



# Village of Kings Point

## PLANNING BOARD APPLICATION FOR LAND DEVELOPMENT INSTRUCTIONS

All site, civil, grading, and architectural house design drawings **MUST** be prepared by a NY State professional engineer or registered architect. The survey **MUST** be prepared by a NY State licensed land surveyor. The landscape plan **MUST** be prepared by a NY State registered landscape architect. Provide 1 original & 9 copies of each of the documents listed below. 10 complete collated packets must be submitted. Collating must be done prior to submission. PDF document files must be provided. Incomplete applications will be rejected.

1. **Application Forms:** Every page of this application form must be completed, notarized and signed where required, and submitted as a package. Any additional required documents must also be submitted.
2. **Deed:** Provide a copy of the most recent deed for the subject property.
3. **Survey:** Provide a recent survey of the subject property showing the following information. The survey must document all existing natural site conditions and manmade structures. The survey must include: Quantified gross lot area and lot area with defined exclusions as defined in Village Code Section 161-3, Contoured site topography in the 1988 North American Vertical Datum, F.I.R.M. Flood Zones, and all Tidal and Freshwater wetlands confirmed by the N.Y.S.D.E.C. Topographic contours shall be projected fifty (50) feet from all property lines on to all adjacent streets and properties. Show all waterways, sewers, sanitary and drainage facilities, utilities, bulkheads, walls, roads, impervious surfaces, all trees over 6 inches in diameter, and existing fences. The survey must document the elevation of the cellar floor, first floor, second floor, and roof.
4. **Civil Site Plan:** Provide a comprehensive and fully engineered civil site development plan showing the following information: All the property owned or controlled by the applicant and all other property within fifty (50) feet of applicant's property. All existing and proposed topographical contours. All existing and proposed waterways, sewers, sanitary and drainage facilities, utilities, bulkheads, walls, buildings, roads, impervious surfaces, all trees over 6 inches in diameter, and fences. A 6-foot tall chain link temporary safety fence with black privacy mesh must surround the site as well as any other necessary protective features of the work. Engineering calculations of all proposed sanitary and drainage systems must be provided. Structural design load calculations must be provided for all structures such as retaining walls and bulkheads.
5. **Color Coded Cut/Fill Grading Plan:** All changes of grade shall be shown on a separate color-coded site plan with no less than 6 differentiating colors. Areas to be cut shall be shown in three separate colors to distinguish cuts of 0 to 2 feet, 2 to 4 feet, and 4 to 6 feet. Any area to be cut more than 6 feet shall be shown in an additional color. Areas to be filled shall be shown in three separate colors to distinguish fill of 0 to 2 feet, 2 to 4 feet, and 4 to 6 feet. Any area to be filled more than 6-feet shall be shown in an additional color. A cut/fill legend must be provided indicating the depth of cut or fill that each color represents. All 10 copies **MUST** be color coded.
6. **Color Coded Landscape Plan:** A color coded landscape plan must be provided showing the final layout of all the proposed site improvements including but not limited to patios, swimming pools, terraces, driveways, gazebos, finish materials, and scheduled plantings. All 10 copies **MUST** be color coded.
7. **Erosion Control Plan:** For land disturbance in excess of one acre provide a Storm Water Pollution Prevention Plan (SWPPP). For land disturbances under one acre provide an erosion and sediment control plan showing how storm water erosion of soil will be contained on site during construction using best management practice methods.
8. **Tree Removal Plan:** Provide a tree removal and tree protection schedule with corresponding location plan.
9. **Architectural House Plans:** Provide comprehensive proposed floor plans, building elevation views, and building sections of all proposed structures. All drawings must include the proposed height elevations of cellar floor level, first floor level, second floor level, top of roof, top of foundation, top of roof eaves. The elevation views must include areas of the façade that are below grade; this includes cellar space concealed behind rows of retaining walls, and lower level walkout entrances.
10. **Existing Property Cross Sections:** Provide diagrammatic cross sections through the subject property and neighboring properties, drawn to scale, showing the elevations of the existing dwellings. This must include all existing floor levels, existing final grade levels, & existing roof heights.
11. **Proposed Property Cross Sections:** Provide diagrammatic cross sections through the subject property and neighboring properties, drawn to scale, showing the elevations of all proposed structures. This must include all proposed floor levels, proposed final grade levels, proposed building roof heights, proposed sanitary and drainage structures, and their relationship to the elevation of ground water levels. Elevation values must be assigned to each proposed design feature. The proposed property cross sections shall be drawn to the same scale as the existing property cross sections (see the previous requirement on this application)
12. **Soil Boring Logs:** The plan shall be supported in all its features by detailed and complete engineering data and accompanied by logs of test borings made through any soft, silty, clayey or peat soils to rock or, where there is not rock, into at least (5) feet of firm, hard strata of sand, gravel or soils of like character. Test borings shall be no less than 50-feet apart from each other with 1 boring per 2500 square feet of building footprint and at the front and rear for all on site drainage and sanitary systems to a depth of at least 32-feet. The presence of ground water must be shown. Such test borings shall be certified by a professional engineer.
13. **Trucking Schedule:** If a volume of more than 5000 cubic feet (185 Yards) of fill material is being removed from or imported to the site, a trucking schedule must be provided. The trucking schedule must show the maximum daily number of trucks going to and from the site, the total number of days required to complete the trucking, the size and capacity of the trucks, and the times of day when the trucks will be operating.
14. **List of Drawings:** Provide a complete list of all drawings containing the drawing title, sheet number, date, and last revision date.
15. **Application Fee:** The application fee is \$1000.00 plus \$5.00 per cubic yard of soil, sand, gravel, or other fill or similar material to be removed from or placed upon any land within the Village. All checks are payable to Village of Kings Point
16. **Application Deposit:** The initial application deposit is \$5,000.00. A separate check must be payable to Village of Kings Point.

VILLAGE OF KINGS POINT

32 STEPPINGSTONE LANE, KINGS POINT, NEW YORK 11024

516-504-1000

17. **Notice:** A notice, in a form provided by the Village, must be given by the applicant to property owners or others within a 400-ft. radius of the lot lines of the subject property and the clerk of any adjacent municipality, other than the City of New York, within 500 feet of the affected premises including the Town of North Hempstead, and the Village of Kings Point, with regard to the application. Such notice shall be sent by the applicant in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service. Such notice shall be sent not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed. The applicant shall file with the application a radius map showing all of the properties for which the notice is required to be served, with the tax map section, block, and lot numbers shown on the radius map; a list of the owners' names and mailing addresses for all of the properties identified on the radius map, with the tax map designations for such properties. If the property is within the Village, the applicant shall use the then-current Village assessment roll for such information. A copy of the radius map along with the meeting notification must be provided to all parties that are being notified of said hearing. Not less than 10 days prior to such meeting, the applicant shall file with the clerk of such board or commission an affidavit of service of the required notice; and proof of delivery of each of such notices from the courier service. (See pages 8, 9, 10 of this application).



*Village  
Kings of Point*

**PLANNING BOARD  
APPLICATION FOR LAND DEVELOPMENT**

Case No: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Is this an application to import/export fill material at the subject property? \_\_\_\_\_ (Yes or No) If yes, provide the total number of cubic yards of fill material to be imported/exported at the site: \_\_\_\_\_

Is this an application to re-grade the existing topography of the site? \_\_\_\_\_ (Yes or No) If yes, provide a brief description of the proposed work and state what necessitates this application. Cite any sections of Village Code Chapter 100 as required.

Does the subject property have any open or expired building permits? \_\_\_\_\_ (Yes or No) If yes, provide a list of the open or expired building permits.

Does the subject property have any outstanding violations? \_\_\_\_\_ (Yes or No) If yes, provide a list of the outstanding property violations.

Have any Kings Point Village Boards rendered any decisions on the subject property? \_\_\_\_\_ (Yes or No). If yes, provide a list of those Village Boards along with their case numbers, and provide copies of the decisions.

**Ownership Affidavit**

Name of Owner (print name): \_\_\_\_\_ Being duly sworn depose and state that I am the owner of the property known as (subject property location): \_\_\_\_\_

That all statements made in this application are true to the best of my knowledge and belief. I hereby authorize the members of the Planning Board (PB), the Building Inspector of the Village of Kings Point, and Legal Counsel to the PB, to enter upon and inspect my property prior to the PB rendering a determination with regard to this application, at any and all reasonable times. I also understand that any approvals granted by the PB do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department.

Sworn to before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Signature of Owner

Notary Stamp:



*Village of Kings Point*

**PLANNING BOARD  
APPLICATION FOR LAND DEVELOPMENT**

Subject Property Address: \_\_\_\_\_

Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

Subject Property Owner: \_\_\_\_\_

Provide the total number of cubic yards of fill to be imported to the site: \_\_\_\_\_

Provide the total number of cubic yards of fill to be removed from the site: \_\_\_\_\_

**Professional Design Affidavit (Civil Site Plans and Color-Coded Cut/Fill Grading Plans)**

I hereby state that I am the architect/engineer of the civil site plans and color-coded cut/fill grading plans submitted with the application and that I have been authorized to design these plans by the above-mentioned owner of the subject property. I further certify that the plans submitted comply with all applicable federal, state, and county laws, and with the ordinances and regulations of the Village of Kings Point. I further state that I am aware that I am required to be present at the scheduled meeting of the Planning Board on behalf of this application. I also understand that any approvals granted by the Planning Board do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department and have advised the homeowner of the same.

Sworn to before me this \_\_\_\_\_ day \_\_\_\_\_

Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Print name of Architect/Engineer

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Signature of Architect/Engineer

Notary Stamp:

(Professional Seal)

**Professional Design Affidavit (Architectural House Plans)**

I hereby state that I am the architect/engineer of the architectural house plans submitted with the application and that I have been authorized to design these plans by the above-mentioned owner of the subject property. I further certify that the plans submitted comply with all applicable federal, state, and county laws, and with the ordinances and regulations of the Village of Kings Point. I further state that I am aware that I am required to be present at the scheduled meeting of the Planning Board on behalf of this application. I also understand that any approvals granted by the Planning Board do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department and have advised the homeowner of the same.

Sworn to before me this \_\_\_\_\_ day \_\_\_\_\_

Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Print name of Architect/Engineer

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Signature of Architect/Engineer

Notary Stamp:

(Professional Seal)

**Professional Design Affidavit (Landscape Plans)**

I hereby state that I am the landscape architect of the landscape plans submitted with the application and that I have been authorized to design these plans by the above-mentioned owner of the subject property. I further certify that the plans submitted comply with all applicable federal, state, and county laws, and with the ordinances and regulations of the Village of Kings Point. I further state that I am aware that I am required to be present at the scheduled meeting of the Planning Board on behalf of this application. I also understand that any approvals granted by the Planning Board do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department and have advised the homeowner of the same.

Sworn to before me this \_\_\_\_\_ day \_\_\_\_\_

Of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Print name of Landscape Architect

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Signature of Landscape Architect

Notary Stamp:

(Professional Seal)

**VILLAGE OF KINGS POINT**  
**PLANNING BOARD**  
**SUPPLEMENTAL ZONING INFORMATION**

Owner(s) Name: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Residential District (Please check one): A2 Zone: \_\_\_\_\_ A Zone: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot (s): \_\_\_\_\_

New House Construction: (Please check one) Yes: \_\_\_\_\_ No: \_\_\_\_\_ Accessory Structure: (Please check one) Yes: \_\_\_\_\_ No: \_\_\_\_\_

Additions/Alterations to Existing: (Please check one) Yes: \_\_\_\_\_ No: \_\_\_\_\_ Landscape Plan: (Please check one) Yes: \_\_\_\_\_ No: \_\_\_\_\_

Description of Work: \_\_\_\_\_

<u>DESCRIPTION</u>	<u>MAX/MIN PERMITTED</u>	<u>EXISTING</u>	<u>PROPOSED</u>
<u>Lot Area (Gross &amp; Net)</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-11.A / 161-18.A			
<u>Street frontage</u>	_____ feet	_____ feet	_____ feet
VC: 161-11.B / 161-18.B			
<u>Lot Width</u>	_____ feet	_____ feet	_____ feet
VC: 161-11.C / 161-18.C			
<u>Front Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.A / 161-17.A			
<u>Side Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.B / 161-17.B			
<u>Side Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.B / 161-17.B			
<u>Rear Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.C / 161-17.C			
<u>Floor Area</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-30.1			
<u>Building Area</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-30.2			
<u>Building Height</u>	_____ feet	_____ feet	_____ feet
VC: 161-30.4.A			
<u>Accessory Structures</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-24			

Front Yard Impervious Surface Coverage: (Provide percentage % of coverage)

VC: 161-30.3.A

Area of Front Yard(s) \_\_\_\_\_ square feet

Area of Front Yard Impervious Surfaces \_\_\_\_\_ square feet \_\_\_\_\_ % (35% maximum)

Total Lot Impervious Surface Coverage: (Provide percentage % of coverage)

VC: 161-30.3.B

Net Lot Area \_\_\_\_\_ square feet

Area of Total Lot Impervious Surfaces \_\_\_\_\_ square feet \_\_\_\_\_ % (55% maximum)

Changes in Grade: VC: 100-2 and 100-11

Existing First Floor Elevation: \_\_\_\_\_ Proposed First Floor Elevation: \_\_\_\_\_

Difference: \_\_\_\_\_ feet

Existing Average Mean Grade Elevation: \_\_\_\_\_ Proposed Average Mean Grade Elevation: \_\_\_\_\_

Difference: \_\_\_\_\_ feet

Proposed Average Mean Grade Elevation: \_\_\_\_\_ Proposed First Floor Elevation: \_\_\_\_\_

Difference: \_\_\_\_\_ feet

Amount of fill material being excavated from the site for construction: \_\_\_\_\_ cubic feet

Amount of excavated fill material being redistributed on the site for grading: \_\_\_\_\_ cubic feet

Amount of fill material being imported to the site: \_\_\_\_\_ cubic feet

Amount of fill material being removed from the site: \_\_\_\_\_ cubic feet

(professional seal)

Sworn to before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Architect/Engineer

Notary Public Signature

Print Architect/Engineer's Name

Notary Public Seal:

Architect/Engineer's Address

**VILLAGE OF KINGS POINT**  
**PLANNING BOARD**  
**ZONING CERTIFICATION STATEMENT**

Subject Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

The undersigned professional hereby certifies that the attached plans meet all of the requirements of the Village of Kings Point Village Code, except the following:

1. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
2. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
3. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
4. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
5. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
6. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
7. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
8. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
9. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_
10. Village Code: \_\_\_\_\_  
Reason: \_\_\_\_\_

I acknowledge that the Planning Board is relying on the accuracy of this statement in order to make a proper determination regarding this application. I understand that in the event that said certification is incorrect, a new application will have to be made to the Planning Board, with new fees, and the customary time period in filing and processing will have to be followed.

(Professional Seal)

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Architect/Engineer

\_\_\_\_\_  
Print Architect/Engineer's Name

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Architect/Engineer's Address

Notary Public Seal:



*Village of  
Kings Point*

PLANNING BOARD  
APPLICATION FOR LAND DEVELOPMENT

DISCLOSURE AFFIDAVIT  
GENERAL MUNICIPAL LAW SECTION 809

(PLANNING BOARD) (BOARD OF APPEALS) (BOARD OF TRUSTEES)  
(ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD) (LANDMARKS PRESERVATION COMMISSION)

VILLAGE OF KINGS POINT

----- X

In the Matter of the Application of

\_\_\_\_\_

DISCLOSURE  
AFFIDAVIT  
General Municipal Law  
Section 809

-----X

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

\_\_\_\_\_, being duly sworn, deposes and says:

1. I am the (applicant with respect to)(owner of the premises which are the subject of) the attached application.
2. I make this affidavit for the purposes of complying with the requirements of General Municipal Law Section 809.
3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of North Hempstead, or the Village of Kings Point, and no party officer of any political party, has an interest in the attached application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none, state "NONE"):

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Nature of Interest</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public



*Village of  
Kings Point*

**PLANNING BOARD  
APPLICATION FOR LAND DEVELOPMENT**

**NOTIFICATION REQUIREMENTS**

1. Provide a 400-foot Radius Map drawn to scale showing:
  - Section/Block(s)/Lot(s) of each parcel to be depicted on map.
  - Name of property owner(s) of each parcel/lot to be depicted on map.
  - Street address of each parcel to be depicted on map.
  - Indicate if parcel is 'improved or unimproved' to be depicted on map.
  - Separate list showing Section/Block(s)/Lot(s), name of property owner(s), and street address.
  - Owner or Applicant must sign Radius List & Map.
  - All property owner(s) are to be the last owner(s) of record of the property as shown by the Clerk's Office of the Village of Kings Point.
2. A notification must be provided that **MUST** contain each of the following:
  - Name of the owner(s) of the property which is the subject of the application.
  - Name of the applicant and relationship to the owner.
  - Address of the property which is the subject of the application.
  - Section/Block(s)/Lot(s) of the property which is the subject of the application.
  - The scheduled date, time, and location of the public hearing.
  - A short statement explaining the nature of the application, which shall include the section(s) of the Kings Point Code involved.
  - State the Zoning District in which the subject property is situated. Half acre A Zone or Full acre A2 Zone.
3. Manner of Notification:
  - The applicant is required to send a notice to property owners or others within a 400-ft. radius of the lot lines of the subject property and the clerk of any adjacent municipality, other than the City of New York, within 500 feet of the affected premises including the Town of North Hempstead, and the Village of Kings Point, with regard to the application. Such notice shall be sent by the applicant in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service. Such notice shall be sent not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed. The applicant shall file with the application a radius map showing all of the properties for which the notice is required to be served, with the tax map section, block, and lot numbers shown on the radius map; a list of the owners' names and mailing addresses for all of the properties identified on the radius map, with the tax map designations for such properties. If the property is within the Village, the applicant shall use the then-current Village assessment roll for such information. A copy of the radius map along with the meeting notification must be provided to all parties that are being notified of said hearing. Not less than 10 days prior to such meeting, the applicant shall file with the clerk of such board or commission an affidavit of service of the required notice; and proof of delivery of each of such notices from the courier service.





*Village  
Kings of Point*

**PLANNING BOARD  
APPLICATION FOR LAND DEVELOPMENT**

**NOTICE TO PROPERTY OWNERS**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE that the undersigned has made application to the Village of Kings Point Planning Board for:

\_\_\_\_\_  
\_\_\_\_\_

In order to permit:

\_\_\_\_\_  
\_\_\_\_\_

Address of Subject Premises: \_\_\_\_\_  
Section: \_\_\_\_\_, Block: \_\_\_\_\_, Lot(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

A public hearing will be held by the Village of Kings Point Planning Board regarding the above-mentioned application at Kings Point Village Hall located at 32 Steppingstone Lane, Kings Point, New York on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 7:00pm.

All applications and accompanying exhibits are on file at the Kings Point Village Hall and may be viewed Monday through Friday from 9:30am to 4:30pm. At said hearing all parties in interest will be given an opportunity to be heard.

This notice is sent to you in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service under the provisions of the Rules and Regulations of the Village of Kings Point Planning Board requiring the applicant to notify all property owners within a radius of 400-feet of the above mentioned premises.

Name of Subject Property Owner: \_\_\_\_\_  
Name of Applicant (If other than owner): \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

*Village  
Kings of Point*

## AFFIDAVIT OF MAILING NOTICE

Subject Property Address:

I sent by a nationally recognized overnight courier service or the United States Postal Service, in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent; not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed; notice to each person on the list of the names and addresses filed with my application, a true copy of the notice required by the Rules and Regulations of the Planning Board of the Village of Kings Point, a copy of which notice is hereto annexed. Proof of delivery of each of such notices from the courier service from said mailing are attached and made part of this affidavit.

Signature of Owner/Applicant

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_

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Notary Public

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:		State:		Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
3.   a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned _____ acres or controlled by the applicant or project sponsor?				
4. Check all land uses that occur on, are adjoining or near the proposed action: 5.     Urban       Rural (non-agriculture)       Industrial       Commercial       Residential (suburban) <input type="checkbox"/> Forest     Agriculture                   Aquatic       Other(Specify): <input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	N/A  <input type="checkbox"/>  <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest    Agricultural/grasslands    Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban    Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO <input type="checkbox"/>	YES <input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

32 Steppingstone Lane  
Kings Point, New York 11024

Claimant's  
Invoice No.

Pay to: \_\_\_\_\_

Street and Number:

City, State: \_\_\_\_\_

Claim	
Check #	
Payee	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	

I HEREBY CERTIFY the above articles were sold and delivered and / or the above service rendered to the Village of Kings Point on the dates and for the prices or amounts billed; that the above bill is just, true and correct; that no part thereof has been paid except as stated therein and that the balance therein is actually due and owing and that taxes from which the Village of Kings Point is exempt are excluded therefrom.

Signature \_\_\_\_\_

\_\_\_\_\_

(Title)

Date \_\_\_\_\_ (Name of Company)

Tax I.D. # \_\_\_\_\_ Social Security # \_\_\_\_\_

I HEREBY APPROVE this claim for services rendered and disbursements for Equipment, materials, supplies and other expenses as herein indicated, which were for the Village of Kings Point

<u>Date</u>	<u>Name</u>	<u>Title</u>	<u>Appropriation</u>