



Village of Port Chester  
Department of Planning & Economic Development

Village Hall  
222 Grace Church Street, Room 202  
Port Chester, NY 10573

[PLANNING@PORTCHESTERNY.GOV](mailto:PLANNING@PORTCHESTERNY.GOV)

ERIC ZAMFT, AICP, DIRECTOR



## *PROJECT PROPOSAL FORM*

This Project Proposal Form (PPF) must be submitted to the Department of Planning & Economic Development prior to scheduling a Pre-Categorization/Submission meeting with staff. The PPF must be included in any submission to be heard by the Planning Commission. Please allow a minimum of ten (10) business days from time of submission for staff review. Submit completed form electronically to [planning@portchesterny.gov](mailto:planning@portchesterny.gov).

<u>Applicant Information</u>
Name:
Address:
Phone:
Email:
<u>Property Owner Information (if different than above)</u>
Name:
Address:
Phone:
Email:
<u>Property of Interest</u>
Address:
Describe the existing use at the site (e.g. retail, office, restaurant, warehouse, vacant, etc.):

This document summarizes preliminary project information, and does not necessarily include all issues of concern to the Village. Form subject to change at discretion of Village Staff.

Development Proposal

Description of proposed project. Please be as specific as possible. Please attach any additional information, description, photos, etc. as needed to explain the proposal to the back of this form as needed.

Will there be any truck or other deliveries? If so, list frequency and number of deliveries by the type of truck (van, box truck, tractor trailer). Will the proposal pose an increase in the number of deliveries compared to the existing use?

Is any parking currently provided on-site? If so, how many spaces?

Will there be any exterior work completed (parking lot, building façade, sidewalk, drainage, signage, etc.? Will there be any interior work completed? Is there any construction proposed, such as additions or demolitions?

Will the project create additional impervious surface area? An impervious surface is one that does not permit the passage of water, i.e. parking lots, sidewalks, rooftops, etc.

Has a Property Search been conducted through the [Building Department](#)? If so, for what use was the last Certificate of Occupancy (CO) issued by the Building Inspector and in which year?

Are there any open Building Permits or Code Violations at the subject property(ies)?

Applicant, if other than Owner (print name) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant, if other than Owner (signature) \_\_\_\_\_ Date: \_\_\_\_\_

**SPACE BELOW IS FOR OFFICE USE ONLY**

*DATE RECEIVED:*

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**STAFF VERIFICATION**

Section, Block, Lot:

Zoning District:

Total lot size (sqft):

Building footprint (sqft):

Approved existing use:

Proposed use:

P

SE

X

Reviewed by:

*NOTES:*
