

PLANNING BOARD APPLICATION FORM

Instructions for use of this application form:

1. Complete this form and a short form SEQRA EAF Part 1.

2. Submit 2 copies each of:

- Completed application form
- Completed application form checklist
- EAF short form Part 1
- Application Review Report from Bureau of Buildings
- Affidavit of Property Ownership
- Joinder (if more than one owner or if Contract Vendee involved)
- Color photographs of the site, abutting properties and neighborhood

WITH a completed fee checklist and check in the required amount made out to City of New Rochelle

AND the required number of sets of plans for which Planning Board approval is sought (see application checklist)

3. Enter Application in the Planning Board module of the Portal and upload all documents

4. Make application appointment with the Board Clerk: call 914-654-2185 to submit documents

Office Use Only

PB Number _____

Fee Paid _____

Receipt # _____

Date _____

Rec'd by (initials) _____

NAME OF PLAN _____ ADDRESS _____

ZONE DISTRICT _____ BLOCK(S) _____ LOT(S) _____

NO. LOTS _____ DWELLING UNITS _____ TOTAL AREA _____ PREVIOUSLY APPROVED RESOLUTIONS NO(S) _____

OWNER

NAME: _____

ADDRESS _____

TEL NO. _____ EMAIL _____

APPLICANT (if applicant is Contract Vendee, a letter of joinder must be submitted with this form)

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

ARCHITECT

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

ENGINEER

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

CONTACT FOR THIS APPLICATION

NAME _____

ADDRESS _____

TEL NO. _____ EMAIL _____

SCOPE OF PROJECT

IF RESIDENTIAL CHECK APPLICABLE FORM OF OWNERSHIP

FEE SIMPLE

FEE SIMPLE WITH HOMEOWNERS ASSOCIATION

CONDOMINIUM

MULTI-CONDOMINIUMS WITH MASTER HOA

CO-OP CORPORATION

OTHER (DESCRIBE) _____

“This plan conforms to all zoning, land development and other Code requirements of the City of New Rochelle and is hereby filed for action by the Planning Board.”

Date _____

Signature of owner, applicant, architect or engineer _____

Please print name _____

NOTE: If the Planning Board approves the plan with any conditions, those conditions must be satisfied and/or incorporated verbatim on the plan prior to issuance of the building permit.