

# Nassau County Planning Commission Municipal Zoning Referral Process



***BEST PRACTICES FOR PUBLIC HEARINGS***

# Referral Turnaround

Staff presents referral  
to NCPC.

NCPC  
recommendation:

*LOCAL DETERMINATION*

*MODIFICATION*

*DENIAL*

**Municipality  
refers  
zoning/planning  
application to  
NCPC Staff**

**Staff reviews  
application and  
schedules on  
next available  
NCPC meeting**

**Staff prepares  
resolution and  
forwards to  
municipality  
[within 2 days of  
NCPC Hearing]**

**30  
Days**

# Typical Zoning Referral Calendar

Nassau County Planning



Zoning Agenda  
September 12, 2013

| AGENDA ITEM | MAJ./MIN. SUB. (*) | DATE REC. | NCPC NO. | APPLICANT                             | AREA  | SECTION |     |
|-------------|--------------------|-----------|----------|---------------------------------------|---|---------|-----|
| 01          |                    | 8/7/2013  | 87113    | VDI Land Group                        | TH Nr. Westbury                               | 45      | 545 |
| 02          |                    | 8/7/2013  | 87213    | Beechwood Atlantic Ave., LLC          | TH Nr. East Rockaway/Village of East Rockaway | 43      | 55  |
| 03          |                    | 8/23/2013 | 823113   | BK at Seaford, LLC                    | TH Seaford                                    | 57      | 254 |
| 04          |                    | 8/23/2013 | 823213   | Stop and Shop                         | TH Merrick                                    | 56      | 157 |
| 05          | * (major)          | 8/23/2013 | 8234113  | Country Developers, LLC               | TOB Glen Head                                 | 20      | F   |
| 06          | *                  | 8/23/2013 | 823513   | Kondabolu                             | TOB Hicksville                                | 11      | 287 |
| 07          | *                  | 8/23/2013 | 823613   | GVG Devt., LLC                        | TOB Massapequa                                | 53      | 27  |
| 08          |                    | 8/24/2013 | 824213   | Board of Trustees                     | Roslyn  |         |     |
| 09          |                    | 8/27/2013 | 827113   | Town Board                            | Town of Hempstead                             |         |     |
| 10          |                    | 8/24/2013 | 823713   | NJB Properties                        | TH Baldwin                                    | 54      | 33  |
| 11          |                    | 8/29/2013 | 829113   | Bolla Operating /LI Haddington Comp.. | Old Westbury                                  | 9       | 601 |
| 12          |                    | 9/4/2013  | 94113    | We're Associates                      | Lake Success                                  | 8       | G   |

Variance; REZ- Rezone; SE-Special Exception; CU-Conditional Use; SU-Special Use; SP-Special Permit; Ordinance; Sub.-Subdivision; \*- major or minor subdivision w/NCPC jurisdiction; Mod.R.C.- Modification

## Types of Actions Subject to Referral:

- **Site Plan Applications**
- **Rezoning Applications**
  - **Text Amendments**
  - **Map Amendments**
- **Variance Applications**
- **Special Use / Exception Permits**
- **Comprehensive Plans**
- **Moratoria**
- **Subdivision (Village / City)**

**ZONING REFERRAL FORM  
NASSAU COUNTY PLANNING COMMISSION**

Date Forwarded: August 28, 2013  
Application or Case No. Bolla Operating  
L.I. Haddington Company, LLC Corp.  
d/b/a Kings Jericho Station  
Date of hearing: September 16, 2013  
Forwarded By: Kenneth Callahan

8/29/13

8/29/13

Lessee: Bolla Operating L. I. Corp. d/b/a Kings Jericho Station Bolla  
Operating L.I. Haddington Company, LLC Corp.  
d/b/a Kings Jericho Station  
3 Jericho Turnpike  
Old Westbury, NY, 11568

Street Address of Property Same

Within Jurisdiction:  Not Within Jurisdiction:

County Land and Tax Map: Section 9 Block 601 Lot 25

This is a request to:

Change of Zone \_\_\_\_\_  
Amend Building Zone Ordinance \_\_\_\_\_  
Grant a Variance \_\_\_\_\_  
Grant Special Exception/Special Permit \_\_\_\_\_  
Site Plan Review X

1/17/13

1. Application of Bolla Operating L.I. Haddington Company, LLC Corp. d/b/a Kings Jericho Station - Request for Special Exception Use Permit, Sign Permit and Site Plan Approval. The premises are shown on the Land and Tax Map of the County of Nassau as Section 9, Block 601 Lot 25 also known as 3 Jericho Turnpike.

The Following Items Are Required:

- Site Plan
- Area Map
- N/A -Chain of Title Where Parking Variance Requested
- N/A -Environmental Assessment Form N/A Type II Action under SEQRA
- N/A -Draft Environmental Impact Statement
- N/A -Environmental Impact Statement
- N/A -Resolution Completing S.E.Q.R. Process in the case of unlisted actions and Type I Actions
- Disclosure of Affidavit

Nassau County Planning Commission Comments:

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# Sample Referral

617.20  
**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

# Sample Referral

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

|  |                 |
|--|-----------------|
| 1. APPLICANT/SPONSOR   | 2. PROJECT NAME |
| 3. PROJECT LOCATION:<br>Municipality _____ County _____  |                 |
| 4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)   |                 |
| 5. PROPOSED ACTION IS:<br><input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration   |                 |
| 6. DESCRIBE PROJECT BRIEFLY:   |                 |
| 7. AMOUNT OF LAND AFFECTED:<br>Initially _____ acres    Ultimately _____ acres   |                 |
| 8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?<br><input type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly  |                 |
| 9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?<br><input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other<br>Describe: _____ |                 |
| 10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:  |                 |
| 11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?<br><input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals:  |                 |
| 12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                 |
| I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE<br>Applicant/sponsor name: _____ Date: _____<br>Signature: _____   |                 |

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**\*\*\* County may be Involved Agency under SEQRA and has commented as part of the coordinated review process.**

## SEQRA Documentation

# Sample Referral

... FOR CONTRACTOR'S SEQUENCING, PLANNING OR EXECUTION OF THE WORK DEPICTED

CUT & REPAIR AREAS MUST BE COORDINATED BY CONTRACTOR. CONTRACTOR MUST VERIFY FIELD PRIOR TO START OF CONSTRUCTION. CONTRACTOR TO REPLACE ANY PAVEMENT DAMAGED/ REMOVED DURING CONSTRUCTION.

... SIDEWALK, DRIVEWAY APRONS, SHOULDER OR CURB ADJACENT TO THE SUBJECT SITE IN ACCORDANCE WITH CURRENT STANDARDS AS ORDERED BY STATE/ COUNTY ENGINEER. ... AND WALKS ARE TO MEET EXISTING FLUSH WITH NO TRIP HAZARD.

... ON THE SUBJECT SITE. ALL UNSUITABLE MATERIAL AND DEBRIS SHALL BE DISPOSED AT ALL LOCAL TOWN, COUNTY, STATE AND FEDERAL LAWS AND APPLICABLE CODES.

... PERMITTED.

... HEEL STOPS ARE PERMITTED.

... AND CATCH BASINS SHALL BE PRECAST, OPENINGS FOR DRAINAGE PIPE(S) AND SHALL MEET STANDARDS.

... MINIMUM ON CONCRETE, 1-1/2" ON ASPHALT. CONTRACTOR MAY ADJUST GRADES, AS FIELD APPROVED AFTER ENGINEER'S WRITTEN APPROVAL.

... SITE FRONTAGES TO BE CLEANED AFTER CONSTRUCTION IS COMPLETED.

... SHALL BE FAMILIAR WITH AND RESPONSIBLE FOR ANY/ ALL CERTIFICATIONS, INSPECTIONS, PERMITS, OBTAINING JURISDICTIONAL AGENCIES DURING AND AFTER CONSTRUCTION OR SIGN-OFF AND PERMIT ISSUANCE, INCLUDING BUT NOT LIMITED TO PROCUREMENT OF SERVICES, SCHEDULING OF WORK AND COORDINATION WITH REPRESENTATIVES OF THE APPROPRIATE PARTIES.

... RESPONSIBLE FOR PREPARATION, MONITORING OR REVIEW OF CONTRACTOR'S SITE SAFETY PLAN. CONTRACTOR ACKNOWLEDGES THAT COMPLETE RESPONSIBILITY FOR JOB SITE SAFETY LIES WITH HIMSELF AND HIS SUPERVISOR'S DIRECTION.

... KNOWLEDGE THAT APPROVALS MUST BE OBTAINED FOR ACCESS/ CURB CUTS FROM MUNICIPALITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.

... NASSAU COUNTY RIGHT OF WAY SHALL CONFORM TO 2009 STANDARD SPECIFICATIONS AND DETAILS FOR PAVING AND SITE DEVELOPMENT CONSTRUCTION.

... FINISHED W/ NYS DOT CAPITAL PROJECT D261906.

... SHALL BE INSTALLED ON BREAKAWAY POSTS & IN CONFORMANCE W/ MUTCD

## ZONING/BULK DATA

ZONE: BUSINESS "A"

... TRANSITION TO EXISTING GASOLINE STATION USE REQUIRES SPECIAL EXCEPTION BY BOARD OF TRUSTEES.

|                  | REQUIRED          | PROVIDED  |
|------------------|-------------------|---|
|                  | 43,560 SF/1 ACRE  | 24,439 SF*  |
| 5-65)            | 20% OR 4,887.8 SF | 10.5% (2,584 SF) (BLDG. W/ OVERHANG)<br>9.3% (2,280 SF) (CANOPY)<br>19.9% (4,864 SF) (BLDG. + CANOPY) |
| 25'              |                   | JERICHO TURNPIKE<br>58' (BLDG.)<br>33.5' (CANOPY)   |
|                  |                   | GLEN COVE ROAD<br>139' (BLDG.)<br>44' (CANOPY)  |
| 25'              |                   | 8.4' (BLDG.)**<br>99.5' (CANOPY)  |
| 25'              |                   | 10.1' (BLDG.)**<br>25' (CANOPY)   |
| 1.5 STORIES/ 20' |                   | 1 STORY/ 20'-0"   |
| N/A              |                   | 3,519 SF (14.4%)  |
| 1                |                   | 1   |

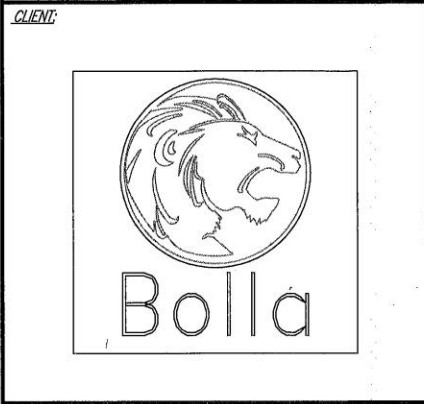
COMMENTS)

11 (2,100 SF x 1/200)  
+ 2 (EMPLOYEE STALLS)  
+ 12 (1/FUELING STATION)  
= 25 TOTAL STALLS

13  
12  
25 STALLS (INCL. 1 ADA AND 3 LANDBANKED STALLS)

INFORMING CONDITION TO REMAIN

|         |     |     |     |      |     |     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------|-----|-----|-----|------|-----|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|
| NOT FOR | D#  |     |     |      |     |     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| REV NO. | 1   | 2   | 3   | 4    | 5   | 6   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|         | 2/1 | 4/2 | 5/3 | 12/2 | 4/1 | 7/2 |  |  |  |  |  |  |  |  |  |  |  |  |  |



SITE ADDRESS:

**PROPOSED BOLLA MARKET  
W/ MOBIL GAS STATION**

3 JERICHO TURNPIKE,  
(A.K.A. 300 JERICHO TPKE.)  
VILLAGE OF OLD WESTBURY,  
NASSAU COUNTY, NY

SECTION: 9                      BLOCK: 601  
LOT: 25                              S.D.: 2

|                      |                               |
|----------------------|-------------------------------|
| <u>SCALE:</u> 1"=10' | <u>HPE #:</u> SING11-08       |
| <u>DATE:</u> 1/6/12  | <u>DWG #:</u> SING11-08_SP_6a |

TITLE:

SITE PLAN

SHEET NO:

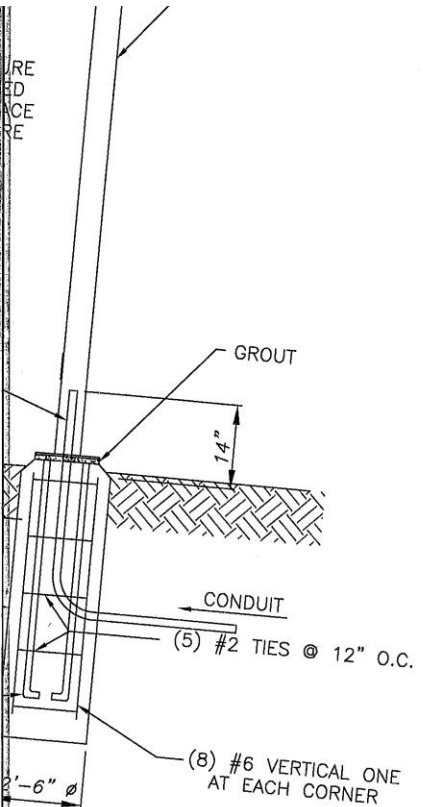
SP-1

REV. 6 OF 6

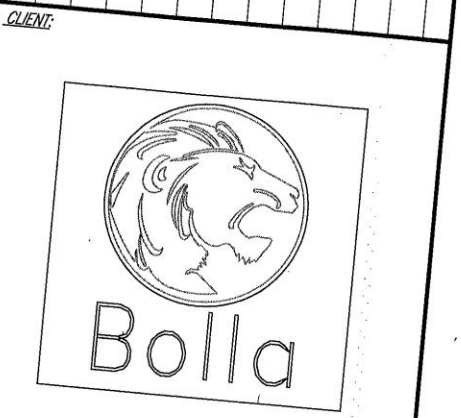
## Site Plan



# Sample Referral



| NOT 1 | REV. NO. | 1 | 2 | 3 | 4 | 5 | 6 | 7/2 |
|-------|----------|---|---|---|---|---|---|-----|
|       |          |   |   |   |   |   |   |     |



SITE ADDRESS:  
**PROPOSED BOLLA MARKET  
W/ MOBIL GAS STATION**  
3 JERICHO TURNPIKE,  
VILLAGE OF OLD WESTBURY,  
NASSAU COUNTY, NY

SECTION: 9  
LOT: 25

BLOCK: 601  
S.D.: 2

|                      |                               |
|----------------------|-------------------------------|
| <u>SCALE:</u> 1"=10' | <u>HPE #:</u> SING11-08       |
| <u>DATE:</u> 1/6/12  | <u>DWG #:</u> SING11-08_SP_6a |

TITLE:  
**LIGHTING PLAN**

SHEET NO:  
**SP-4**

REV. 6 OF 6

S:  
NOT TO SHINE ONTO NEIGHBORING PROPERTIES,  
BY LSI LIGHTING SYSTEM OR APPROVED EQUAL:  
APPROVED.

**BE UTILIZED FOR  
PURPOSES ONLY**

## Lighting Plan



# ***Streamlining Zoning Referrals***

**Nassau County Planning Commission Website:**

**<http://www.nassaucountyny.gov/agencies/Planning/index.html>**

## **Guidelines for Streamlining Zoning Referrals**

- *Certain Zoning Code Revisions – fee schedule, enforcement*
- *Minor non-residential renovations of less than 1,500sf*
- *Site Plans for residential lots*
- *Exterior Renovations*
- *Fence variances*
- *Sign variances*
- *Telecommunication antennas mounted on buildings and water towers*

## **Agreement to Streamline Certain Zoning Referrals to Nassau County**

- *Sign and return to Martin Katz, Nassau County Planning Commission via email:  
[mkatz@nassaucountyny.gov](mailto:mkatz@nassaucountyny.gov)*

# ***Streamlining Zoning Referrals***

## **Executed Streamlining Agreements (22)**

- ***Baxter Estates***
- ***Bayville***
- ***East Hills***
- ***Great Neck***
- ***Great Neck Estates***
- ***Great Neck Plaza***
- ***Hewlett Bay Park***
- ***Kensington***
- ***Kings Point***
- ***Lawrence***
- ***Lynbrook***
- ***North Hills***
- ***Plandome Heights***
- ***Port Washington North***
- ***Rockville Centre***
- ***Roslyn Estates***
- ***Roslyn Harbor***
- ***Saddle Rock***
- ***Sea Cliff***
- ***Thomaston***
- ***Williston Park***
- ***Woodsburgh***