



Town of East Fishkill Planning Board

Dutchess County, New York
330 Route 376, Hopewell Junction, New York 12533
Telephone 845-221-2428, Fax 845-226-1924
www.EastFishkillNY.gov

PLANNING BOARD APPLICATION

Please take notice that an application submitted to the Planning Board must include the following items:

- _____ Application fee and escrow (see attached schedule of fees), in 2 separate checks, made payable to the "Town of East Fishkill".
- _____ 8 - Copies of the attached application form and submission checklist.
- _____ 8 - Copies of the appropriate Environmental Assessment Form (EAF).
Long Form EAF is required for all Site Plans and Subdivisions greater than 3 lots.
Short Form EAF can be used for all others (Planning Board can request the Long Forms).
- _____ 8 - Copies of Proposed Subdivision Plan.
- _____ 8 - Copies of Proposed Site Plan.
- _____ 8 - Copies of a color map showing Wetlands, Steep Slopes and Lot Count Formula pursuant to Chapters 110, 154 and 163 of the Town Code of East Fishkill.
- _____ 5 - Copies of a Survey, less than 2 years old, signed and sealed by a NYS licensed land surveyor.
- _____ 5 - Copies of architectural elevations (front, side, rear) and floor plans prepared by a Design Professional
- _____ 4 - Copies of correspondence from the Wetland Inspector (if applicable).
- _____ 3 - Copies of previously granted variances (if applicable).
- _____ 2 - Copies of the deed/contract of sale.
- _____ 2 - Copy of authorization by owner(s) if applicant is represented by and agent or other representative.
- _____ 1 - Digital Copy of Plans on Thumb/Flash Drive
- _____ Electronic Submission to Jackie Keenan (keenanj@eastfishkillny.gov)
- _____ 1- Confirmation of Well Test from Town Building Department
- _____ Confirmation that all taxes have been paid: _____ Date: _____

Receiver of Taxes: _____

Please note that the Planning Board will provide copies of the Plans to the Town Engineer, Town Planner, Town Attorney, Town Floodplain Administrator, Conservation Advisory Commission, the Architectural Review Board, Fire Advisory Board, the Code Enforcement Officer, the East Fishkill Highway Department, and the Dutchess County Planning Department.

It is the applicant's responsibility to provide copies of the Plans to the Dutchess County Public Works Department, the Dutchess County Department of Health, the New York State Department of Environmental Conservation (NYSDEC) and any other outside agency (if required).



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Section 1 – To be completed by Planning Department Staff

_____ Site Plan	Date: _____	CPL _____	DCP _____
_____ Subdivision	Date: _____	HVE _____	SB _____
_____ Lot Line Change	Date: _____	HWY _____	MR _____
_____ Special Use Permit	Date: _____	FAB _____	TW/MC _____
_____ Variances	Date: _____	CAC _____	PB MBRS _____
Appeal # _____	Date: _____		

Section 2 – To be completed by Applicant

1. Tax Identification Number(s): _____
2. Name of Project: _____
3. Project Location: _____
4. Nearest Intersection: _____
5. Zoning District(s): _____
6. Name of Owner: _____
Address: _____
Phone Number: _____ E-Mail: _____
7. Name of Applicant (if different): _____
Address: _____
Phone Number: _____ E-Mail: _____
8. Name of Engineer/Architect: _____
Address: _____
Phone Number: _____ E-Mail: _____
9. Name of Attorney: _____
Address: _____
Phone Number: _____ E-Mail: _____



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Section 3 – To be completed by Applicant

1. Number of Lots Existing: _____
2. Number of Lots Proposed: _____
3. Is a Special Use Permit required? _____ If so, What Type: _____
4. Were any Variances Previously Granted? _____
If so, please list: _____
5. Will the Project Require a Variance? _____
If so, Explain: _____
6. Total Land Area: _____
7. Is the Site Currently Vacant? _____
8. Number of Structures Existing On-Site: _____
List Structures: _____
9. Number of Structures Proposed: _____
10. Type of Structures Proposed: _____
11. Is this a commercial Site Plan?: _____ Square Footage: _____
Proposed Use: _____
12. Number of Existing Parking Spaces: _____
13. Number of Required Parking Spaces: _____
14. Are there Wetlands, Watercourses, or Waterbodies On-Site? _____
If so, Describe: _____

15. Are There Floodplains or Floodways On-Site? _____
If so, Describe: _____
16. Are There Slopes On-Site That Exceed 33.3% (1:3)? _____
If so, Describe: _____



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17. What is the Total Area of Disturbance? _____ Acres
18. How Much Earth will be Removed from the Site? _____ Cubic Yards
19. How Much Earth will be Imported into the Site? _____ Cubic Yards
20. Will Blasting be Necessary? _____
21. Has the applicant filed an application with the Dutchess County Department of Health? _____
22. Has the applicant received approval from the Dutchess County Department of Health? _____ Date _____
23. What other approvals/permits are required? (ZBA, Town Highway, NYSDEC, ACOE, County Highway, NYSDOT, etc.)

Section 4 – To be completed by Applicant

Provide a Brief Narrative Describing the Proposed Project:

Below, please find a list of Planning Board Members and their Advisors, and their employment, business, or professional affiliation. If the property owner (or applicant, if different from the owner) is a corporation, partnership, or other business entity, each owner of a one-third (or greater) interest in the business entity shall be considered an “applicant” for purposes of this information.



Town of East Fishkill Planning Board

Planning Board Members

<u>Name</u>	<u>Business / Profession</u>
Sarah Bledsoe	
Richard Campbell	Electrical Engineering
John Eickman, Chair	Management
Lori Gee	Commercial Banking, M&T Bank
John Greenan	
Ed Miyoshi	IT Professional
John Giovagnoli, Alternate	

Planning Board Consultants

<u>Name</u>	<u>Title / Affiliation</u>
Peter Setaro	Town Engineering Consultant / CPL Associates
Scott Bryant	Town Engineer
Michael Cunningham, Esq.	Planning Board Counsel
Michelle Robbins	Town Planner
Brendan Fitzgerald	Town Traffic Consultant / HV Engineering

Please indicate the name of the Board Member or Advisor with whom you have, or have had, a familial, business, or professional relationship, the nature of the relationship, and whether the relationship remains currently in effect:



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THE UNDERSIGNED HEREBY AGREES TO COMPLY WITH ALL THE RULES AND REGULATIONS OF THE TOWN OF EAST FISHKILL AND HEREBY AGREES THAT THE ABOVE INFORMATION IS TRUE.

FURTHER, THE APPLICANT UNDERSTANDS THAT THE PLANNING BOARD EMPLOYS THE SERVICES OF OUTSIDE PLANNING, ENGINEERING, WETLAND, AND OTHER CONSULTANTS AS NEEDED, IN THE REVIEW OF PLANNING BOARD APPLICATIONS. PROJECT APPLICANTS ARE REQUIRED TO REIMBURSE THE TOWN FOR THE FEES OF SAID CONSULTANTS, AND AN ESCROW ACCOUNT WILL BE ESTABLISHED AND MAINTAINED FOR THE PAYMENT OF SUCH FEES UPON RECEIPT OF A PROJECT APPLICATION. THE ACCOUNT WILL BE MAINTAINED AND SUPPLEMENTED, AS NEEDED, THROUGHOUT THE REVIEW PROCESS AND, WHERE APPROPRIATE, DURING MONITORING AFTER PROJECT APPROVAL.

IN ADDITION, THE APPLICANT UNDERSTANDS THAT THE MEMBERS OF THE PLANNING BOARD AND THE TOWN'S CONSULTANTS NEED TO PERFORM SITE VISITS TO PROVIDE ACCURATE AND MEANINGFUL RECOMMENDATIONS, AND HEREBY PERMITS SAID INDIVIDUALS TO ENTER (ON REASONABLE NOTICE TO THE APPLICANT) THE INVOLVED PARCEL(S) DURING THE PLANNING BOARD REVIEW PROCESS AND PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

Print Applicant's Name

Signature of Applicant

Date

Print Owner's Name

Signature of Owner

Date

Notary Public



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SUBMISSION CHECKLIST

(To be completed by Applicant)

- _____ Name and address of applicant.
- _____ Name and address of owner.
- _____ Name and location of project.
- _____ Tax Map Data (Section-Block-Lot).
- _____ Total area of the project site (acres).
- _____ Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property.
- _____ Date of plan preparation and/or date of plan revision.
- _____ Scale of Plan and North Arrow.
- _____ All plans must be signed and sealed by a NYS licensed Engineer or Architect.
- _____ Applicable note pertaining to the owner's review and concurrence with the Plan together with the owner's signature.
- _____ Provide a 4" wide by 2" high box in the area of the title block for Planning Board Approval.
- _____ Provide a 6" wide by 4" high box for Dutchess County Department of Health Approval (subdivision only).
- _____ Provide a 4" wide by 2" high box for Real Property Tax Certification to be signed by the director of Real Property Taxes (subdivision only).
- _____ Provide a 4" wide by 2" high box for Commissioner of Finance Certification to be signed by the Commissioner of Finance (subdivision only).
- _____ Submission of a Survey signed and sealed by a NYS Licensed Land Surveyor.
- _____ Indicate any reference to Survey/topographic data used in the preparation of the Plan.
- _____ Bulk Regulation Table indicating what is required in the underlying zoning district and what the applicant is proposing (lot-by-lot analysis).
- _____ A note indicating the affected Town regulated Environmental Management Districts (if any) shall be provided on the Plan.
- _____ Illustration of zoning district boundaries
- _____ Existing structures, drainage systems, wells, septic systems, waterlines, and sewer lines within 200 feet of the subject property.



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- _____ A Vicinity Map (tax map) with names and addresses of adjoining owners within 500 feet of the subject property.
- _____ The location, size and use of all existing and proposed buildings and structures.
- _____ Existing topography and proposed grade elevations of the project area at a contour interval of 2 feet, unless otherwise specified by the Planning Board. The applicant shall provide the source of the contour data.
- _____ Soil types using data available from Dutchess County Soil Conservation Service.
- _____ The location, size and purpose of all existing easements, reservations, and areas to be dedicated.
- _____ Proposed lot lines with accurate metes and bounds.
- _____ Proposed limits of disturbance and clearing shall be illustrated on the Plan. The total area of disturbance is to be indicated on the plan.
- _____ A Tree Plan shall be prepared in conformance with the Zoning Code.
- _____ General site conditions, including, but not limited to, orchards, landscaping, wooded areas, and other conditions that may impact the site.
- _____ Flood elevations and boundaries of on-site floodplains and floodways.
- _____ Existing lakes, ponds, streams (include stream classification), watercourses, wetlands, vernal pools, wetland buffers, and wet areas.
- _____ Existing and proposed drainage ways and all drainage structures in and near the site and those which may be impacted shall be illustrated on the Plan.
- _____ Terrain with slopes that are equal to or greater than 33.3% shall be illustrated on the Plan.
- _____ The location of all existing and proposed site improvements, including pavements, walks, curbing, drains, culverts, retaining walls, fences, parks, open space and recreation facilities, stonewalls and other stone structures.
- _____ The size and location of all existing and proposed off-street parking stalls shall be illustrated on the Plan, including loading areas and handicap stalls and signage.
- _____ Traffic circulation patterns shall be illustrated on the Plan using arrows.
- _____ Proposed road/driveway profiles including existing and proposed grades, centerline grades, vertical curves, utilities, drainage structures, and other improvements.
- _____ Illustration and description of the method of sewage disposal and location of such facilities.
- _____ Proposed water supply, either individual well designs or connection with an existing water supply system to provide water for domestic consumption and fire protection.



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- _____ Architectural elevations (front, rear, side) and floor plans shall be submitted to the Planning Board for review.
- _____ The location, height, design and size of all temporary and permanent signs.
- _____ Identification of proposed landscaping and buffer screening areas, including a landscaping plan, and species and quantities of existing and proposed vegetation.
- _____ The location and design of lighting and security features.
- _____ The location and character of all power distribution and transmission lines.
- _____ The location and description of all subsurface site improvements and facilities.
- _____ A grading plan showing before and after contours. The plan should also show the extent and amount of cut and fill for all disturbed areas.
- _____ An Erosion and Sediment Control Plan shall be prepared in conformance with state requirements and shall include temporary and permanent methods of stabilization.
- _____ All stormwater facilities will be illustrated on the plan. Adequate provisions for the handling of stormwater runoff should be made to include retention/detention and piping or channeling to existing drainage systems (during and after construction), in accordance with the latest NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity and local MS4 regulations.
- _____ Field testing for stormwater management facilities will be performed.
- _____ A drainage plan, including drainage calculations necessary to support the sizing of the proposed drainage structures and verifying that no adverse impacts to existing drainage will result. Watersheds and drainage structures, both upstream and downstream of the site must be considered. Proposed drainage structures shall be shown, including location, type, and size.

This checklist is provided as a guide and is for the convenience of the applicant. The East Fishkill Planning Board may require additional notes or revisions prior to granting approval.

The undersigned agrees to the best of his or her knowledge, the submitted project plans have been prepared in accordance with this checklist.

Signature of Applicant / Agent for Applicant

Date