

# **INCORPORATED VILLAGE OF GARDEN CITY**

## **FILING INSTRUCTIONS FOR PLANNING COMMISSION AND BOARD OF TRUSTEES SITE PLAN APPROVAL**

### **PLANNING COMMISSION**

1. A covering letter addressed to the Planning Commission for Site Plan Approval describing the proposed work serves as the Application.
2. Consent letter from owner.
3. The original and seven (7) copies of the letter(s) and all attachments folded and collated into eight(8) complete sets.
4. Drawings and specifications including, but not limited to, survey, site plan, grading and drainage plan, lighting, landscaping, floor plans, elevations, parking study, etc.

### **BOARD OF TRUSTEES**

1. A covering letter addressed to the Board of Trustees for Final Site Plan Approval describing the proposed work and reciting the Planning Commission and Architectural Design Review Board approval dates serves as the Application.
2. The original and eleven(11) copies of the letter and all attachments folded and collated into twelve(12) complete sets.
3. "Half size" drawings (approximately 18" x 24").

### **FEES**

Projects under \$20,000.00 - \$ 500.00  
Projects over \$20,000.00 - \$1000.00

- See Chapter 200, Article XIIA, of the Village Code for complete requirements.