



Environmental, Planning, and Engineering Consultants

34 South Broadway
Suite 300
White Plains, NY 10601
tel: 914 949-7336
fax: 929 284-1085
www.akrf.com

Memorandum

To: Village of Mamaroneck Building Department
From: AKRF, Inc. (M. Kenney; A. Moore)
Date: 4/17/2023
Re: Completeness Review: 1107 Cove Rd (Dredging)
cc: Brittanie O'Neill, Land Use Board Secretary
Carolina Fonesca, Building Inspector

PROJECT INFORMATION

Applicant: David Smith
Owner: Hampshire Club, Inc.

Project Description per Building Permit application:

- Maintenance of an approximate, 8,093 square-foot manmade irrigation feature. Material removed from the manmade irrigation feature is to be stockpiled onsite adjacent to the irrigation feature.

<u>Project address:</u>	1107 Cove Road	<u>Site acreage:</u>	4.091 (178,230 sf)
<u>Parcel identifier (SBL):</u>	9-89D-24	<u>Flood hazard:</u>	FEMA zone AE, 100-yr floodplain and FEMA zone AE, 200-yr floodplain
<u>Zoning district:</u>	R-20	<u>Wetlands buffer:</u>	Yes

COMPLETENESS ASSESSMENT

AKRF, Inc. has reviewed the above application for a Building Permit in accordance with the requirements of the Village Code and standard review procedures. The following table assesses whether each requirement has been properly completed:

	Y	N	N/A	REQUIREMENT	CODE SECTION	NOTES
				Building Permit Application Contents	126-4D	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of proposed work and/or narrative accurately matches construction documents		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit application form completely filled out		
2a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where applicable, completed wetland activity form and/or floodplain development form		Missing wetlands form
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of proposed work	126-4D(1)	
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax Map number and the street address of the premises	126-4D(2)	
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correct zoning designation		
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy classification of affected building or structure	126-4D(3)	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code	126-4D(4)	
				<i>Construction Documents (drawings and/or specifications)</i>	<i>126-4D(5)</i>	
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Define the scope of the proposed work	126-4D(5)(a)	
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law	126-4D(5)(b)	
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate with sufficient clarity and detail the nature and extent of the work proposed.	126-4D(5)(c)	
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include a North arrow and scale of not more than 30 feet to the inch.	342-78A	
12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substantiate that the proposed work will comply with the Uniform Code and the Energy Code	126-4D(5)(d)	
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Match the description on the application and the narrative, if provided.		

14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where applicable, include a site plan (<i>see site plan requirements below</i>) that shows any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines.	126-4D(5)(e)	
Site Plan Requirements (if applicable)				342-78	<input type="checkbox"/> N/A	
<i>Legal data</i>				<i>372-78A(1)(a)</i>		
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing school, zoning and special district boundaries.	342-78A(1)(a)[2]	Zoning district boundaries and labels not shown on site plan – please add
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	342-78A(1)(a)[3]	Please include building setback for the existing shed in construction drawings.
<i>General project site description</i>				<i>372-78A(1)(b)</i>		
17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	342-78A(1)(b)[1]	
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Map is at a scale of not less than 30 feet to the inch	342-78A	
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed paved areas.	342-78A(1)(b)[2]	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Required and proposed setbacks for principle and accessory structures		N/A – no construction/expansion of structures proposed.
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography, lawns, meadows, shrubs and trees (general location), watercourses and bodies of water, wetlands (and buffer/setback line), rock outcrops and other prominent physical features	342-78A(1)(b)[3]	
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas to be left undisturbed by earthmoving machines.	342-78A(1)(b)[4]	

23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing pedestrian and vehicular circulation diagram for the site and immediate area.	342-78A(1)(b)[5]	
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	342-78A(1)(b)[6]	
25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoning table includes columns for required, existing, and proposed dimensions with non-conformities (pre-existing and proposed) noted.		See comment on number 20.
26	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoning table shows correct dimensions for the zoning district.		See comment on number 20.
27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawings/plans show similar (non-conflicting) scope of work		

RECOMMENDATION

Based on the above summary, the application is substantially complete for the purposes of issuing a Building Determination Letter.

The applicant should be directed to the Zoning Code for additional requirements specific to the proposed use and to correct the information described above before submitting for Village Land Use Board review.