



PLANNING BOARD
PRELIMINARY SITE PLAN APPLICATION FORM

NOTE: With this application, your project will receive review at ONE 45-minute Planning Board Work Session. You may submit additional Preliminary Site Plan applications if desired.

The purpose of Preliminary Site Plan review is to enable the applicant together with the Planning Board to examine a forthcoming Site Plan submission prior to the applicant committing substantial effort and/or expense toward the plans and details necessary for a formal Site Plan application. During the Planning Board Work Session, the Board will review the preliminary plan and offer the applicant feedback with respect to layout and use. The applicant should be prepared to discuss the project, how the site will function, and possible alternatives.

Sometimes, however, the Planning Board will be unable to give direction to the applicant regarding Preliminary Site Plan without the details required by a full Site Plan.

The Preliminary Site Plan application must be fully completed and submitted to the Planning Board with the following items:

1. **Review Fee \$400.00** in the form of cash or check made payable to the Village of North Haven
2. **Nine (9)** copies (original plus eight copies) of the completed application form
3. **Nine (9)** copies of plans (i.e. survey/site plan/drawings) confirming to the requirements of Section 163 of the Village Code.

*All paper copies of documents, plans, maps & photos submitted to the file must also be submitted in digital form. This may be in the form of (1) a flash drive or (2) an email with pdfs.

I. APPLICANT INFORMATION: **DATE:** _____

Current Owner of Record: _____

Address: _____

Phone: _____ Email: _____

Applicant/Agent (if other than owner): _____

Address: _____

Phone: _____ Email: _____

II. PROPERTY INFORMATION

Suffolk County Tax Map #: 901- _____

Street Address: _____

Zoning District: (Circle One) R-1 R-2

III. PROJECT INFORMATION

Reason for Application: (Please check one or more)

- New Structure
- Expansion of Structure or Use
- Alteration of Structure or Site
- Change of Use
- Clearing of Land

Describe the project in detail. (If additional space is needed please attach) **NOTE: A thorough and comprehensive description is necessary for the Planning Board to properly evaluate the proposal.**

Lot Coverage: As defined in § 163-13 of the Village Code

Existing: _____ **Proposed:** _____

Clearing: As defined in § 163-20 of the Village Code

Existing: _____ **Proposed:** _____

AUTHORIZATION:

I, **the owner**, hereby authorize the Building Department, the Planning Board, and the Village's Environmental Consultant to enter the subject parcel to review the pending application for preliminary site plan review. Village employees are also authorized to enter the premises to ascertain compliance with zoning and other building laws, regulations and ordinances.

Signed: _____ Date: _____

ACKNOWLEDGEMENT

STATE OF _____)

ss:

COUNTY OF _____)

On the _____ day of _____, in the year _____, before me personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to this instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed this instrument.

Notary Public