



VILLAGE OF PLEASANTVILLE * BUILDING DEPARTMENT

80 WHEELER AVENUE * PLEASANTVILLE, NY 10570
PHONE (914) 769-1926 * FAX (914) 769-5519
WWW.PLEASANTVILLE-NY.GOV

SITE PLAN PERMIT APPLICATION

* THREE (3) COPIES OF ALL REQUIRED DOCUMENTATION TO BE SUBMITTED FOURTEEN (14) DAYS *
IN ADVANCE OF THE SCHEDULED PLANNING MEETING DATE

SECTION I – PROJECT ADDRESS: _____

SECTION II – CONTACT INFORMATION: (PLEASE PRINT CLEARLY. ALL INFORMATION MUST BE CURRENT)

APPLICANT: _____

ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

OWNER: _____

ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

SECTION III – TYPE OF WORK PROPOSED (CHECK ALL THAT APPLY)

- ☐ ACCESSORY STRUCTURE ☐ ADDITION ☐ ALTERATION / RENOVATION ☐ CHANGE OF USE / OCCUPANCY
☐ DECK ☐ DRIVEWAY / ROW PARKING ☐ GENERATOR ☐ LEGALIZATION ☐ NEW BUILDING
☐ PATIO / TERRACE ☐ PARKING AREA ☐ RETAINING WALL ☐ SHED ☐ SOLAR PANELS ☐ SWIM POOL
☐ TEMP STRUCT / TENT ☐ WETLANDS DISTURBANCE

SECTION IV – USE & OCCUPANCY

EXISTING / CURRENT USE: _____

PROPOSED COMMERCIAL USE: (CHECK ALL THAT MAY APPLY)

- ☐ ASSEMBLY (RESTAURANTS, THEATERS) ☐ BUSINESS (OFFICE, BANKS) ☐ EDUCATIONAL (SCHOOLS)
☐ FACTORY / INDUSTRIAL (MANUFACTURING) ☐ HIGH HAZARD ☐ INSTITUTIONAL (ASSISTED LIVING)
☐ MERCANTILE (RETAIL) ☐ RESIDENTIAL GROUP (APTS, HOTELS) ☐ STORAGE (WAREHOUSE)

PROPOSED RESIDENTIAL:

- ☐ ONE FAMILY DWELLING ☐ TWO FAMILY DWELLING ☐ TOWNHOUSE ☐ DETACHED ACCESSORY STRUCTURE

SECTION V – SUBMISSION CHECKLIST

- ☐ SITE PLAN APPLICATION ☐ OVERVIEW LETTER ☐ BUILDING PERMIT APPLICATION ☐ SHORT EAS FORM
☐ SURVEY & DETAILED DRAWINGS ☐ ESCROW POLICY AFFIDAVIT ☐ ADDITIONAL INFORMATION

SECTION VI – APPLICATION FEE: \$250 ESCROW FEE: DEPENDENT UPON SPECIFICS OF APPLICATION

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SECTION VII — CONTACT INFORMATION: (PLEASE PRINT CLEARLY. ALL INFORMATION MUST BE CURRENT)

ARCHITECT: _____

ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

ENGINEER: _____

ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

SITE PLANNER: _____

ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

LEGAL COUNSEL: _____

ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

SECTION VIII — APPLICANT CERTIFICATION

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS & EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE & CORRECT. ALL PROVISIONS OF LAWS & ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR LAND USE OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

ZONE: _____ SECTION: _____ BLOCK: _____ LOT: _____

ADDITIONAL BOARD / DEPT. APPROVALS REQUIRED:

☐ ARB ☐ ZONING ☐ DPW / ENGINEERING ☐ WCDOH ☐ WETLANDS ☐ FLOOD DEV
☐ WC PLANNING ☐ COUNTY ROAD ☐ STATE ROAD

BUILDING DEPARTMENT CHECKLIST:

☐ SITE PLAN APPLICATION ☐ OVERVIEW LETTER ☐ BUILDING PERMIT APPLICATION ☐ SHORT EAS FORM
☐ SURVEY & DETAILED DRAWINGS ☐ ADDITIONAL INFO ☐ APP FEE ☐ ESCROW FEE ☐ PUBLIC NOTICE & MAILINGS

PAYMENT: ☐ APP CHECK #: _____ ☐ CASH ☐ ESCROW CHECK #: _____

NAME ON CHECK: _____

BLDG. INSPECTOR SIGN OFF: _____ DATE: _____