



**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 2nd 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, click on Boards & Minutes at the top of the Welcome Page, click on Meeting Schedules and click on Planning Board Meeting Schedule.

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, from the Welcome Page, under Quick Links, 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 with 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 are part of this packet. Please be sure to visit the Town's website at www.fishkill-ny.gov to obtain a complete copy of the current Town's Fee Schedule, from the Welcome Page, under Quick Links, click on Downloadable Forms, scroll down to the Town Clerk's Department and click on the Town 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, 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.

<i>Revised January 15, 2015</i>	
<p>2015 MEETING SCHEDULE TOWN OF FISHKILL PLANNING BOARD 807 Route 52 • Fishkill, NY • 12524-3110 <u>Phone</u>: (845) 831-7800 ext. 3328 <u>Fax</u>: (845) 831-6040</p> <p><i>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.</i></p>	
MEETING DATES	DEADLINE DATES FOR APPLICATION AND REVISION SUBMITTALS <i>NO LATER THAN 2:30 P.M.</i>
Thursday, January 08, 2015	Thursday, December 18, 2014
Thursday, February 26, 2015	Wednesday, February 11, 2015
Thursday, March 12, 2015	Thursday, February 19, 2015
Thursday, April 09, 2015	Thursday, March 19, 2015
Thursday, May 14, 2015	Thursday, April 23, 2015
Thursday, June 11, 2015	Thursday, May 21, 2015
Thursday, July 09, 2015	Thursday, June 18, 2015
Thursday, August 13, 2015	Thursday, July 23, 2015
Thursday, September 10, 2015	Thursday, August 20, 2015
Thursday, October 08, 2015	Thursday, September 17, 2015
Thursday, November 12, 2015	Thursday, October 22, 2015
Thursday, December 10, 2015	Thursday, November 19, 2015
<p><i>Planning Board agendas are available one (1) week prior to each meeting on on the Town's website - www.fishkill-ny.gov • This Schedule Is Subject To Change •</i></p>	

Note:

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, click on Boards & Minutes at the top of the Welcome Page, click on Meeting Schedules and click on Planning Board Meeting Schedule.

TOWN OF FISHKILL FEE SCHEDULE



TOWN BOARD:

Town Supervisor:	Robert P. LaColla
Councilperson:	Douglas A. A. McHoul
Councilperson:	Kurt Buck
Councilperson:	Ori Brachfeld
Councilperson:	Larry Cohen

Adopted on: May 20, 2015

This page and the following pages pertain to Site Development Plan and Special Use Permit Application Fees and Escrow Deposits and are from the Town's Fee Schedule. Please be sure to visit the Town's website at www.fishkill-ny.gov to obtain a complete copy of the current Town's Fee Schedule, from the Welcome Page, under Quick Links, click on Downloadable Forms, scroll down to the Town Clerk's Department and click on the Town Fee Schedule. You may also purchase a copy of the Town's Current Fee Schedule from the Town Clerk's Office.

E. **REZONING FEES** (continued)

Note 3:

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

Note 4:

All fees are non-refundable.

F. **SITE 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.

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** ***

Note 1:

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

SECTION I - BUILDING, CONSTRUCTION, PLANNING AND ZONING

F. SITE PLAN (Chapter 150)

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.

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
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	\$ 3,000.00 per dwelling unit (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

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

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 ***

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

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.

H. LAND USE DEVELOPMENT PERMIT (Chapter 150)

Filing for Application for Approval of Land Use 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.

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

Note 2:

Subdivision Inspection Fees (Section 132-18F)

To offset the costs incurred by the Town in conducting inspections, all applicants for approval of subdivisions involving the construction of streets and/or other improvements shall be required to submit an inspection fee, payable to the “Town of Fishkill”, in an amount equal to one (1) dollar per linear foot of new road to be constructed as a condition of plan approval.

Note 3:

On-Site Water and Sewerage Systems (Section 132-18).

An additional inspection fee in an amount determined necessary by the Town Engineer, but not in excess of seven percent (7%) of the estimated cost of constructing the on-site water supply and sewerage systems serving the subdivision and including integral off-site portions of the systems necessary to connect to existing Town facilities shall be paid by the developer to the Town of Fishkill. Such fees shall be used to cover costs incurred by the Town in conducting inspections of such systems as they progress and upon completion.

Note 4:

Recreation (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 5:

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

Note 6:

All Fees are non-refundable.

J. REVISION FEES - DMUD, SITE PLAN, LAND USE 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

SECTION V - ESCROW FUNDS

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 Land Development Permit, Subdivision, Site Development Plan, Rezoning, or Special Use Permit, the applicant shall deposit with the Town Planning Department a sum of money in accordance with the table below. The Town Planning Department 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 Town Planning Department or Town Supervisor. The Town Planning Department 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.

SECTION V - ESCROW FUNDS

A. 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

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.