



Village of Kings Point

WAIVER APPLICATION PLANNING BOARD

INSTRUCTIONS

1. **Application Form:** Provide a completed application form. The property owner must have their signature notarized on the form. The architect/engineer must sign and seal the form.
2. **Zoning Certification Form:** The zoning certification form must be completed and signed and sealed by the architect/engineer.
3. **Deed:** Provide a copy of the most recent deed for the subject property.
4. **Photographs:** Provide full color photographs of the existing property including existing structures on the property taken from all sides.
5. **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 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.
6. **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.
7. **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.
8. **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.
9. **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.
10. **Tree Removal Plan:** Provide a tree removal and tree protection schedule with corresponding location plan.

11. **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.
12. **Existing Property Cross Sections:** Provide diagrammatic cross sections through the entire property, drawn to scale, showing the elevations of the existing dwelling. This must include all existing floor levels, existing final grade levels, & existing roof heights.
13. **Proposed Property Cross Sections:** Provide diagrammatic cross sections through the entire property, 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)
14. **Electronic Documents:** Provide electronic viewable PDF files of all the above-mentioned documents by Email or thumb drive.
15. **Fees:** An application fee of \$1000.00 must be paid at the time of submission. Checks must be payable to Village of Kings Point.

ONE FULL SIZED SIGNED AND SEALED ORIGINAL OF ALL THE ABOVE-MENTIONED DOCUMENTS MUST BE SENT TO THE BUILDING DEPARTMENT FOR VILLAGE RECORDS.



Village of Kings Point

**WAIVER APPLICATION
PLANNING BOARD**

This application is submitted for a waiver from the Planning Board in accordance with Village Code § 100-14

Property Location: _____
Section: _____, Block: _____, Lot(s): _____

Property Owner Name: _____
Address: _____
Home Phone: _____ Mobile Phone: _____ Business: _____ Email: _____

Architect/Engineer of Record: _____
Address: _____
Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

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

State proposed work in detail: _____

Signature of Architect/Engineer

Print Architect/Engineer's Name

Architect/Engineer's Seal

Architect/Engineer's Address

Name of Owner (print name): _____ Being duly sworn depose and state that I am the owner of
the property known as (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, the Building Inspector of the Village of Kings Point, and Legal Counsel to the Planning Board, to enter upon and inspect my property prior to the Planning Board rendering a determination with regard to this application, at any and all reasonable times.. 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 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
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 Stamp:

Date Received: _____

Fees: _____