



**Engineering Department**  
 Stanley H. Kellerhouse Municipal Building  
 One Van Wyck Street  
 Croton-on-Hudson, NY 10520-2501  
 Tel: 914-271-4783, Fax: 914-271-3790

**Planning Board**  
**and**  
**Village Board**  
**Application**

Rev 3/23

**Note: Prior to submitting this application, contact Planning Board Secretary at 914 271-4783**

Application Date: 4/30/20

Application #: 20260288  
 (for Village Use Only)

**Property Information:**

Section: 67.10 Block: 2 Lot: 4.15

Property Location (street address): 129 Scenic Drive West, Croton-on-Hudson, NY 10520

Zoning District: RA-25 Commercial Lot: yes no Vacant Lot: yes no

**Applicant Information:** Owner Contractor Lessee Other: Architect

Last Name: Kacur First Name: Justin

Company: Highlands Architecture

Address: 3212 Route 9

City: Cold Spring State: NY Zip Code 10516

Office #:                      Cell #:                      E Mail Address:                     

**Property Owner:** Same As Above

Last Name: Fernandez First Name: Christine

Company: Homeowner

Address: 129 Scenic Drive West

City: Croton-on-Hudson State: NY Zip Code 10520

Office #: na Cell #:                     

E-Mail Address:                     om

**Application Type:** (Please check those that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan*                                | <input type="checkbox"/> Amended Site Plan*                     | <input checked="" type="checkbox"/> Minor Site Plan |
| <input type="checkbox"/> Change of Use                             | <input type="checkbox"/> Amended Site Plan Extension            | <input type="checkbox"/> Minor Site Plan Extension  |
| <input checked="" type="checkbox"/> Building Envelope Modification |   |   |
| <input checked="" type="checkbox"/> Wetlands Permit *              | <input type="checkbox"/> Village Board Special Permit *         |   |
| <input type="checkbox"/> Steep Slope Permit *                      | <input type="checkbox"/> Village Board Special Permit Renewal * |   |
| <input type="checkbox"/> Excavation & Fill Permit                  |   |   |
| <input type="checkbox"/> Preliminary Subdivision                   |   |   |
| <input type="checkbox"/> Final Subdivision                         |   |   |

*\*note: Public Hearing required for these permits*

NOTE: The Planning Board also reviews applications (e.g., special permits, zoning amendments, etc.) that have been referred to them by the Village Board for a recommendation. No public hearing before the Planning Board is required for referral applications.

Per §230-57, the submission should also include the following documentation:


- A. A description of the proposed use, with reference to the appropriate use and regulations of this chapter, including any supplementary regulations applying thereto.
- B. A cost-benefit analysis or similar study to review the estimated municipal costs, services and prospective revenues which would be generated by the proposed use.
- C. Evidence that the proposed use is consistent with the goals of the Village Master Plan.
- D. A traffic and circulation study projecting the effects of the proposed use of the existing and probable future traffic and access in the vicinity of the proposed use.
- E. Copies of environmental assessments or permit applications and supporting materials which may be required to meet New York State or federal regulations.
- F. A stormwater pollution prevention plan (SWPPP) consistent with the requirements of Chapter 196, Article I, Stormwater Management and Erosion and Sediment Control, shall be required for any special permit approval that qualifies as or authorizes a land development activity as defined in Chapter 196, Article I. The SWPPP shall meet the performance and design criteria and standards in Chapter 196, Article I. The approved special permit shall be consistent with the provisions of Chapter 196, Article I.

**INSTRUCTIONS:** Please submit eight (8) paper copies (Nine copies if a special permit from the Village Board is also required) of supporting materials to the Planning Board Secretary and one (1) pdf file of all application materials to [engineering@crotononhudson-ny.gov](mailto:engineering@crotononhudson-ny.gov)

I, certify that the above information is accurate, and I am the property owner or authorized by the owner to file this application on their behalf and that I will indemnify and hold the Village harmless against any damage or injury that may be caused by or arise out of any entry onto the property in connection with the processing of the application, during construction or performance of the work or within one year after the completion of the work.

Applicant certifies that he is authorized by the Owner of subject premises to conduct the project described above.

Justin R. Kacur  
Applicant's Name (please print)

  
Signature of Applicant or Agent

7/27/2026  
Date

**FOR VILLAGE USE ONLY:**

Fee: 250 Paid on: 5/11/26 Rec'd by: KS  
TAXES PAID:  LEASE AGREEMENT (If applicable) \_\_\_\_\_  
HEARD BY THE VILLAGE BOARD ON: \_\_\_\_\_ (date) HEARD BY THE PLANNING BOARD ON: 5/26/26 (date)  
PUBLIC HEARING HELD ON: \_\_\_\_\_ (date) PUBLIC HEARING HELD ON: \_\_\_\_\_ (date)  
APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Village of



**Croton-on-Hudson**

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**Application for Accessory  
Apartment or Accessory  
Cottage Permit**

**(Form # Eng-§230-41)  
(Revised 04 2026)**

**Application Date:** 4/30/2026

**Application #:** 20 260288

**Property Information:** Section: 67.10 Block: 2 Lot: 4.15

Property Location (street address): 129 Scenic Drive West

Zoning District (check one):  RA-5  RA-9  RA-25  RA-40  RA-60  O-1  RB  WDD

**Property Owner:**

Last Name: FERNANDEZ. First Name: Christine MI: E

Company/LLC/Trust Name: \_\_\_\_\_

Street Address: 129 SCENIC DRIVE WEST.

City: Croton-on-Hudson State: NY Zip: 10520

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Complete the one applicable type of ownership section below (A, B or C):**

**A**  Sole Ownership  Joint Tenancy  Tenants in Common  Tenancy in the Entirety  
*Does the owner of the types listed above reside in or will reside in one of the dwelling units as their primary residence?*

YES  NO  If yes, which dwelling unit: Lower Level / Basemet Walk-out

**B**  **LLC or Corporation:** *does the majority owner of the membership interest or share interest reside in or will reside in one of the dwelling units as their primary residence?* YES  NO

If yes, please provide documentation showing that the member or shareholder residing in the dwelling is the owner of the majority of the membership interest/share interest in the LLC or Corporation that owns the premises and complete the following: If yes, which dwelling unit: \_\_\_\_\_

**Majority Owner Information for LLC or Corporation:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C**  **Trust:** *does the Beneficiary or Grantor reside in or will reside in one of the dwelling units as their primary residence?*

YES  NO  If yes, please provide Trust documentation showing that the individual below is the beneficiary or grantor and complete the following: If yes, which dwelling unit: \_\_\_\_\_

**Trust Grantor or Beneficiary Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please answer the following:**

I am applying for an accessory apartment  or accessory cottage

Is the accessory apartment existing? YES  NO  NA

Is the accessory cottage a conversion of an existing accessory building? YES  NO  NA

Is the primary building a single-family detached dwelling? YES  NO

Is the required survey of the property attached? YES  NO

Are required scaled floor plans for the entire dwelling showing the proposed accessory apartment or plans for the accessory cottage attached: YES  NO

What is the square footage of the entire habitable floor area of the existing single family detached dwelling? 2,849 sq. ft. What percentage of that area is the accessory apartment (no more than 40% of habitable floor area of the dwelling in which it is contained)? 27%

What is the square footage of the habitable floor area of the accessory apartment/accessory cottage unit (300 sq. ft. min., 800 sq. ft. maximum): 763 sq. ft.

Is an existing accessory building being converted into an accessory cottage? YES  NO  If yes what date was the accessory building constructed \_\_\_\_\_ and what are the setbacks to the property line(s) \_\_\_\_\_ (if built after 1/20/24 a 10-foot minimum setback is required)?

If the size of the accessory apartment or cottage is lessor or greater than the above limitations provide a narrative and additional information as to why a lessor or greater size is warranted by the specific circumstances of the particular building or lot.

Are any additions to the single-family dwelling proposed? YES  NO

If additions to the dwelling are proposed, are the required scaled plans (floor plans and elevation plans) for the addition attached? YES  NO  NA

If an addition is proposed, does the building maintain the character and appearance of a single-family dwelling? YES  NO  NA  (elevation views of the existing building with the proposed addition shall be provided along with pictures of the existing building)

Does the accessory apartment/cottage have a separate entrance not observable from the street? YES  NO

Is there a single entrance with a foyer or hallway to the two dwelling units? YES  NO

Is the residence currently connected to the Village's sanitary sewer system? YES  NO

Number of existing off-street parking spaces existing 4 and proposed 4

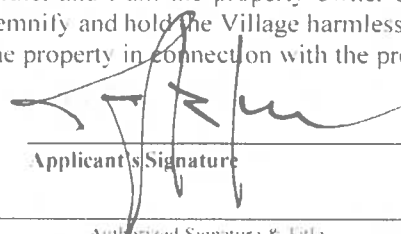
Does the lot size conform to the requirements of the zoning district in which the lot is located YES  NO  if no has a variance been granted by the Zoning Board of appeals. YES  NO  NA  **MIN. LOT = 25,000 SF. LOT SIZE = 17,894 SF.**

**Requirements/conditions**

- o Planning Board Approval: contact Planning Bd. Secretary for meeting dates and submission deadlines.
- o The granting of permit for Accessory Apartment is a Type II Action under SEQR.
- o Approval runs with the property owner. Any new owner must notify the Building Department within 90 days of ownership of intent to occupy one of the dwelling units.
- o Scaled floor plans with floor areas labeled shall be submitted.
- o Please be advised that written notification by the Village will be given to property owners within 100 ft. of subject property prior to the Planning Board meeting.
- o The owner must occupy at least one of the dwelling units as their primary residence as indicated above.
- o An accessory cottage must be in the side or rear yard, shall have a minimum setback from side and rear property lines of 10 feet and project no closer to the street than the primary structure.
- o An accessory cottage shall have a maximum height of 15 feet.
- o Only one (1) accessory apartment/cottage per property containing a single-family detached dwelling is permitted.
- o If the premises are not served by the Village sanitary sewer system, Westchester Co. Dept. of Health approval is required.
- o Please be advised that all necessary documents must be submitted (8 copies and PDF files) and application fee must be paid prior to review by the Planning Board.

I, certify that the above information is accurate, and I am the property owner or authorized by the owner to file this application on their behalf and that I will indemnify and hold the Village harmless against any damage or injury that may be caused by or arise out of any entry onto the property in connection with the processing of the application.

Justin R. Kacur  
 Applicant's Name (please print)



Applicant's Signature

5/1/2026  
 Date

Corporate LLC/Trust Name (please print) \_\_\_\_\_ Authorized Signature & Title \_\_\_\_\_ Date \_\_\_\_\_

**FOR VILLAGE USE ONLY:**  
 Fee \$ 250 Fee Paid (date): 5/1/26 Received by: KS  
 Account review:  (zero Bal) (other) \_\_\_\_\_ Date: \_\_\_\_\_  
 PB Notice date: 5/1/26 Meeting date: 5/26/26 Approval date: \_\_\_\_\_

Village of



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## Application for Wetlands Activity Permit

(Form # Eng-§227)

(Revised 03 2012)

**Application Date:** 04/27/2026 Is this application relevant to an open building permit?  Yes  No

**Application #:** 20260288 **Building Permit #:** \_\_\_\_\_

**Property Information:** Section: 67.10 Block: 2 Lot: 4.15

Property Location (street address): 129 Scenic Drive West

# of Acres or Sq. Ft: 0.41 AC Zoning District RA-25 Commercial Lot:  Yes  No Vacant Lot:  Yes  No

**Applicant Information:** Person or Company Doing Work:  Owner  Contractor  Other: Architect

Last Name: Kacur First Name: Justin MI: R

Company: -Highlands Architecture

Address: 3212 Route 9, Cold Spring, NY 10516

Address: \_\_\_\_\_

Phone #: 845-809-5976 Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner:**  Same As Above

Last Name: Fernandez First Name: Vicente J. and Christine E. MI: \_\_\_\_\_

Company: \_\_\_\_\_

Address: 129 Scenic Drive West

Address: Croton-on-Hudson, NY 10520

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of proposed work in wetland or wetland buffer:

**Plans & Specifications:** Note: See §227-7 of the Village Code for all requirements.

Detail plans & specifications for the proposed wetland activity, drawn to a scale of not smaller than 1" = 50', shall show the following:

1. Estimated quantities of material to be deposited or removed.
2. Pre- and post-development impervious surface area.
3. Location of any well and any septic or other waste disposal system with 50 ft. of the area to be disturbed.
4. Details of any proposed drainage system, both for the construction and the final development & maintenance requirements.
5. If creation, modification or enlargement of a pond is proposed, details of the construction of any dams, embankments, outlets or other water-control devices & deposition of the spoil material.
6. List all beneficial functions of the wetland, waterbody or watercourse which will be affected by the proposed activities.
7. Erosion and sediment controls must be provided and a schedule for their installation & maintenance.

### **INSTRUCTIONS:**

1. Submit eight (8) copies of all specified supporting plans & documentation when WCC is approving authority, three (3) copies when Village Engineer is approving authority and fourteen (14) copies when Planning Board is approving authority. (Note: PDF's or other acceptable electronic copies of all documents must be submitted if WCC or Planning Board is approving authority.)
2. Include a completed environmental assessment form (EAF), a Coastal Assessment Form (CAF) and a USGS topographic map with the property outlined. When the Village Engineer is approving authority, an EAF and CAF are not required.

3. If proposed project qualifies as a land development activity, a Stormwater Pollution Prevention Plan (SWPP) consistent with the requirements of Chapter 196, Article I must be submitted.
4. The approving authority for all applications is the Water Control Commission; exceptions are listed on page 2.
5. Attach Certificate of Liability Insurance naming the Village of Croton-on-Hudson as additional insured and certificate holder and documentation of Disability and Workers Compensation Insurance with the Village listed as certificate holder.

I certify that the above information is accurate, and I am the property owner or authorized by the owner to file this application on their behalf and that I will indemnify and hold the Village harmless against any damage or injury that may be caused by or arise out of any entry onto the property in connection with the processing of the application, during construction or performance of the work or within one year after the completion of the work.

|                                 |  |            |
|---------------------------------|--|------------|
| Justin Kacur                    |  | 04/27/2026 |
| Applicant's Name (please print) | Applicant's Signature  | Date       |

FOR VILLAGE USE ONLY:

|   |   |  |
|---|---|--|
| Fee \$ <u>300</u>                         | Fee Paid (date): <u>5/1/26</u>            | Received by: <u>04/27/2026</u>                     |
| APPROVED BY: <input type="checkbox"/> WCC | <input type="checkbox"/> VILLAGE ENGINEER | <input checked="" type="checkbox"/> PLANNING BOARD |

**Approving authorities –Wetlands Law -Section 227 –E:**

The approving authority for all applications shall be the Water Control Commission, except as follows:

- (1) The Planning Board shall be the approving authority for any application involving property that is also the subject of a pending site plan, minor site plan, subdivision or special permit application, or fill or excavation permit, in accordance with the Code of the Village of Croton-on-Hudson, and for any application that also involves the construction or establishment of a principal building or use.
- (2) The Village Engineer shall be the approving authority for any of the following activities proposed to be conducted on property not subject to regulation by the State of New York, and no public hearing shall be required:
  - (a) Removing water-deposited silt and/or other material in order to restore the preexisting land elevations, provided that the total amount removed does not exceed 15 cubic yards of material.
  - (b) Restoring land elevations that have been altered by erosion or storm damage.
  - (c) The construction, expansion or improvement of private residential or recreational facilities, as otherwise legally permitted, provided that the total amount of material deposited, removed or regraded does not exceed 15 cubic yards.
  - (d) The construction of driveways not associated with any other construction approvals where alternative means of access are proved to be impractical, provided that the amount of material to be deposited or regraded in connection with such construction does not exceed 100 cubic yards.
  - (e) The use of harmless chemicals, dyes and other similar substances to maintain or study any wetland.
  - (f) Decorative landscaping and planting in wetlands when covering less than 1/10 of an acre.
- (3) Where the Water Control Commission or Village Engineer initiates a review of an application submitted pursuant to this chapter and determines that because of the scope, nature, location or potential environmental impact of the action which could result from approval of the wetlands permit a public hearing would be either necessary or appropriate, the application shall be immediately forwarded to the Planning Board for public hearing, whereupon the Planning Board shall become the approving authority for such application.