



Incorporated Village of Hempstead  
Downtown Advisory Board

**DOWNTOWN OVERLAY ZONE OVERVIEW**

The Downtown Overlay Zone (“DOZ”) provides an expedited and coordinated review of development proposals prior to formal submission to the Inc. Village of Hempstead Planning Board (“Planning Board”). The DOZ Site Plan Review process includes two pre-submission conferences to assist the applicant with Site Plan/Subdivision approval process before submission of the full application to the Planning Board.

Obtaining approval to develop in the DOZ is a simple, but multi-step, approval process designed to streamline the approval process by allowing developers to get pre-submission site plan/subdivision guidance before submitting an application to the Planning Board.

To facilitate this multi-step process, the Village of Hempstead has created the Downtown Advisory Board (“DAB”), which in turn has retained a Professional Advisory Team (“PAT”) to assist with the review of proposed Site /Subdivision Plans and to make *recommendations* to the Planning Board to approve Site /Subdivision Plan Applications. The DAB and PAT will work informally with potential developers and Village Officials to streamline the planning and development approval process within the DOZ. Ultimate approval rest with the Planning Board.

**DOZ APPLICATION PROCESS**

Developers should follow these steps to improve their chance of approval:

1. **Pre-application Initial Meeting** with the Village of Hempstead Building Superintendent. Please call Nelly Bonilla at (516) 485-3400 ext. 263 to schedule a meeting:
  - a. **Purpose of the Meeting**
    - i. Obtain information regarding the application process to develop in the DOZ  
Information can also be found at <https://www.villageofhempsteadcda.org/programs-downtown-overlay-zone>
    - ii. Obtain instructions and forms regarding materials to be provided in the pre-application and application process
    - iii. Receive suggestions from the Building Department on how to connect with other property owners and/or a Developer to form alliances for joint applications
2. **Mandatory Pre-submission Conference No. 1** with the Professional Advisory Team (“PAT”) with optional attendance by the Planning Board, Building Department and/or the Community Development Agency (“CDA”):
  - a. **Purpose of the Meeting**
    - i. Enable the applicant to prepare a site plan and/or subdivision application that is likely to be approved
    - ii. Provide detailed technical advice on development standards, procedures, incentives and application requirements
    - iii. Submission by applicant of an initial sketch of the proposed development
    - iv. Receipt and review of information requested in the Instruction Sheet provided at the Pre-application Initial Meeting

- b. Scheduling/Preparing for the Pre-submission Conference No. 1 (by appointment only)
    - i. Contact Sarian Parker at 516-485-5737 Ext. 221, at least two weeks before the meeting is to take place and set up an appointment
    - ii. Be ready to provide information requested in the Instruction Sheet received at the Pre-application Initial Meeting
    - iii. Pay the Pre-submission Conference No. 1 fee as listed in the Village Code Article XXVI Downtown Overlay Zone Schedule of Fees (*fees will be based on scale and size of proposed development*)
3. **Mandatory Pre-submission Conference No. 2** with the Downtown Advisory Board (“DAB”) and the Professional Advisory Team (“PAT”):
- a. Purpose of the Meeting
    - i. Engage in an in-depth discussion of the applicant’s proposal submitted at the Pre-submission Conference No. 1
    - ii. Advise the applicant of the requirements for the full application to be submitted to the Planning Board
    - iii. Allow Applicant to submit materials as outlined in the *Pre-application Initial Meeting* (i.e. a Conceptual Site Plan<sup>1</sup> that includes the proposed uses, location, footprint, and height of buildings, accessory buildings, façade, civic space areas, set back areas, parking areas, vicinity map of at least a radius of 500 feet showing context of development and surrounding properties, etc.)
    - iv. Advise the applicant of specific submissions requirements, such as, improvements, parking, civic spaces and/or fees in lieu thereof, SEQRA<sup>2</sup>, special permit requirements, compliance with community benefit policies, etc.
    - v. Allow applicant to discuss concerns including the feasibility issues pertaining to civic spaces and to discuss fees in lieu thereof or other options
  - b. Scheduling/Preparing for the Pre-submission Conference No. 2 (by appointment only)
    - i. Contact Sarian Parker at 516-485-5737 Ext. 221 at least two weeks before the meeting is to take place and set up an appointment
    - ii. Be ready to provide material requested
    - iii. Pay the Pre-submission Conference No. 2 fee as listed in the Village Code Article XXVI Downtown Overlay Zone Schedule of Fees (*fees will be based on scale and size of proposed development*)
4. **Planning Board Submission**
- a. Upon submission of final application to the Village of Hempstead Planning Board, applicants must pay the Planning Board submission fee as listed in the Village Code Article XXVI Downtown Overlay Zone Schedule of Fees (*fees will be based on scale and size of proposed development*)

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<sup>1</sup> The Conceptual Site Plan may be submitted on a tax map, on a survey or on Nassau County GIS. The Conceptual Site Plan must be at a minimum scale of 1:50.

<sup>2</sup> An Environmental Assessment Form (EAF) is required, pursuant to NY State Environmental Quality Review (SEQR) laws, to determine if the project or proposal will have a significant adverse impact upon the physical or cultural environment, and if alternative or mitigating measures must be taken. The Environmental Assessment Forms can be found on the New York State Department of Environmental Conservation (NYSDEC) website at [http://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seaf.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seaf.pdf).

5. Once a project receives Planning Board approval all Village Code Article XXVI Downtown Overlay Zone Schedule of Fees must be submitted. (Fee based on...)