



**INCORPORATED VILLAGE OF MANORHAVEN**  
**"THE PEARL OF MANHASSET BAY"**

33 Manorhaven Boulevard  
Port Washington, New York 11050  
Phone: (516) 883-7000; Fax: (516) 439-5574  
[www.manorhaven.org](http://www.manorhaven.org)

**INSTRUCTIONS FOR FILING A SITE PLAN REVIEW APPLICATION**  
**PLANNING BOARD**

**10 COLLATED COPIES OF THE FOLLOWING:**

1. COMPLETED APPLICATION
2. ARCHITECT'S SITE PLAN
3. GRADING AND DRAINAGE PLAN
4. CURRENT SURVEY
5. CURRENT DEED OR PROOF OF OWNERSHIP
6. NOTARIZED AFFIDAVIT OF OWNERSHIP OR AUTHORIZATION OF REPRESENTATION
7. PHOTOGRAPHS OF CURRENT PROPERTY
8. ENVIRONMENTAL ASSESSMENT FORM
9. WAIVER OF ACTION LETTER FROM NASSAU COUNTY PLANNING COMMISSION
10. APPLICATION FEES: \*UNDER 5 ACRES \$ 500 - 2 FAMILY FEE / \$3500 ESCROW DEPOSIT (EXPENSES)
11. CHAPTER 155-63-(5) REQUIRED PERFORMANCE BOND AS SET BY PB/BOT
12. PROVIDE 200 FT RADIUS MAP WITH LIST OF PROPERTY OWNERS WITHIN 200 FT OF SUBJECT PROPERTY (CHAPTER 155-63-4)
13. SAMPLE NOTICE OF MAILING OF PROPOSED HEARING TO ADJOINING PROPERTY OWNERS (WILL BE PROVIDED BY VILLAGE CLERK)

**SEND BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, BETWEEN 10 AND 20 DAYS PRIOR TO THE HEARING DATE. PROVIDE THE POST OFFICE RECEIPTS FOR EACH LETTER AND BRING THE GREEN RETURN RECEIPT POST CARDS TO THE HEARING TO SUBMIT TO CLERK AS PART OF YOUR APPLICATION. ALSO SUBMIT ENCLOSED AFFIDAVIT OF MAILING.**



## SITE PLAN REVIEW APPLICATION

**PLANNING BOARD – INC. VILLAGE OF MANORHAVEN**  
**33 Manorhaven Blvd., Port Washington, NY 11050**  
**516-883-7000; BUILDING DEPT. FAX 516-439-5574**

DATE RECEIVED \_\_\_\_\_

PLANNING BOARD # \_\_\_\_\_

FEE PAID \_\_\_\_\_

ESCROW DEPOSIT \_\_\_\_\_

1. SITE LOCATION \_\_\_\_\_

2. SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

3. OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

4. AGENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

5. AREA OF PROPERTY \_\_\_\_\_ ZONING \_\_\_\_\_

6. PRESENT PROPERTY USE \_\_\_\_\_

7. PROPOSED USE \_\_\_\_\_

8. ADJOINING PROPERTY USES \_\_\_\_\_

9. WILL VARIANCE BE NEEDED? DESCRIBE \_\_\_\_\_

10. WILL BUILDINGS BE DEMOLISHED? \_\_\_\_\_

11. WHAT WILL THE ENVIRONMENTAL IMPACT BE? \_\_\_\_\_

12. INDICATE WHICH TAX ROLL YOU'LL USE FOR RADIUS MAP:  Nassau County  Manorhaven

**One of the following affidavits must be completed:**

*Affidavit to be completed by Corporation Owner*

**STATE OF NEW YORK  
COUNTY OF NASSAU**

\_\_\_\_\_ being duly sworn, deposes and says he is the owner in fee of the property described in the foregoing application and that the statements contained therein are true to the best of his knowledge and belief.

\_\_\_\_\_  
Signed  
Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

*Affidavit to be completed by Corporation Owner*

**STATE OF NEW YORK  
COUNTY OF NASSAU**

\_\_\_\_\_ Being duly sworn, deposes and says he resides at  
\_\_\_\_\_ in the county of \_\_\_\_\_ in the State of \_\_\_\_\_

That he is the \_\_\_\_\_ of \_\_\_\_\_  
the corporation which is owner in fee of the property described in the foregoing application and that the statements contained therein are true to the best of his knowledge and belief.

\_\_\_\_\_  
Signed  
Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

*Affidavit to be completed by Agent of Owner*

**STATE OF NEW YORK  
COUNTY OF NASSAU**

\_\_\_\_\_ Being duly sworn, deposes and says he is the agent named in the foregoing application, that he has been duly authorized by the owner in fee to make this application and that the foregoing statements contained therein are true to the best of his knowledge and belief.

\_\_\_\_\_  
Signed  
Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres      Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN <b>ANY</b> ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:  C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:  C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:  C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:  C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:  C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:  C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which <b>MAY</b> occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action <b>WILL NOT</b> result in any significant adverse environmental impacts <b>AND</b> provide, on attachments as necessary, the reasons supporting this determination.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (If different from responsible officer)



# Affidavit of Mailing

State of New York)  
  ) ss:  
County of Nassau)

\_\_\_\_\_, being duly sworn, deposes and says that I am the owner / agent for the owner (cross out incorrect one) and on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, I served a copy of the attached Notice to Owners of Adjoining Properties to the owners of record at the address indicated on the attached listing of Owners of Adjoining Properties. The said list, comprising all the owners of property with a two hundred foot radius of the subject property, was sealed in a post paid envelope and deposited at the U.S. Post Office.

The lists of names compiled for the radius map was obtained from the following tax records:

Nassau County     Town of North Hempstead     Village of Manorhaven

The said Notice was mailed by Certified Mail, return receipt requested. The mailing receipts and the returned cards are attached hereto.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day of 20\_\_\_\_\_

\_\_\_\_\_  
Notary



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**NOTICE OF PLANNING BOARD HEARING**

Mail copy to ALL PROPERTY OWNERS within 200-ft. radius of property via Certified Mail – Return Receipt

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

List Properties Owners Name

\_\_\_\_\_  
List Properties Owners Address

**PLEASE TAKE NOTICE** that the undersigned has made an application to the Village of Manorhaven Planning Board as described on the attached legal notice.

**At the premises situated at** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

**A Public Hearing will be held** by Planning Board Village of Manorhaven at the

Village Hall, 33 Manorhaven Boulevard, Port Washington, New York on  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_:\_\_\_\_ PM.

Applicant Name:

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_