

## Planning Module Process for Applicants

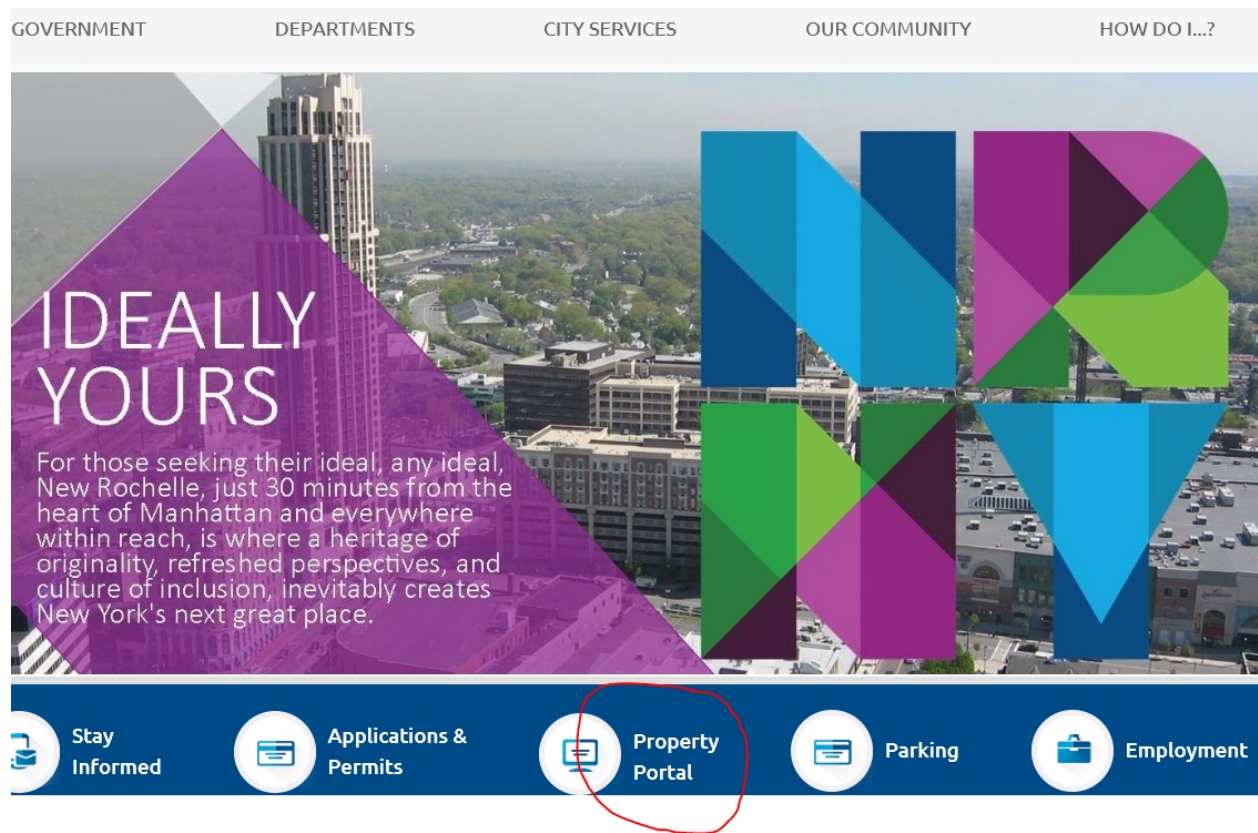
**(Note:** This document should be read in conjunction with the **Planning Board Applicant Process** available on the New Rochelle Website. Go to Departments, Development, Planning).

### Planning Module

Applicants to the Planning Board are requested to lodge applications via the Planning Board Module in the Property Portal.

The Property Portal is accessed via the City of New Rochelle website <http://www.newrochelleny.com/>

Click on Property Portal link button on the home page.



Log into the Portal using the same user name and password used for the Building Permit system.

Click on Board Approvals.

## Property Search

What would you like to do?

- Property Search
- Title Search
- Multiple Dwelling
- Business Registration
- Permits
- Board Approvals**

Planning or Zoning Board approvals can be filed upon referral by the Building Department. You will be un-able to begin the process without the referral letter or notice.

[Continue](#)

## To Make a New Submission

Click on continue only if an Application Review Report has been issued by the Building Department referring the application to the Planning Board. If no report has been issued, please contact the Building Department at: 914-654-2035

If an Application Review Report has been issued, click on New Submission. This opens a screen with a drop down asking for confirmation that an application for a Building Permit has been completed and a referral to the Planning Board has been issued.

## New Submission

[Back to my list of jobs](#)

**What** Where Contact Person

What

Have you applied for a building permit and got referred to the Board? \*

Yes

Application Number \*

[Search](#)

Enter the five digit application number found on the upper right of the Building Department Application Review Report. Click search.

Select Planning Board Approval and click Next. The location will be pre-populated from the Building Permit application.

Click 

The Contact Information will be pre-populated. Please review and edit as required. Click Submit.

Follow the steps outlined in the Application Submission page.

Download the Application Form and follow the instructions to complete the application.

## To Review an Existing Submission

Once a new application has been submitted, it will be reviewed by City departments, and, where applicable, by the Peer Architectural Review Committee (PARC). Comments received from reviewers will be available on the Planning Board Module. Log in to the Property Portal as outlined in the previous section.

Go to Property Search and click Board Approvals. Click the '[Manage My Existing Submissions](#)' button to view existing application(s).

NOTE: While the '[View Submissions](#)' button will open to a very similar page, it is a general page for the public to view applications as written under NYS Open Meetings Law.

## Board Approvals

New Submission

2014

-- Search address --

Search

Clear search

< 1 >

Displaying 1 - 1 of 1 Board Approval(s)

Actions	Ref No	Location	Type	Board Status	Submitted ↑	Updated	Job Status
Update ⓘ	15578 ⓘ	110 Warren St	Planning Board Approval	Pending	12/03/2014	12/03/2014	

< 1 >

Displaying 1 - 1 of 1 Board Approval(s)

If comments have been added, a Comments box will appear between the Board Status column and the Submitted Date column.

Planning Board Approval	Pending	Comments ⓘ	11/14/2014
Planning Board Approval	Pending	Comments ⓘ	11/14/2014
Planning Board Approval	Pending		11/14/2014

Click on the Comments link. For site plan approvals comments are requested from Fire, Buildings, DPW, and Traffic. Comments may also be received from Planning and/or PARC (Peer Architectural Review Committee) when applicable.

Department of Development  
515 North Avenue  
New Rochelle, NY 10801-3416



Phone: (914) 654 - 2035  
Fax: (914) 654 - 2031

**City of New Rochelle  
New York  
PB REVIEW COMMENTS**

Application No	<b>15380</b>
Review Date	<b>November 14, 2014</b>
Job Location	<b>115 Stonelea Pl</b>
Parcel No	<b>1-296-0051</b>
Reviewed by	<b>Melissa Mendez</b>

<b>Dept./ Agency</b>	<b>Decision</b>	<b>Remarks</b>
Other	Approve w/ conditions	test
Other	Approve w/ conditions	test 2

These comments then need to be addressed in the amended plans (see Planning Board Applicant Instructions for more information).

### **After Planning Board Approval**

Once the Planning Board has approved an application and the resulting resolutions have been finalized and signed, an email will be sent to the email listed on the Planning Board Application Form. The purpose of the email is to notify the applicant that the resolution with conditions is now available on the Portal.

The applicant must then print the resolution conditions onto a final updated signed and sealed set of mylars containing the signature block with the signature of the applicant or their authorized agent. The applicant submits this set to the Planning Department for signature by the Planning Board Clerk, Building Official, City Engineer and Commissioner of Development. This set becomes the official record of the City.

The Planning Department assesses the final plans for any required tree fund and/or open space fees (see Municipal Code §331-118G [site plans], and A 361-9L [subdivisions] for criteria).

Any additional fees must be paid before the signed set of mylars is released to the applicant to make four (4) hard copy sets of plans and one CD copy. These are then returned with the original signed mylar to the Planning Department.

The signed set of mylars is held in perpetuity by Planning as the official record of the agreed plans. One set of the hard copies is held in the Planning Board files, the remaining three sets are distributed to Buildings, DPW and Traffic for their files.

Once all necessary originals and copies have been received the applicant can return to the Building Department to continue the permitting process.