

# Village of North Hills

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## PROCEDURES FOR FILING APPLICATION TO PLANNING BOARD

### **PROVIDE FOURTEEN (14) COLLATED SETS AND THREE (3) ELECTRONIC SETS OF THE FOLLOWING DOCUMENTS:**

1. Cover letter addressed to the Planning Board Chairman including owners name, property address and description of project
2. Completed, Notarized Planning Board Application
3. Environmental Assessment Form (short form for single family, long form for all others)
4. Disclosure Affidavit
5. Survey of Property
6. Architectural Plans or Description of Project (site plan, floor plans)
7. Radius Map and List of Adjoining Property Owners including
  - a) 250 foot radius of all properties, (including condominium units) with the name and address of property owner, section, block and lot number
  - b) All uses with 400 feet
  - c) A statement if there are any county or state facilities within 500 feet
  - d) Stamp and signature of engineer or surveyor on maps
8. Filing Fee (varies with each application)
9. Notice Requirements - After filing the application, the Public Hearing notice must be sent by first class mail and certified mail, return receipt requested to all properties within a 250 foot radius (including condominium units) and the President and Managing Agent of the Condominium where the property is located, at least **10 business days before the date of the hearing**. The **Affidavit of Mailing must** be filed in the village office **5 days prior** to the hearing and all mailing receipts must be submitted to the village office on or before the business day prior to the date of the hearing.