



# TOWN OF NORTH CASTLE

WESTCHESTER COUNTY  
17 Bedford Road  
Armonk, New York 10504-1898

RESIDENTIAL PROJECT  
REVIEW COMMITTEE  
Adam R. Kaufman AICP, Chair

Telephone: (914) 273-8625  
Fax: (914) 273-3554  
www.northcastleny.com

## RPRC RETURN LETTER

Application Number: 2022-0602

Street Location: 5 SHIPPEN RD

Zoning District: R-1.5A      Property Acreage: 1.5      Tax ID: 107.04-2-51

RPRC DECISION: OPEN

Date: 08/02/2022

---

The above referenced application was reviewed by the Residential Project Review Committee (RPRC) on August 2, 2022.

The Committee determined that given the submitted plans, additional information is required to be reviewed prior to a decision of the RPRC.

The following issues should be addressed at this time:

- The site plan shall be revised to contain the seal and signature of the professional preparing the plan.
- The submitted plan does not appear to be correct. The plan depicts a wooden deck at the rear of the house; however, the site contains a patio in this location. The plan shall be revised to clarify whether a deck is proposed. If a deck is not proposed, the site plan should be revised to correctly label the patio.
- The site plan contains a red rectangle. Based upon the submitted application, this appears to be the location of a proposed patio; however, the site plan should be revised to clearly indicate that a patio is proposed in this location.
- In addition, the patio appears to be larger than that depicted on the plan; the Applicant shall clearly depict the extent of the patio on the plans. Furthermore, it appears that slate walkways were added to both sides of the house; these walkways should be depicted on the site plan and the gross land coverage added to the worksheet and backup data.
- The existing driveway appears to be currently undergoing work. The site plan should be revised to depict what work is being done in this area. The site plan should indicate whether the driveway is being expanded. If so, the gross land coverage associated with the changes should be depicted on the GLC worksheet and backup data.
- In general, the site plan should be updated by a licensed professional to clearly depict existing/proposed conditions and clearly identify work to be legalized.
- If required by the Building Department, the site plan shall be revised to dimension the patio to adjacent property lines. Pursuant to Section 355-15.A of the Town Code, the patio can't be located closer than 5 feet to any property line.

- It appears that fill has been brought onto the site. The site plan should depict changes to topography and the amount of fill brought to the site. In addition, a fill permit may be required from the Building Department.
- The Applicant shall provide the required gross land coverage backup data for review.
- The applicant shall perform deep and percolation soil testing in the vicinity of the proposed mitigation system to be witnessed by the Town Engineer. The test locations and results shall be shown on the plan. Contact the Town Engineer to schedule the testing.
- Provide stormwater mitigation and design calculations for the runoff generated by the net increase in impervious surface for the 25-year, 24-hour design storm event. Provide details of the stormwater mitigation system.
- The plan shall illustrate the drainage pipe connections on the site plan. Include the size, slope and material.
- Include erosion control measures on the plan, including, but not limited to, temporary silt fence, etc.

Please submit revised plans addressing the above issues to the RPRC. If revised plans will not be submitted, please contact my office so that the RPRC can reconvene and conclude the review process.

If you would like to further discuss this matter, please do not hesitate to contact my office at 914-273-3542.

Adam R. Kaufman, AICP  
Director of Planning