_\_\_\_ at 7:30 P.M.

The purpose of this hearing is to discuss the merits of the proposal for the above captioned property to:

*(Insert description of your application before the Board.)*

Information can be viewed at the Building Department located at 88 North Country Road, Port Jefferson # 631 473-4744 on Wednesdays and Fridays.

Although written notification is given only to those within 200 feet of the subject property, please feel free to mention this application to any neighbor who may care to attend. At this hearing, all who choose to speak will be given an opportunity to be heard. If you have any interest in this application, we urge you to attend.

Very truly yours,



**Incorporated Village of Port Jefferson**

**Planning Board**

**Application Packet (Continued)**

**TAX MAP NUMBER:** \_\_\_\_\_  
(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/CHANGE-OF-USE. See § 250-52

**APPLICANT:** Applicant must be the party in interest

NAME: \_\_\_\_\_

COMPANY NAME (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*For office use*

Received: _____ Appeal No. _____ Assigned to: _____
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**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:

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Describe the proposed use:

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Describe the character of the surrounding properties:

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

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

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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: \_



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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).

	<b>MIN. REQUIRED:</b>	<b>EXISTING:</b>	<b>PROPOSED:</b>
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:**

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

*Please Circle One*

Does the action involve a change in zoning, or a zoning variance, or a change in allowable use of a parcel of land? YES or NO

Does the action involve acquisition, sale, lease, or other transfer of land by a State, County, Town, or Village agency? YES or NO

If YES, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the project to subdivide land for housing? YES or NO

If YES, describe subdivision:

\_\_\_\_\_  
\_\_\_\_\_



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**Application Packet (Continued)**

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Is its location on or adjacent to a beach, harbor, pond, stream, wetland, park, sanctuary, or other environmentally sensitive area designated by the Environmental Conservation Advisory Board, or a critical area of environmental concern, or a park, or a recreation area, or designated open space? YES or NO

If YES, please describe:

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Are there nearby streets or properties whose scenic views could be affected by a project on the property involved? YES or NO

If YES, please describe:

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**ENVIRONMENTAL** (Continued)

Is a structure being proposed whose appearance differs markedly from those already in the neighborhood? YES or NO

If YES, please explain:

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Will proposed structure prevent sunlight from falling upon the adjacent lot? YES or NO

If YES, please explain:

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Will project regularly cause odors, noise, glare, or electrical disturbance detectable from nearby properties? YES or NO

If YES, please describe:

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Will more than one acre of land be cleared or changed? YES or NO.

Does any of the land to be cleared have slope over 15%? YES or NO

During construction, could soil wash downhill onto adjacent lots and/or roadways? YES or NO.

If YES to either item above, please explain:

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**ENVIRONMENTAL** (Continued)

Does any of the land to be cleared or changed lie within 100 feet of an existing slope exceeding 30% or within 100 feet of an existing waterway? YES or NO.

Will the project regularly use well water or surface water? YES or NO.

If YES to either item above, please describe:

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Will parking for 25 (or more) cars be provided? YES or NO.

Is a building proposed with more than 10,000 square feet of gross square feet floor area? YES or NO.

If YES to either item above, please describe:

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The information stated on this application and on supporting documentation is accurate and true. Any changes to this information prior to a decision by the board will be indicated in writing to the board.

Preparer's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



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**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)

STATE OF NEW YORK)

) ss.:

COUNTY OF SUFFOLK)

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)



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**DISCLOSURE AFFIDAVIT:**

State of NEW YORK)

ss:

County of SUFFOLK)

\_\_\_\_\_ 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, bearing # \_\_\_\_\_
2. The project name is: \_\_\_\_\_
3. I 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.

For the purpose of this disclosure, an official of the State of New York or an official or employee of either 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

**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:



