

VILLAGE OF FISHKILL PLANNING BOARD CHECKLISTS
FOR: SITE PLAN OR AMENDED SITE PLAN

SITE PLAN OR AMENDED SITE PLAN APPLICATION:

A. Items to Give/Tell to Applicant:

- Application Data Form
- Site Plan Application Checklist
- Full Environmental Assessment Form
- Inform Applicant of Site Plan Application Review Fee (Section 171-160.B of Zoning Ordinance).
- Inform Applicant of Escrow Account requirements (Section 171-161.A(1) and (2) of Zoning Ordinance).

B. Items to Receive From Applicant Before Placing Project on Meeting Agenda:

- **Ten (10) copies of completed Application Data Form.**
- **Ten (10) copies of completed Site Plan Application Checklist.**
- **Ten (10) copies of completed Environmental Assessment Form.**
- **Ten (10) copies of Site Plan application drawings.**
- **Site Plan Application Review Fee.**
- **Escrow Account Fee.**

C. Items to Accomplish During Processing of Application:

- Send application to Dutchess County Department of Planning in accordance with Sections 239-L and M of the General Municipal Law, IF NECESSARY.
- Advertise for public hearing (Section 171-84 of Zoning Ordinance).
- Check on an on-going basis to make sure that the escrow account is sufficiently funded, and if it is not sufficiently funded, have the Applicant replenish the escrow account (Section 171-161.B of Zoning Ordinance).

**VILLAGE OF FISHKILL
APPLICATION DATA FORM**

1. IDENTIFICATION OF OWNER/APPLICANT

- A. Name of Owner of Property: _____
Address of Owner: _____
Telephone Number: _____
- B. Applicant, if other than Owner _____
Address of Applicant _____
Telephone Number: _____
- C. Authorized Representative(s) _____
Address of Representative(s) _____
Telephone Number(s) _____

2. IDENTIFICATION OF PROPERTY

- A. Street(s) which Property Abuts _____
B. Tax Map Designation: _____
C. Zoning of Property: _____
D. Size of Property(acres/sq. feet) _____

3. IDENTIFICATION OF PROJECT

- A. Name of Application _____
B. Approvals Sought (check as many as apply):
 Preliminary Subdivision Special Permit Site Plan
 Final Subdivision Sign Permit Cert. of Appropriateness

 Area Variance Use Variance
- C. Description of Project:

Signature of Owner or Authorized Rep.

Signature of Applicant or Authorized Rep.

NOTE: NO SIGNS WILL BE REVIEWED UNLESS THE OWNER IS PRESENT AT THE SCHEDULED MEETING.

NOTE: ALL COMPLETED APPLICATIONS MUST BE RECEIVED BY THE PLANNING BOARD/ZONING BOARD SECRETARY AT LEAST FOURTEEN (14) BUSINESS DAYS IN ADVANCE OF THE APPLICABLE BOARD'S MEETING FOR PLACEMENT ON THE MEETING AGENDA.

Received by: _____

Application Fee(s): _____
Total Initial Escrow Deposit: _____

VILLAGE OF FISHKILL
APPLICATION CHECKLIST:

SITE PLAN

NAME OF APPLICATION: _____

DESCRIPTION OF THE PROPOSED SITE MODIFICATIONS: _____

SUBMISSION REQUIREMENTS

The application for site plan approval will not be accepted for Planning Board review unless all items identified below are supplied and so indicated with a check mark in the blank line provided. If a particular item is not relevant to the subject property or the proposed site plan, the letters "NA" should be entered instead. Applicants are advised to review Article X, Site Plans, of the Village of Fishkill Zoning Code for a complete enumeration of pertinent requirements and standards prior to making application for site plan approval.

The information to be supplied as part of an application for site plan approval shall include the following information:

_____ Indicate whether signage is proposed as part of the site modifications. If signage is proposed a completed Sign Permit application is required.

_____ Confirm whether the project site is located within the Historic Preservation Overlay Zone (a map is available in Village Hall). If the proposed project is located within the Historic Preservation Overlay Zone a Certificate of Appropriateness will be required from the Planning Board and a completed Certificate of Appropriateness application must be submitted.

_____ Full Environmental Assessment Form.

_____ Vicinity map showing the subject property and all properties, subdivisions, streets and easements within two-hundred and fifty (250) feet of Applicant's property.

_____ Topographic survey of the property at a contour interval of two (2) feet, showing the existing surface grade of the land, the location of natural features such as streams, swamps, rock outcrops and major trees eight (8) inches or more in diameter as measured three (3) feet above the ground, and the location of existing site improvements.

A detailed site plan showing:

- _____ Location, proposed use, and height and dimensions of all buildings and color rendering;
- _____ Location of all parking and truck loading areas with access and access drives;
- _____ Location of outdoor storage, if any;
- _____ Location and type of recreation facilities, if any;
- _____ Location and size of all existing or proposed site improvements, including drains, catch basins, culverts, retaining walls and fences;
- _____ Description of method of water supply and sewage disposal, and location of such facilities, including inverts of all manholes, water lines, sewer lines, catch basins, foundation elevations, description and method of supply for utilities including necessary studies and computations;
- _____ Location and proposed development of buffer areas and landscaping including a planting key which identifies the type, quantity and size of all proposed planting materials;
- _____ Location and design of lighting facilities, including details of all proposed lighting showing their height, appearance, power and shielding;
- _____ Front, side and rear lot setback distances for main building and accessory buildings;
- _____ Screened refuse collection area;
- _____ Form for endorsement by Planning Board Chairman, as follows:

APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE VILLAGE OF FISHKILL, NEW YORK, ON THE _____ DAY OF _____ 20____, SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS, OR REVISIONS OF THIS SITE PLAN AS APPROVED, SHALL VOID THIS APPROVAL.

SIGNED FOR THE PLANNING BOARD BY:

CHAIRMAN

DATE

A table demonstrating compliance with the applicable zoning requirements including computation of proposed:

- _____ Building floor area for each type of proposed use;
- _____ Building coverage;
- _____ Building footprint (in LC-SB and LC-CB zones);
- _____ Lot coverage;
- _____ Required parking spaces and loading spaces.

For industrial or business uses:

- _____ Specific uses proposed;
- _____ Number of employees for which the buildings are designed;
- _____ Type of power to be used for any manufacturing processes;
- _____ Type of waters or by-products to be produced by any manufacturing process, and proposed method of disposal of such wastes or by-products.

The Planning Board may require additional information as they deem necessary in order to decide on the Application. Upon request of the Applicant, the Planning Board may waive submission of all or part of the above-described information or material if the Board finds that such matter is not necessary to make a decision upon the application.

All application materials shall identify the name of the application, the name of the person/firm which prepared it, and the date/latest revision date of preparation. Sketches, plans and sign specifications shall be drawn to scale. All plans shall be prepared by a certified individual or firm, such as a professional engineer or registered architect.

Ten (10) copies of the application shall be submitted to the Planning Board Secretary for distribution to the Village Building Inspector, Planning Board, Village Consultants.

A check for the required application fee and escrow account fee, payable to the Village of Fishkill in the amount specified in Article XV "Fees" in the Village Zoning Code shall be submitted to the Planning Board Secretary.

By making this application, the undersigned Applicant agrees to permit Village officials and their designated representatives to conduct on-site inspections in connection with the review of this application.

Signature of Applicant or Authorized Representative: _____

Date: _____