Planning Board
The Village of Babylon
153 West Main Street
Babylon, NY 11702
631-669-1300

Planning Board Application

Property Address: _____

Tax Map: District 102 Section_____ Block_____Lot_____Zone_____

Applicant: _____

Address of Applicant: _____

Proposed Action: _____

Filing Fees

( ) Special Permission (decks, fences, driveway alterations) $ 50.00

( ) Site Plan Review $250.00

( ) Residence O District
( ) Residence M District
( ) Marine Commercial District
( ) Retail Business
( ) Industrial District
( ) Advanced Living M.R. District
( ) Residence Railroad Station District

( ) Site Plan Change $100.00

( ) Subdivision of a parcel which is part of a filed map and requires no roads. $150.00

( ) Subdivision of property which includes Town Houses. Usually will require new roads, drainage systems, engineering drawings and detailed planning. Public hearing required before formal subdivision plat is approved. $400.00

( ) Subdivision requiring Suffolk County Planning Review (extra fee) $50.00

( ) Other

Payment Received: ( ) Cash ( ) Check

Amount: $_____ By: _____ Date: _____

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PROPERTY OWNERS ENDORSEMENT

(to be completed if the applicant/business owner is not the property owner)

COUNTY OF SUFFOLK
SS:
STATE OF NEW YORK

_____being duly sworn,

Deposes and says that (s)he resides at _____in

The County of _____, and State of _____, and that (s)he in

owner in fee or _____of the _____

Corporation, which is the owner in fee of the premises described in the foregoing

application to the Planning Board and that (s)he has authorized

_____to make the foregoing application

and /or represent the owner at the Planning Board hearing.

_____

_____

Sworn before me this

_____Day of _____, 20_____

_____
Notary Public, Suffolk County

PROCEDURES FOR FILING APPLICATION TO PLANNING BOARD

The following information must be submitted with your Planning Board application:

RESTAURANTS:

Interior:

1. **Interior plans with kitchen, seating and bar areas sited (professionally drawn) noting the following:**
    - **Number of employees**
    - **Hours of operation**
    - **Number of seats at tables**
    - **Number of seats at bar**
    - **Interior Square footage of kitchen, seating and bar areas noted**

Exterior:

1. **Survey**
2. **Site Plan with available parking, dumpster location and grease trap if required. (fully dimensioned)**
3. **Outside seating, if applicable**
4. **2 copies of all of above**

RES-O – PROFESSIONAL OFFICES

Interior:

1. **Interior plans (professionally drawn) noting the following:**
    - **Interior floor plans with square footage**
    - **Hours of operation**
    - **Number of employees**
    - **Number of patients/clients per hour**

Exterior:

1. **Survey**
2. **Site Plan with number of parking spaces, dumpster location (fully dimensioned)**
3. **2 copies of all of above**

RESIDENTIAL

Exterior:

1. Driveway changes: Survey/Site Plan – showing driveway and curb cut (fully dimensioned)
   Be advised – all driveway modifications expanding the driveway surface or any new driveways must include drainage. (see attached)
2. Second story balconies: Elevations/drawings – showing second story balconies or decks (fully dimensioned)
3. Survey of property
4. 2 copies of all of above

SUBDIVISIONS

1. Survey as property exists
2. Survey/Site plan of each new proposed lot with building envelopes and driveway locations
3. Matrix detailing all proposed information for each lot
4. Completed SEQRA
5. 2 copies of all of above

ALL COMPLETED APPLICATIONS AND FEE MUST BE RECEIVED 2 WEEKS AND 2 DAYS PRIOR TO THE MEETING TO BE PLACED ON THE NEXT PLANNING CALANDER. PLANNING BOARD MEETS LAST THURSDAY OF EACH MONTH EXCEPT AUGUST. BE ADVISED, ALL DATES ARE SUBJECT TO CHANGE. CHECK WITH THE BUILDING DEPT. ON THE FIRST OF THE MONTH TO CONFIRM MEETING DATE.