



*Town of Fishkill
Planning Department
807 Route 52 - Fishkill, NY 12524
Phone: (845) 831-7800 ext. 3328
Fax: (845) 831-3256*

**PROCEDURES AND REQUIREMENTS GOVERNING
SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE**

All Applicants to the Planning Board must schedule an informational meeting with the Town Planning Department and/or the Town Building Inspector/Zoning Administrator prior to submitting an application.

The Planning Board meets regularly on the second Thursday of each month. All applications for Subdivision and Resubdivision approval must be submitted in accordance with the current Town of Fishkill Planning Board Meeting Schedule which is available on the Town's website at <https://www.fishkill-ny.gov/board-meeting-schedules.html> or in the Town Planning Department.

APPLICATION REQUIREMENTS:

An application for Subdivision, Resubdivision or Revised Lot Line approval must be made by submitting the following by U.S. mail or in person to the Town Planning Department.

1. One (1) original and five (5) copies of the completed Subdivision, Resubdivision or Revised Lot Line Application. The form is available for download on the Town's website. Any request for waivers of required information must be included together with the reason for such request.
2. Six (6) copies of the Subdivision Plat or Revised Lot Line detailing the proposed subdivision, resubdivision or revised lot line. The drawings should be at a scale of 1" = 20' where possible.
3. One (1) original and five (5) copies of the completed Environmental Assessment Form. The completion of a Full Environmental Assessment Form or a Short Environmental Assessment Form shall be the decision of the Town Planning Department and/or the Town Engineer. The forms are available for download on the Town's website.
4. One (1) compact disc or USB Drive containing copies in PDF Format of the completed Application for Subdivision, Resubdivision or Revised Lot line, Environmental Assessment Form, Subdivision Plat or Revised Lot Line, listing of all adjacent Property Owners' within 500' of the project site (listing shall include property owners' names, addresses and Tax Map Grid Nos.) and any other documentation being included as part of the application.
5. All required fees. An Application Fee and an Escrow Deposit must be submitted in accordance with the current Town of Fishkill Fee Schedule. A full copy of the Town's Fee schedule may be obtained by clicking on the following link to the Town's website Town Fee Schedule or or by visiting the Town's website at www.fishkill-ny.gov.



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Planning Department
807 Route 52 - Fishkill, NY 12524
Phone: (845) 831-7800 ext. 3328
email: dcolonna@fishkill-ny.gov*

FOR OFFICE USE ONLY	
Application No.:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Application Fee:	<input type="text"/>
Escrow Deposit:	<input type="text"/>
Escrow Account No.:	<input type="text"/>

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

APPLICANT'S INFORMATION (ENTIRE SECTION MUST BE COMPLETED)

Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____

PROPERTY OWNER'S INFORMATION (ENTIRE SECTION MUST BE COMPLETED)

Name: _____
Address: _____
City/Town: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____

REPRESENTATIVE'S INFORMATION (ENTIRE SECTION MUST BE COMPLETED)

Name: _____
Address: _____
City/Town: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____ License No. (if applicable): _____



Town of Fishkill
Planning Department

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

PROPERTY INFORMATION (ENTIRE SECTION MUST BE COMPLETED)

Tax Grid Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Acres:	<input type="text"/>
Tax Grid Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Acres:	<input type="text"/>
Tax Grid Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Acres:	<input type="text"/>
Tax Grid Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Acres:	<input type="text"/>

Location of property: _____

Property Street Address: _____

Property Street Address: _____

Property Street Address: _____

Property Street Address: _____

Property is located in _____ Zoning District(s) _____

**PROPOSED SUBDIVISION, RESUBDIVISION OR REVISED LOT LINE INFORMATION
(ENTIRE SECTION MUST BE COMPLETED)**

Proposed name of subdivision, resubdivision or revised lot line: _____
(If this application is for a resubdivision of land please list the Approved Subdivision's Name)

Total Number of lots proposed: _____
(Please list Proposed Lot No. and proposed acreage per lot below):

Proposed Lot No: _____	Proposed Acreage: _____
Proposed Lot No: _____	Proposed Acreage: _____
Proposed Lot No: _____	Proposed Acreage: _____
Proposed Lot No: _____	Proposed Acreage: _____

Brief Description of the Proposed Subdivision or Resubdivision or Revised Lot Line:



Town of Fishkill
Planning Department

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

The owner/applicant has interest in the abutting property as stated below or on the attached sheet: (If none so state): _____

Does the applicant propose to submit a Final Subdivision Plat to cover the entire preliminary layout or file same in sections? No Yes If yes, please describe _____

Does the applicant propose to dedicate to the Town any or all streets and/or and/or highway, which may be shown on the preliminary layout? No Yes If yes, please describe _____

The Applicant proposes to dedicate to the Town for public use for park and/or playground purposes land _____ acres of land.

Does the Applicant intend to request from the Board any waivers of requirements of the Subdivision of Land Regulations upon submission of the Final Plat for approval? No Yes If any waivers of these requirements are to be requested, list each of them below and indicate the reasons that any such requirements should be waived.

PROFESSIONAL ENGINEER OR LAND SURVEYOR INFORMATION
(ENTIRE SECTION MUST BE COMPLETED)

Name: _____

Mailing Address: _____

City/Town: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____ License Number: _____



Town of Fishkill
Planning Department

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

STATEMENT OF CONFORMANCE

I/We, the undersigned, hereby acknowledge that I/We have read this application and state that the information contained herein is correct and agree to comply with all the Town and County Ordinances and State Laws regarding Subdivision of Land. I/We, hereby authorize the Town of Fishkill Planning Board, Town of Fishkill Officials and/or Town of Fishkill Consultants to enter and inspect this property at any reasonable hour of the day, including Saturday and Sunday.

Applicant's Signature

Date

Property Owner's Signature

Date

Representative's Signature

Date



Town of Fishkill
Planning Department

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

State of New York)
County of _____) ss:
Town of _____

I, _____ being duly sworn, hereby depose and say that all of the following statements and statements contained in the papers submitted herewith are true and that the nature and extent of any interests set forth are disclosed to the extent that they are known to the Applicant.

1. Print or type full name and post office address: _____

Certifies that he/she is the owner or agent of the certain lot, piece or parcel of and/or building described in this application **and if not the owner that he/she has been duly properly authorized to make this application and to assume responsibility for the owner** in connection with this application for approval as indicated below.

2. To the Planning Board of the Town of Fishkill, Dutchess County, New York:

Application is hereby submitted for (please check all that apply):

- Subdivision
- Resubdivision and Revised Lot Line

3. Premises affected are in the _____ Zoning District and on the Town of Fishkill Tax Map known as,

Section: _____ Block: _____ Lot: _____
Section: _____ Block: _____ Lot: _____
Section: _____ Block: _____ Lot: _____

4. There is no state officer, Dutchess County officer or employee or Town officer or employee nor his or her spouse, brother, sister, parent, child or grandchild, or a spouse of any of these relatives who is the applicant or who has an interest in the person, partnership or association making this application, petition or request, or is an officer, director, partner or employee of the applicant, or that such officer or employee, if this applicant is a corporation, legally or beneficially owns or controls any stock of the applicant in excess of 5% of the total of the corporation, if its stock is listed on the New York or American Stock Exchanges; or is a member or partner of the applicant, if the applicant is an association or partnership; nor that such town officer or employee nor any member of his family in any of the foregoing classes is a party to an agreement with the applicant, express or implied, whereby such officer or employee may receive any payment or benefit, whether or not for service rendered, which is dependent or contingent upon the favorable approval of this application, petition or request.

5. To the extent that the same is known to the applicant, and to the owner of the subject premises **that is disclosed herewith** the interest of the following officer or employee of the State of New York or the County of Dutchess or the Town of Fishkill in the application or in the property or subject matter to which it relates. **(IF NONE, SO STATE)** _____

- a. Name and address of officer or employee _____
- b. Nature of interest _____
- c. If stockholder, number of shares _____
- d. If officer or partner, nature of office and name of partnership _____
- e. If a spouse or brother, sister, parent, child, grandchild or the spouse of any of these blood relatives of such state, county or town officer or employee, state name and address of such relative and nature of relationship to officer and employee and nature and extent of office, interest or participation or association having an interest in such ownership or in any business entity sharing in such ownership.

6. I do hereby depose and say that all of the above statements and statements contained in the papers submitted herewith are true and, knowing that a person who knowingly and intentionally violates this section is guilty of a misdemeanor.

Owner's Signature

Mailing Address

Sworn before this _____ day of _____ 20 _____

Notary Public Signature

Notary Public Stamp



*Town of Fishkill
Planning Department*

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

REIMBURSEMENT FOR PROFESSIONAL CONSULTING SERVICES

The Town of Fishkill Planning Board in the review of any application described herein, may refer any such application presented to it to such attorneys, engineering, planning, environmental or other technical consultant as the Planning Board may deem reasonably necessary to enable it to review such application as required by law. The charges made by such consultants shall be in accordance with such charges usually made for such services in the New York region or pursuant to an existing contractual agreement between the Town of Fishkill for the cost of such consultant services upon receipt of the bill. Such reimbursement shall be made prior to the final action of this application.

The final subdivision plat or revised lot line plat shall not be signed by the Planning Board Chair until all bills are paid in full.

Applicant's Signature

Sworn to before this ___ day of _____ 20 ___

Notary Public Signature

Notary Public Stamp



Town of Fishkill
Planning Department

APPLICATION FOR SUBDIVISION, RESUBDIVISION AND REVISED LOT LINE

Applicant's Name: _____

Subdivision or Revised Lot Line Plat Title: _____

APPLICATION CHECKLIST

- Subdivision /or Revised Lot Line Plat - **minimum size 24" x 36"** that **includes the following:**
- Applicant's Name(s)
- Applicant's Address
- Subdivision and/or Revised Lot Line Plat Preparer's Name
- Subdivision or Revised Lot Line Preparer's Address
- Subdivision or Revised Lot Line Plat Date
- Subdivision or Revised Lot Line Plat Revision Date(s)
- Area Map Inset
- Site Designation
- Abutting Property Owners & addresses - 500' of the project site
- Plot Plan
- Scale
- Metes and Bounds
- Zoning District Designation North Arrow
- Existing Building Locations Existing Paved Area Existing Vegetation
- Existing Access and Egress
- An Owner's Consent Note must appear on page 1 of the plat and must be signed and dated by the Owner after the last date of revision of the plat/Revised Lot Line Plat
- A Planning Board Approval Block must appear on all pages of the Plat as follows:

PLANNING BOARD APPROVAL

APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE TOWN OF FISHKILL, NY

ON THE ___ DAY OF ___ 20___

SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION,

ANY CHANGE, ERASURE, MODIFICATION OR REVISION OF THIS PLAN AS APPROVED

SHALL VOID THIS APPROVAL.

SIGNED THIS ___ DAY OF ___ 20___

BY _____

TOWN OF FISHKILL PLANNING BOARD CHAIR

Proposed Improvements

- Landscaping Exterior Lighting Screening
- Existing Access and Egress Parking Areas
- Loading Areas Paving Details
- Catch Basin Through Section
- Storm Drainage
- Refuse Storage
- Other Outdoor Storage
- Water Supply
- Sanitary Disposal System
- Fire Hydrants
- Building Locations
- Building Setbacks
- Building Elevations
- Divisions of Occupancy
- Sign Details (colors & samples)
- Data Table Inset
- Property Area (nearest 100')
- Building Coverage (square feet)
- Building Coverage (% of total area)
- Pavement Coverage (% of total area)
- Open Space (square footage)
- No. of Parking Spaces Required per Town Code
- No. of Parking Spaces Proposed

Other Items that must be submitted with the Application

- Environmental Assessment Form
- Application Fee per the Town's Current Fee Schedule
- Escrow Deposit per the Town's Current Fee Schedule
- One (1) CD or USB Drive -A copy of the **entire** submission must be provided on CD or USB Drive **in PDF format. Drawing sets are to be one (1) file on the CD or USB Drive** (i.e. if there are five (5) drawings one (1) file is to be on the CD or USB Drive that contains one (1) copy of the complete set of drawings.