



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

### **REQUIREMENTS GOVERNING SITE DEVELOPMENT PLAN & SPECIAL USE PERMIT APPLICATIONS**

All Applicants to the Planning Board must schedule and informational meeting with the Town Planning Department and/or the Town Building Inspector/Zoning Administrator **prior to** submitting an Application for Site Development Plan and/or Special Use Permit Approval.

The Planning Board meets regularly on the 2<sup>nd</sup> Thursday of each month; a copy of the Planning Board Meeting Schedule including Deadline Dates and Times for submissions is included in this packet. Please be sure to visit the Town's website to be sure that you have the most up-to-date Planning Board meeting Schedule at [www.fishkill-ny.gov](http://www.fishkill-ny.gov).

Any application for Site Development Plan and/or Special Use Permit Approval can be made by submitting by mail or in person **after** an information meeting has taken place with the Town Planning Department and/or the Town Building Inspector/Zoning Administrator.

An application for Site Development Plan and/or Special Use Permit Approval shall include, but is not necessarily limited to the submission of:

1. One (1) original and 14 copies of the completed Site Development Plan and Special Use Permit Application. Any request for waivers of requirement information must be included together with the reason for such request.
2. One (1) original and 14 copies of a completed Environmental Assessment Form. This form is available on the Town's website at [www.fishkill-ny.gov](http://www.fishkill-ny.gov), click on Downloadable Forms, scroll down to the Planning Department and click on the appropriate Environmental Assessment Form. The completion of either a Full Environmental Assessment Form or a Short Environmental Assessment Form shall be the decision of the Planning Department, the Town Building Inspector/Zoning Administrator and/or the Town Engineer.
3. 14 copies of the drawings detailing the proposed Site Development Plan. The drawings should be at a scale of 1" = 20' where possible and drawn on a map size no larger than 24" x 26". The Applicant shall describe the nature and intensity of the proposed use together will all pertinent information that is shown on the drawings.
4. One (1) CD containing copies of the Site Development Plan and Special Use Permit Application, the Environmental Assessment Form, the drawings and **all** other documentation being submitted as part of the application.
5. An Application Fee and an Escrow Deposit shall be submitted in accordance with the Town's Current Fee Schedule **at the time of application**. A copy of the pages from the Town's Fee Schedule, pertaining to the Site Development Plan and the Special Use Permit fees and Escrow Deposits are part of this packet. Please be sure to visit the Town's website at [www.fishkill-ny.gov](http://www.fishkill-ny.gov) to obtain a complete copy of the current Town's Fee Schedule. You may also purchase a copy of the Town's Current Fee Schedule from the Town Clerk's Office.

Please refer to the Town of Fishkill Town Code for all regulations and requirements for Site Development Plan and/or Special Use Permit Approval. The Town Code is available on the Town's website at [www.fishkill-ny.gov](http://www.fishkill-ny.gov), from the Welcome Page, under Quick Links, click on the Town Code link

**The entire completed application** package will be reviewed by the Planning Department and the Town Building Inspector/Zoning Administrator for conformance with the requirements of the Town Zoning Code and all other applicable regulations and/or standards of the Town of Fishkill.

The following pages of this document are from the current Town Fee Schedule that pertain to Site Development Plan and Special Use Permit Applications. A full copy of the Town's current Fee Schedule is available for download on the Town's website at [www.fishkill-ny.gov](http://www.fishkill-ny.gov) or for purchase at the Town Clerk's Office.

# **TOWN OF FISHKILL FEE SCHEDULE**



## **TOWN BOARD:**

Town Supervisor:	Robert P. LaColla
Councilperson:	Douglas A. A. McHoul
Councilperson:	Thomas Adams
Councilperson:	Ori Brachfeld
Councilperson:	Larry Cohen

*Adopted on: January 06, 2016*

**SECTION I - BUILDING, CONSTRUCTION, PLANNING AND ZONING**

E. **REZONING FEES** (continued)

**Note 3:**

Fees for legal ads are to be paid for by the applicant.

**Note 4:**

Standard 24”x36” public hearing notice sign is included in the application fee. If the Town Board requires a larger than standard sign, the additional cost of such sign shall be paid by applicant.

**Note 5:**

All fees are non-refundable.

**Note 6:**

When application for Rezoning is made simultaneously with an application for a Site Development Plan approval, Special Use Permit approval or Subdivision approval, 10% but not less than \$1,000.00 of the Site Development Plan, Special Use Permit or Subdivision fee set forth herein must be paid until the application for Rezoning is approved by the Town Board. In the event that the application for Rezoning is approved, the required remaining 90% of the Site Development Plan, Special Use Permit or Subdivision fee shall be immediately due and no further processing of the Site Development Plan, Special Use Permit or Subdivision application shall occur until the required remaining 90% of the fee is paid in full. In the event that the application for Rezoning is not approved, the required site plan, special permit or subdivision fee need not be paid. In all cases, the required “Escrow Funds” must be deposited for both the Rezoning application and for the Site Development Plan, Special Use Permit or Subdivision application at the time of the initial simultaneous application.

F. **SITE DEVELOPMENT PLAN (Chapter 150)**

Filing for Application:

For each structure up to 5,000 square feet	\$ 1,500.00
For each structure of 5,001-10,000 square feet	\$ 2000.00
For each structure of 10,001-15,000 square feet	\$ 2,500.00
For each structure of 15,001-20,000 square feet	\$ 3,000.00
For each structure of 20,001-25,000 square feet	\$ 3,500.00
For each structure of 25,001-50,000 square feet	\$ 5,000.00
For each structure of 50,001-75,000 square feet	\$ 7,500.00
For each structure of 75,001-100,000 square feet	\$ 10,000.00
For each 25,000 sq. ft. over 100,000 square feet	\$ 2,500.00
For up to ten (10) parking places, add	\$ 50.00 per required parking space
For the next 490 parking spaces, add	\$ 20.00 per required parking space
For over 500 spaces, add	\$ 15.00 per required parking space
Recreation Fee in Lieu of Land	\$ 5,000.00 per dwelling unit
Recreation Fee (if approved on-site recreation area)	\$ 3,000.00 per dwelling unit
Retroactive Approval Fee	\$ 500.00
For Planning Board approval of project applications for work already commenced or completed prior to the issuance of a formal resolution of approval for Site Development Plan or Special Use Permit from the Planning Board (this fee is in addition to the above listed fees).	
Readoption of Approval Fee	\$250.00
Applied in event of the Project Sponsor’s failure to perform required or expected actions to maintain the active status or progress of the proposed project. This fee shall not apply in the event that project delays are beyond the control of the Project Sponsor as determined by the Planning Board.	

**SECTION I - BUILDING, CONSTRUCTION, PLANNING AND ZONING**

**F. SITE DEVELOPMENT PLAN (Chapter 150) (continued)**

**Adjustment of Recreation Fees Upon Reapproval**

In the event of a reapproval by the Planning Board, upon the expiration of an earlier granted approval or reapproval, the applicant shall pay the differential if any between (a) the Recreation Fee prevailing at the time of the new reapproval, and (b) the Recreation Fee charged at the time of the preceding approval or reapproval. With respect to discretionary extension of approvals or reapprovals, there shall be no step-up of a previously charged Recreation Fee, unless such fees were erroneously computed and collected by the relevant agency or officer of the Town.

\*\*\* See Revision Fees as noted on Page 12 \*\*\*

**Note 1:**

For all Site Plan applications please see the “Escrow Funds” section of this document.

**Note 2:**

Site Development Inspection Fees (Section 150-59C, Page 15091)

As a condition of Site Development approval, an inspection fee in an amount determined necessary by a Town Engineer, but not in excess of seven percent (7%) of the estimated cost of constructing all private roads, sidewalks, water supply, sewerage, and storm drainage systems, grading, landscaping, and all other site improvements, not including building construction, shall be paid to the Town of Fishkill. Such fee shall be used to cover costs incurred by the Town of Fishkill in conducting inspections of such development as it progresses and upon completion.

**Note 3:**

Recreation Fees (in all cases) will be established by the Town Board on the basis of the current fee Schedule rather than on the year of application.

**Note 4:**

To avoid double payment, Recreation Fees are not applicable to the extent that such fees are charged by a Subdivision approval component of the project.

**Note 5:**

Fees for legal ads are to be paid for by the applicant.

**Note 6:**

All Fees are non-refundable.

**Note 7:**

When application for Site Development Plan approval is made simultaneously with an application Rezoning, please refer to “Section E - Rezoning Fees - Note 6” above).

**G. SPECIAL USE PERMIT (Chapter 150)**

**Filing for Application:**

For each structure up to 5,000 square feet	\$ 1,500.00
For each structure of 5,001-10,000 square feet	\$ 2000.00
For each structure of 10,001-15,000 square feet	\$ 2,500.00
For each structure of 15,001-20,000 square feet	\$ 3,000.00
For each structure of 20,001-25,000 square feet	\$ 3,500.00
For each structure of 25,001-50,000 square feet	\$ 5,000.00
For each structure of 50,001-75,000 square feet	\$ 7,500.00

**SECTION I - BUILDING, CONSTRUCTION, PLANNING AND ZONING****G. SPECIAL USE PERMIT (Chapter 150)**

For each structure of 75,001-100,000 square feet	\$ 10,000.00
For each 25,000 sq. ft. over 100,000 square feet	\$ 2,500.00
For up to ten (10) parking places, add	\$ 50.00 per required parking space
For the next 490 parking spaces, add	\$ 20.00 per required parking space
For over 500 spaces, add	\$ 15.00 per required parking space
The following apply if the Special Use Permit includes dwelling units:	
Recreation Fee in Lieu of Land	\$ 5,000.00 per dwelling unit
Recreation Fee (if approved on- site recreation area)	\$ 3,000.00 per dwelling unit

Retroactive Approval Fee \$ 500.00

For Planning Board approval of project applications for work already commenced or completed prior to the issuance of a formal resolution of approval for Site Development Plan or Special Use Permit from the Planning Board (this fee is in addition to the above listed fees).

Readoption of Approval Fee \$250.00

Applied in event of the Project Sponsor's failure to perform required or expected actions to maintain the active status or progress of the proposed project. This fee shall not apply in the event that project delays are beyond the control of the Project Sponsor as determined by the Planning Board.

**Adjustment of Recreation Fees Upon Reapproval**

In the event of a reapproval by the Planning Board, upon the expiration of an earlier granted approval or reapproval, the applicant shall pay the differential if any between (a) the Recreation Fee prevailing at the time of the new reapproval, and (b) the Recreation Fee charged at the time of the preceding approval or reapproval. With respect to discretionary extension of approvals or reapprovals, there shall be no step-up of a previously charged Recreation Fee, unless such fees were erroneously computed and collected by the relevant agency or officer of the Town.

\*\*\* See Revision Fees as noted on Page 12 \*\*\*

**Note 1:**

For all Special Use Permit applications please see the "Escrow Funds" section of this document.

**Note 2:**

Special Use Permit Inspection Fees (Section 150-34-B, Page 15053):

As a condition of Special Use Permit approval, an inspection fee in an amount determined necessary by a Town Engineer, but not in excess of seven percent (7%) of the estimated cost of constructing all private roads, sidewalks, water supply, sewerage, and storm drainage systems, grading, landscaping, and all other site improvements, not including building construction, shall be paid to the Town of Fishkill. Such fee shall be used to cover costs incurred by the Town of Fishkill in conducting inspections of such development as it progresses, and upon completion.

**Note 3:**

Recreation Fees (in all cases) will be established by the Town Board on the basis of the current Fee Schedule rather than on the year of application.

**Note 4:**

Fees for legal ads are to be paid for by the applicant.

**Note 5:**

All Fees are non-refundable

**SECTION I - BUILDING, CONSTRUCTION, PLANNING AND ZONING**

**G. SPECIAL USE PERMIT (Chapter 150)**

**Note 6:**

To avoid double payment, Recreation Fees are not applicable to the extent that such fees are charged by a Subdivision or Site Plan approval component of the project.

**Note 7:**

When application for Special Use Permit approval is made simultaneously with an application Rezoning - please refer to “Section E - Rezoning Fees - Note 6” above.

**H. LAND DEVELOPMENT PERMIT (Chapter 150)**

Filing for Application for Approval of Land Development Permit: \$1,500.00

Retroactive Fee: \$ 500.00

For Planning Board Approval of project applications for work already commenced or completed prior to the issuance of a formal resolution of approval for a Land Use Development Permit from the Planning Board (this fee is in addition to the above listed Application Fee.

Readoption of Approval Fee \$ 250.00

Applied in the event of the Project Sponsor’s failure to perform required or expected actions to maintain the active status or progress of the proposed project. This fee shall not apply in the event that the project delays are beyond the control of the Project Sponsor as determined by the Planning Board.

**\*\*See Revision Fees on Page 12\*\*\***

**Note 1:**

For all Land Development Permit Applications see the “Escrow Funds” section of this document.

**Note 2:**

Fees for legal ads are to be paid by the Applicant.

**Note 3:**

All fees are non -refundable.

**I. SUBDIVISION OF LAND (Chapter 132)**

Filing for Application for Approval of Subdivision Plat:

1 - 4 lots	\$ 1500.00
5 - 10 lots	\$ 2500.00
11 – 15 lots	\$ 3,500.00
Each additional lot over 16	\$ 250.00 per new lot

Recreation Fee in Lieu of Land \$ 5,000.00 per new lot

Recreation Fee \$ 3,000.00 per new lot

(if approved on-site recreation area)

Retroactive Approval Fee \$ 500.00

For Planning Board approval of project applications for work already commenced or completed prior to the issuance of a formal resolution of approval for Site Development Plan or Special Use Permit from the Planning Board (this fee is in addition to the above listed fees).

**SECTION I - BUILDING, CONSTRUCTION, PLANNING AND ZONING**

**J. REVISION FEES - DMUD, SITE DEVELOPMENT PLAN, LAND DEVELOPMENT PERMIT, SPECIAL USE PERMIT & SUBDIVISION**

All revisions to previously approved plans/plats which alter the Planning Board's Approval in a significant way as determined by the Town Planning Department or Town Engineer \$2,500.00

All revisions to previously approved plans/plats which alter the Planning Board's approval in a minor way as determined by the Town Planning Department or Town Engineer \$1,000.00

All items/plans which are only for discussion by the Planning Board (excluding revisions to previously approved plans or plats). \$ 100.00

**SECTION II - MOBILE HOME PARKS (Chapter 106)**

**A. APPLICATION FOR ORIGINAL LICENSE**

Up to and including five (5) homes	\$ 150.00 per
home	
Thereafter, per home	\$ 100.00 per
home	
Minimum Fee (per site)	\$ 300.00
Transfer of License	\$ 250.00

**B. RENEWAL OF ANNUAL PERMIT**

Renewal Fee 50% of amount as calculated from above figures.

**Note 1:** For all Mobile Home Park applications please see the "Escrow Funds" section of this document.

**Note 2:** All Fees are non-refundable.

**SECTION III - WATER AND SEWER FEES, RENTS, AND CHARGES**

**Town of Fishkill**

**Current Water and Sewer Rate Schedule - January 01, 2014**

Water and sewer rates by law, must be charged at cost to the actual users of the service. Multiple water and sewer districts were developed in Fishkill each with its own contractual relationships for water source, water distribution, sewage collection and sewage processing. Due to the nature of this pattern of development, several billing arrangements are in effect. The rates below are charged to residents receiving water and/or sewer service from the Town of Fishkill. Most residential customers are charged a base minimum charge plus the cost for any metered consumption over that minimum.

	Quarterly Minimum Usage	Quarterly Minimum Charge	Overage	Quarterly Meter Rental (Flat Fee)
<b>A. <u>WATER DISTRICTS</u></b>				
Beacon Hills Water	1,000 cu.ft.	\$55.50	0.0553/cu.ft.	\$0.50
Blodgett Water	1,000 cu.ft.	\$29.50	0.0500/cu.ft.	None
Brinckerhoff Water	1,000 cu.ft.	\$13.70	0.01370/cu.ft.	\$0.50
Brinckerhoff Water (Out of District):				
Aveonis	1,000 cu.ft.	\$27.40	0.2740/cu.ft.	\$0.50
Cedar Knolls	1,000 cu.ft.	\$27.40	0.02740/cu.ft.	\$0.50
Deer Crossing	1,000 cu.ft.	\$27.40	0.02740/cu.ft.	\$0.50

**SECTION IV - MISCELLANEOUS FEES****B. DOG CONTROL****Note 1:**

Residents over age 65 are exempt from local fee.

**C. PEDDLING AND SOLICITING (Chapter 112)**

Application Fee:	\$ 50.00 (non-refundable)		
<u>Activity</u>	<u>Per Week</u>	<u>Per Month</u>	<u>Per Year</u>
Peddling on foot	\$10.00	\$25.00	\$100.00
Peddling w/handcart or pushcart	\$25.00	\$50.00	\$200.00
Peddling w/vehicle (1 person)	\$25.00	\$50.00	\$200.00
Each helper to person peddling with vehicle	\$ 5.00	\$40.00	\$ 50.00

**SECTION V - ESCROW FUNDS****A. GENERAL**

In order to ensure that the cost of any Engineering, SEQR Experts, Planning, Legal or other Consultation Fees incurred by the Town of Fishkill with respect to matters before the Planning Board or the Town Board are borne by the applicants. Escrow Funds will be submitted by the applicants. Upon filing an application for either Subdivision, Site Plan, Rezoning, or Special Use Permit, the applicant shall deposit with the Planning Board Administrator a sum of money in accordance with the table below. The Planning Board Administrator, Town building Inspector / Zoning Administrator or Town Supervisor, shall authorize payment of all fees charged by any professionals employed by the Planning Board or Town Board with respect to the applicant's project. Said fees shall be submitted by voucher and paid as approved by the Planning Board Administrator or Town Supervisor. The Planning Board Administrator shall refund to the applicant any funds remaining on deposit at the conclusion of the project. If the Escrow Fund is depleted to the amount found in Subparagraph "B" herein, prior to completion of the project reviews, the applicant shall reimburse the Escrow Fund as stated therein. If the applicant fails to reimburse the Escrow Fund, the Planning Board or the Town Board shall cease all reviews of the applicant's development. The Town shall not schedule such an applicant for appearances before the Planning Board or the Town Board to discuss any application. This policy shall be strictly enforced by the appropriate Town officials. A Certificate of Occupancy shall not be issued unless all professional fees incurred by the applicant's project have been paid.

**B. CALCULATION OF ESCROW FUND**

<u>Type of Application</u>	<u>Initial Deposit Depleted to</u>		<u>Replenishment</u>
A. Pre-Planning Meeting	\$1,000.00		
B. Planning Board Discussion	\$150.00 (Applied at discretion of Planning Dept.)		
C. Minor (1-5 lots)	\$ 2,500.00	\$ 1,000.00	Current Bills + \$1,000.00
D. 6-15 lots	\$ 3,000.00	\$ 1,500.00	Current Bills + \$1,500.00
E. Over 15 lots	\$ 5,000.00	\$ 2,000.00	Current Bills + \$3,000.00
F. Lot line realignments	\$ 1,500.00	\$ 500.00	Current Bills + \$ 500.00
G. All residential plans	\$ 7,500.00	\$ 3,000.00	Current Bills + \$4,000.00
H. All other plans	\$ 7,500.00	\$ 3,000.00	Current Bills + \$4,000.00
I. Land Use Development Permits	\$1,500.00	\$ 500.00	Current Bills + \$1,000.00
J. Special Use Permits	\$ 7,500.00	\$ 3,000.00	Current Bills + \$4,000.00
K. Rezoning (w/o Planning Board)	\$ 10,000.00	\$ 2,500.00	Current Bills + \$2500.00
L. Rezoning (w/ Planning Board)	\$ 10,000.00	\$ 2,500.00	Current Bills + \$5000.00

**SECTION V - ESCROW FUNDS**

**B. CALCULATION OF ESCROW FUND** (continued)

**Note:** Amounts stated above may be increased as deemed appropriate by the Planning Board Administrator. Applicants seeking multiple approvals for a related Project may consolidate to a single escrow account by written request only. Escrow replenishment amounts will convert to the level of the greater escrow exposure rate.

**C. REVISIONS**

These Regulations may be revised by the Town Board of the Town of Fishkill by Resolution.

Fees are refundable when the Town Board deems that they should be refunded.

**SECTION VI – RECREATION FEES**

**A. WINTER RECREATION PROGRAM FEES**

<b>PROGRAM</b>	<b>FEE</b>
Afterschool Program (Brinckerhoff)	\$95.00/activity for the session
Afterschool Program (Fishkill)	\$95.00/activity for the session
Afterschool Program (Glenham)	\$95.00/activity for the session
Afterschool Program – Late Fee	\$15.00/activity
Babysitting Course	\$50.00
Babysitting Course – Late Fee	\$10.00
Girls Basketball Clinic	\$50.00
Teen Center	\$8.00/evening
Little Rascals	\$3.00/day
Open Gym	\$5.00/day
Winter Biddy Basketball	\$70.00
Winter Hoops 1 <sup>st</sup> & 2 <sup>nd</sup> Graders	\$80.00
Winter Hoops 3 <sup>rd</sup> – 8 <sup>th</sup> Graders	\$110.00
Winter Hoops 9 <sup>th</sup> – 12 <sup>th</sup> Graders	\$125.00
Winter Hoops Late Fee	\$25.00

**B. RECREATION ROOM RENTALS**

<b>ROOM RENTALS</b>	<b>HOURLY RENTAL RATE</b>
<b>Gym Rental</b>	
Recurring rental	\$60/hour**
One-time rental	\$75/hour**
Mats (if needed)	\$500
<b>Main Hall Rental</b>	
Recurring rental	\$50/hour**
One-time rental	\$60/hour**
<b>Multipurpose Room Rental</b>	
Program rental during the week 8am-4pm	\$20/hour
Program rental during the week after 4pm	\$30/hour
One-time rental and weekend rental	\$40/hour**
Security Deposit for Room Rentals	\$200

Revised 11/06/15**2016 MEETING SCHEDULE****TOWN OF FISHKILL PLANNING BOARD****807 Route 52 • Fishkill, NY • 12524-3110****Phone : (845) 831-7800 ext. 3328****Fax : (845) 831-3256**

**All meetings are held at 7 p.m. in the Francois R. Cross Meeting Room located in the lobby of the Town Hall on the 2nd Thursday of each month unless otherwise noted below.**

	<b>DEADLINE DATES FOR APPLICATION AND REVISION SUBMITTALS</b>
<b>MEETING DATES</b>	<b><i>NO LATER THAN 2:30 P.M.</i></b>
<del>Thursday, January 07, 2016</del>	<del>Thursday, December 17, 2015</del>
Thursday, January 14, 2016	Wednesday, December 23, 2015
Thursday, February 11, 2016	Thursday, January 21, 2016
Thursday, March 10, 2016	Thursday, February 18, 2016
Thursday, April 14, 2016	Thursday, March 24, 2016
Thursday, May 12, 2016	Thursday, April 21, 2016
Thursday, June 09, 2016	Tuesday, May 19, 2015
Thursday, July 14, 2016	Thursday, June 23, 2016
Thursday, August 11, 2016	Thursday, July 21, 2016
Thursday, September 08, 2016	Thursday, August 18, 2016
Thursday, October 13, 2016	Thursday, September 22, 2016
Thursday, November 10, 2016	Thursday, October 20, 2016
Thursday, December 08, 2016	Thursday, November 17, 2016

***Planning Board agendas are available one (1) week prior to each meeting on the Town's website - [www.fishkill-ny.gov](http://www.fishkill-ny.gov)***

***• This Schedule Is Subject To Change •***