



## VILLAGE OF SCARSDALE

### **What Is The Planning Board?**

The Planning Board has the authority to advise the Village Board on land use issues, to develop and update the Village Comprehensive Plan and to conduct certain development reviews including subdivisions, site plans and non-residential special use permits. The Planning Board consists of five volunteer members and two alternate members, appointed by the Mayor, subject to the approval of the Board of Trustees. Each member serves for five years, with one member's term expiring each year. The Board's public sessions are held at Village Hall, generally on the fourth Wednesday of each month, except that only one meeting is held during the summer.

The Board considers and approves subdivisions, changes in existing lot lines and lot mergers. The Village subdivision regulations control the orderly development of the community through a process which divides land into lots. The Board ensures certain standards are met such as roadways, drainage systems, land disturbance, access and tree removal. It also recommends to the Village Board the amount of land, or fee in lieu of land, that is to be set aside for Village open space or recreation purposes in connection with every subdivision.

The Planning Board reviews Site plans for all non-residential and multifamily buildings, lots at a distance from a street and lots created as a result of a cluster subdivision approval. Site plan review is an assessment of the arrangement, layout and design of a proposed use on a lot. The Board looks at the potential impacts of all aspects of the site development on the neighborhood. Similarly, the Board reviews and approves Special Use Permit for certain nonresidential uses. These uses are permitted as of right but must meet certain conditions designed to minimize any negative impact such uses might have on the neighborhood. The Planning Board also reviews construction activity on Village-designated wetlands lots through a procedure designed to protect the ecological character of the surrounding area.

The Planning Board advises the Village Board on any proposed zoning changes and, at the request of the Village Board, conducts zoning studies. The Planning Board also reviews new municipal facilities, such as streets, Village owned buildings, parking or recreation areas.

### Types of Planning Board Applications

1. Subdivision of Property including Re-subdivisions or Lot Line Changes and Lot Mergers
2. Site Plan Approval for:
  - Nonresidential and multifamily buildings
  - Lots at a distance from the street
  - Lots approved as cluster subdivisions

3. Special Use Permits for Nonresidential Uses in residential zones (Wireless facilities, private schools, medical offices)
4. Wetlands permit for construction on wetlands properties
5. Appeals from decisions of the Village Engineer regarding construction in flood prone areas or regarding curb cuts.

For Further Information Contact  
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