



CDRC Guidelines

CDRC (Community Design Review Committee) meetings are held monthly, usually the 2nd Tuesday of the month during business hours. All applicants applying for a Planning Board action must attend CDRC before they proceed to the Planning Board. The fee for an appearance at CDRC is \$250. For those individuals not ready to file a formal application, the meeting provides an opportunity to have an informal discussion with the Village Consultants – Village Planning Consultant, Village Engineering Consultant and Planning Board Attorney.

At this time, no application for CDRC exists. Formal plans are not necessary to appear, but are helpful. Should site plans be available, do submit them. The more specifics the consultants have to review, the better. A written narrative, stating exactly what is proposed at the site should be provided as well. Include as much detailed information about the proposal as possible, including but not limited to; the nature of the business, hours of operation, number of employees, number of clients/congregants/visitors, proposed physical changes to the site, etc.

Submit 4 sets of documents along with a check made payable to the Village of Chestnut Ridge in the amount of \$250. The consultants will review your plans prior to the CDRC meeting. This meeting proves helpful in that it allows individuals to obtain information from those versed in the Village codes, laws and practices before investing large amounts of money. Depending upon when the packets are received, you will be placed on the next available agenda. Typically, information should be received approximately two weeks prior to the meeting. You will be advised of your time as the meeting date approaches.