

**ATTACHMENT C**  
**TECHNICAL SITE PLAN REVIEW CHECK LIST**



## Village of Mamaroneck Planning Board Site Plan Review Technical Checklist

In accordance with Section 342-74 of the Mamaroneck Village Code, "No building permit may be issued for any building within the purview of this Article, except in conformance with an approved site development plan. No certificate of occupancy may be issued for any building or use of land within the purview of this Article unless the building is constructed or used or the land is developed or used in conformity with an approved site development plan. Every application for site development plan approval shall be accompanied by a certification by the Director of Building, Code Enforcement and Land Use Administration to the effect that said plan meets all the specific applicable requirements of this chapter and a certificate by the Village Engineer that the plans meet all the applicable standards and requirements established or approved by him.

The following criteria and standards shall be used by the Planning Board in reviewing applications for site development plan approval. They are intended to provide a framework within which the designer of the site development is free to exercise creativity, invention and innovation. The Planning Board shall not specify or favor any particular architectural style or design or assist in the design of any of the buildings submitted for approval. Participation by the Board shall be restricted to a reasonable, professional review, and, except as otherwise provided in the following subsections, full responsibility for design shall be retained by the applicant:

### **General.**

Site plans shall be drawn on sheets not exceeding a size of 30 inches by 40 inches, and to a convenient scale, but not less than one inch equals 20 feet, unless approved by the Commissioner of Planning. **COMPLY**

### **Legal data.**

(1) Sketch plan. **COMPLY - in project area**

(a) Legal data. **COMPLY - in project area**

[1] The names of all owners of record of all properties within 200 feet of any boundary line of the subject property and the lot, block and section number of the subject property, all as shown on the Village's Official Assessment Maps and on a certified survey.

**COMPLY - in project area**

[2] Existing school, zoning and special district boundaries. **COMPLY - in project area**

[3] Boundaries of the property, building or setback lines as required in this chapter and lines of existing streets and adjoining lots, as shown on the Village's Official Assessment Maps and on a certified survey. Reservations, easements and areas dedicated to public use, if known, shall be shown. **COMPLY - in project area**

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(b) General project site description. COMPLY - in project area

[1] A map showing the applicant's entire property and adjacent properties and streets, at a convenient scale, including the approximate location and dimensions of all existing and proposed structures and the location of all existing structures on adjacent properties and within 200 feet of the site boundary. COMPLY - in project area

[2] All existing and proposed paved areas. COMPLY - in project area

[3] Existing topography, lawns, meadows, shrubs and trees (general location), watercourses and bodies of water, wetlands, rock outcrops and other prominent physical features. COMPLY - in project area

[4] Areas to be left undisturbed by earthmoving machines. COMPLY - in project area

[5] Existing pedestrian and vehicular circulation diagram for the site and immediate area. COMPLY - in project area

[6] The name and address of the applicant and other planners, engineers, architects, surveyors and/or other professionals engaged to work on the project shall be shown. Where the applicant or owner is a corporation, the Planning Board may require the names and addresses of all officers, directors and principal stockholders of said corporation.

COMPLY

(2) Preliminary plan. COMPLY - in project area

(a) Legal data as set forth in Subsection A(1). COMPLY - in project area

(b) Existing conditions: the location of existing buildings, watercourses, marshes, rock outcrops, wooded areas, single trees with a diameter of eight inches or more measured three feet above the base of the trunk and other significant existing features on the premises and within a distance of 200 feet of all property lines thereof. COMPLY - in project area

(c) Development data. COMPLY

[1] Title of development, date, North point, scale, name and address of record owner and of the engineer, architect, land planner or surveyor preparing the site development plan.

COMPLY

[2] All means of vehicular access and egress to and from the site onto public streets.

COMPLY

[3] One set of preliminary plans, elevations and sections of proposed structures and roads, showing the proposed location, use and design of all buildings and structures, including any proposed division of buildings into units of separate occupancy and location of drives thereto and showing the proposed location of all roads, pedestrian walkways and fire lanes. COMPLY - in project area

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[4] The location and layout of any off-street parking or loading areas.

**COMPLY - existing not in project area**

[5] The location of all proposed waterlines, valves and hydrants and sewer lines or of alternative means of water supply and sewage disposal and treatment.

**COMPLY - not in project area**

[6] The proposed location, direction, power and timing of proposed outdoor lighting.

**COMPLY - in project area**

[7] Preliminary grading and landscaping plan in accordance with § 342-16.

**COMPLY - in project area (continuation of seasonal flowers and plants)**

[8] The extent and amount of cut and fill for all disturbed areas, including before-and-after profiles and cross sections of typical development areas, parking lots and roads.

**COMPLY - in project area**

[9] Proposed stormwater drainage system. For projects within the Beaver Swamp Brook - Brentwood Brook Watershed, as designated on the Village Map, this will include related surface water controls and all drawings and related calculations in accordance with §342-76E. **COMPLY - in project area**

[10] The proposed location, size, color and illumination of proposed signs.

**COMPLY - no signs are proposed in project area**

[11] The location of all existing and proposed site improvements, including drains, culverts, retaining walls and fences. **COMPLY - in project area**

[12] The location of any outdoor storage. **COMPLY - no storage is proposed project area**

[13] Detailed breakdowns of all proposed floor space by type use. **COMPLY**

[14] In an industrial district, specific uses proposed, number of employees for which buildings are designed, type of power to be used for any manufacturing process, type of wastes or by-products to be produced by any manufacturing process and the proposed method of disposal of such wastes or by-products shall also be shown.

**COMPLY- DOES NOT APPLY**

[15] No application shall be deemed complete without compliance with State Environmental Quality Review (S.E.Q.R.), including, where necessary, a lead agency determination, a negative or positive declaration and the submission of an acceptable draft environmental impact statement (D.E.I.S.). **COMPLY - Short EAF submitted**

[16] For projects within the Beaver Swamp Brook - Brentwood Brook Watershed, as! designated on the Village Map, a proposed sediment and erosion control plan, including drawings prepared by a New York State licensed professional engineer showing the methods and sequence of control measures that will be used, both during and after construction, to control sediment and erosion. **COMPLY-DOES NOT APPLY**

(3) Final plan. **COMPLY**

(a) Legal data as set forth in Subsection A(1).

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(b) Development data.

[1] One set of final plans, including site plans, floor plans, elevations and sections of proposed structures. COMPLY

[2] Final grading and landscaping plan. COMPLY - in proposed project area  
(continuation of seasonal flowers and plants)

### **Additional submissions.**

Where, due to special conditions peculiar to a site or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Board finds that additional information is necessary for proper review of the site development plan, the Board may request additional pertinent information, including: COMPLY - will provide as required

(1) A survey of the subject property having an error of closure not in excess of one in 10,000 and indicating all lengths in feet and decimals of a foot and all angles to the nearest 10 seconds, or closer if deemed necessary by the surveyor. COMPLY - updated survey submitted

(2) A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract. COMPLY - DOES NOT APPLY

(3) Existing contours with intervals of five feet or less, referred to Village of Mamaroneck datum and showing at least one bench mark. COMPLY - in proposed project area

(4) The location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow. COMPLY - in proposed project area

(5) All proposed lots, easements and public and community areas; all proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk and location and size of utility lines according to the standards and specifications established or approved by the Village Engineer of the Village of Mamaroneck.

COMPLY - none in proposed project area

### **Exceptions.**

(1) For minor site development plans or in other appropriate circumstances, the Planning Board may waive the provision of any items of information listed in Subsection A above.

COMPLY

(2) For projects within the Beaver Swamp Brook - Brentwood Brook Watershed, as designated on the Village Map, this shall be done in consultation with the Village Engineer and the Westchester County Soil and Water Conservation District. COMPLY - DOES NOT APPLY

### **Waivers from Site Plan Requirements.**

In accordance with Section 342-80 of the Village Code, upon a finding by the Planning Board that, due to special conditions peculiar to a site, certain of the information normally required as part of the site development plan is inappropriate or unnecessary or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the Board may vary or

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waive such requirements wherever, in the opinion of the Board, such variance or waiver will not be detrimental to the public health, safety or general welfare or have the effect of nullifying the intent and purpose of the site development plan submission, the Official Map, the Master Plan or this chapter. All waivers must be requested in writing. **COMPLY - will provide as required**

**Other.**

Any other information determined necessary or appropriate by the Planning Board in order to provide for the proper administration and enforcement of this chapter.

**COMPLY - will provide as required**

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