



**CITY OF GLEN COVE
Planning Board**

GLEN COVE PLANNING BOARD
STANDING RULES AND PROCEDURES

Adopted: June 26, 1996

AMENDED on August 24, 2010

PROMULGATING AUTHORITY: CITY CODE SECTION 280-16

THE FOLLOWING STANDING RULES AND PROCEDURES (HEREINAFTER "THE RULES") HAVE BEEN ADOPTED BY THE GLEN COVE PLANNING BOARD AND SHALL BE DEEMED SUPPLEMENTARY TO ANY PROVISIONS OF THE CITY CODE OR STATUTORY LAW HAVING APPLICABILITY:

SECTION 1. Every special use permit, site plan, subdivision of land (major and minor), rezoning application and any required supporting documentation (hereinafter collectively and individually referred to as "APPLICATIONS (S)") submitted by an applicant shall comply with these rules in order to be placed on the calendar of the Planning Board.

SECTION 2. Any proposed site plan, subdivision map, rendering, survey, architectural rendering, landscaping design, drainage & elevation plan, and any amendment thereto and any required supporting documentation submitted in furtherance of an initial **APPLICATION** to the Planning Board shall not be deemed sufficient unless (12) twelve complete original sets are submitted at least (14) fourteen days prior to any meeting, preliminary conference or hearing of the Board at which the Applicant wishes to appear. An **APPLICATION** which is deemed insufficient by the Secretary to the Board and the Director of the Building Department shall not be placed on the calendar or if already scheduled, said **APPLICATION** shall be stricken from the Calendar by the Secretary, unless these rules are waived in the discretion of the Chairperson on the grounds that the insufficiency does not prejudice the Board or any member of the public.

SECTION 3. Every **APPLICATION** which has appeared on the calendar of the Planning and which is scheduled to be placed on a subsequent calendar of the Board for further action shall comply with these rules or else said **APPLICATION** may be stricken from the Board calendar by the Chairperson of the Planning Board.

SECTION 4. Every **APPLICATION** is subject to NY SEQRA and Part 617 of the NYCRR which shall be applicable as provided by law. Wherever practicable, joint environmental and zoning/planning hearings shall be held at the same time and place.

SECTION 5. An **APPLICATION** shall not be deemed complete and no preliminary conference or public hearing shall be scheduled to review such application unless all fees have been submitted and all forms have been completed legibly in the opinion of the Secretary to the Board and unless compliance with the Zoning Chapter and/or Subdivision Chapter of the City Code has been certified in the opinion of the Director of the Building Department (hereinafter "DBD") However, the DBD may certify an **APPLICATION** for conceptual review for a preliminary conference of the Board, with the permission of the Chairperson, if in the opinion of the DBD sufficient details of the proposed project have been provided and the Applicant is seeking input from the Planning Board. (See Section 6).

SECTION 6. The DBD shall certify in writing as to whether or not the proposed project described in an **APPLICATION** pending before the Planning Board is in conformance with the Zoning Chapter and whether or not the Zoning Board of Appeals will have subsequent jurisdiction. The BDA may provide any additional information or comments regarding the impact of the proposed project including environmental issues which the applicant should address. At the direction of the Chairperson, in the City's Planning Consultant shall conduct an appropriate planning review of any **APPLICATION**. Wherever the Planning Board deems appropriate, a memorandum from an appropriate City agency including, but not limited to, the Department of Public Works, Fire Department, Police Department and the Landmarks Commission shall be requested concerning the Impact of municipal services including but not limited to: **ROADWAYS (PRIVATE & PUBLIC), SEWERAGE, WATER CONSUMPTION, PUBLIC PARKS AND PUBLIC PARKING, COASTAL DEVELOPMENT, EROSION, LANDMARKS** and related matters.

SECTION 7. The Planning Board at the close of any public hearing held to consider a special use permit, site plan, subdivision map, zone change or other required public hearing may choose to adjourn the matter for deliberations and render a decision at the next regularly scheduled meeting of the Board or any time thereafter.

SECTION 8. All residential subdivision applications shall be reviewed by the Department of Public Works for adequacy of infrastructure, drainage, street access and related matters. It is the responsibility of the Applicant to submit timely documentation to Public Works prior to any final determination by the Planning Board and to reimburse the City of Glen Cove for any expense incurred by the Department of Public Works for the cost of referring a subdivision map to the City's Consulting Engineers. The Director of Public Works may approve minor field variations of a subdivision development due to practical necessity. In addition, the Chairperson may sign a modified subdivision map prepared for filing which substantially conforms to the original map and complies with the provisions of Chapter 245 of the City Code and reflects variations due to practical necessity.

SECTION 9. The Planning Board and the DBD are each authorized by the City Code to obtain reimbursement from an Applicant for any expenses incurred by virtue of hiring consultants who have been retained to review an **APPLICATION** under review by said Board. The Planning Board may in its discretion adjourn a decision of an **APPLICATION** until all outstanding fees have been paid.

SECTION 10. Every Applicant shall disclose the owner(s) of record and his legal relationship to said owner and whether or not he has a contractual "option to buy" pending approval of the **APPLICATION**. Hypothetical or premature **APPLICATIONS** will not be entertained. Every Applicant must have the authority to bind the owner of record.

SECTION 11. Whenever, the Planning Board initially determines to require site plan review for a proposed residential subdivision, pursuant to Section 280.13 of the City Code, there will be joint subdivision and site plan hearing. Under such circumstances there shall be no additional fee required. In the alternative, the Board may require individual site planning on a lot-by-lot basis as a condition of subdivision approval and may waive the requirement of subsequent site plan hearings in its discretion. Under such circumstances, individual site planning shall be charged the fee for an amended site plan each time a submittal is made by the applicant which may cover one or more lots.

SECTION 12. Architectural criteria and design guidance for exteriors of buildings under site plan review shall be established from time to time by the Planning Board or as necessary on a site by site basis to fulfill the objectives and goals of Section 280.14, Section 280.15, and Section 280.16 of the City Code and shall be binding on every project under site plan review.

SECTION 13. ALL FINAL DECISIONS AND RESOLUTIONS OF THE PLANNING BOARD AND THE MINUTES REFLECTING ANY DECISION SHALL BE FILED BY THE SECRETARY OF THE BOARD WITH THE CITY CLERK IN ACCORDANCE WITH THE PROVISIONS OF LAW. FOR THE PURPOSES OF THE STATUTE OF LIMITATIONS, THE DATE OF SUCH FILING SHALL START THE TIME WITHIN WHICH AN AGGRIEVED PARTY MAY SEEK REDRESS IN A COURT OF LAW.

BY ORDER OF THE PLANNING BOARD

cc: City Clerk / Records Access Officer