



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

## **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/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. Please be sure to click on the following link from the Town's website to ensure that you have the most up-to-date Planning Board Meeting Schedule: [Town of Fishkill Board Meeting Schedules](#)

Any application for Site Development Plan and/or Special Use Permit Approval can be made by submitting via U.S. mail or in person to the Town Planning Department. Said submission must be made in accordance with the current submission deadlines dates and times included in the current Planning Board Meeting Schedule **after** an informational meeting has taken place with the Town Planning Department and the Town Building Inspector/Zoning Administrator. Please click on the following link to email the Town Building Inspector/Zoning Administrator directly: [Email 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 four (4) copies of the completed Site Development Plan and Special Use Permit Application. Any request for waivers of the required information must be included together with the reason for the request.
2. One (1) original and four (4) copies of a completed Environmental Assessment Form. This form is available on the Town's website, please click on this link [Downloadable Forms](#) and go to the heading Planning Department. The completion of either a Full Environmental Assessment Form or a Short Environmental Assessment Form shall be the decision of the Town Planning Department, the Town Building Inspector/Zoning Administrator and/or the Town Engineer.
3. Four (4) 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 36". 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 or one (1) USB Drive 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 in PDF format.
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. Please visit the Town's website to obtain a complete copy of the current Town's Fee Schedule at: [www.fishkill-ny.gov](http://www.fishkill-ny.gov)  
You may also purchase a copy of the Town's Current Fee Schedule from the Town Clerk's Office.
6. 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 <https://www.ecode360.com/FI0709> .

**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.



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<b>FOR OFFICE USE ONLY</b>	
Application No.:	PB <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"/>

**SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLIC**

**NAME OF SITE DEVELOPMENT PLAN AND/OR SPECIAL USE PERMIT**

Proposed name of the Site Development Plan and/or Special Use Permit: (If this is an amendment to an existing Site Development Plan and/or Special Use Permit, please list the name of the previously approved Site Development Plan and/or Special Use Permit):

\_\_\_\_\_

**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: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>



Town of Fishkill  
Planning Department

**SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION**

**PROPERTY INFORMATION (ENTIRE SECTION MUST BE COMPLETED)**

- 1. Tax Grid Number: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ Acres: \_\_\_\_\_  
 Location of property: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Water District: \_\_\_\_\_ Sewer District: \_\_\_\_\_  
 Ambulance District: \_\_\_\_\_ Fire District: \_\_\_\_\_
  
- 2. Tax Grid Number: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ Acres: \_\_\_\_\_  
 Location of property: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Water District: \_\_\_\_\_ Sewer District: \_\_\_\_\_  
 Ambulance District: \_\_\_\_\_ Fire District: \_\_\_\_\_
  
- 3. Tax Grid Number: \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ Acres: \_\_\_\_\_  
 Location of property: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Water District: \_\_\_\_\_ Sewer District: \_\_\_\_\_  
 Ambulance District: \_\_\_\_\_ Fire District: \_\_\_\_\_

**Note:**

**If more than three (3) parcels are involved please attach an additional sheet of paper to this application and include the information requested above. Thank you.**

**SITE DEVELOPMENT AND/OR SPECIAL USE PERMIT INFORMATION (ENTIRE SECTION MUST BE COMPLETED)**

Brief Description of the requested action:

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Is this application for:

a) A new proposal for development? Yes  No

b) A revision of a previously approved Site Development Plan and/or Special Use Permit?

Yes  No

Is the proposed development to be developed in one (1) phase?

Yes  No

If no, please describe the phasing plan below:

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Town of Fishkill  
Planning Department

**SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION**

**APPLICANT'S SIGNATURE AND CERTIFICATION**

State of New York )

County of \_\_\_\_\_) ss: \_\_\_\_\_

Town/Village of \_\_\_\_\_)

I, \_\_\_\_\_ hereby depose and say that all the above statements contained in the papers submitted herewith are true.

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Sworn before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Stamp

**AFFIDAVIT OF OWNERSHIP/OWNERS'S CONSENT**

State of New York )

County of \_\_\_\_\_) ss: \_\_\_\_\_

Town/Village of \_\_\_\_\_)

I, \_\_\_\_\_ being duly sworn, hereby depose and say that I reside in the county of \_\_\_\_\_ in the state of \_\_\_\_\_.

I am the (\* \_\_\_\_\_ ) owner of the premises located at :

\_\_\_\_\_  
described in a certain deed of said premises recorded in the \_\_\_\_\_ County Clerk's office in Liber \_\_\_\_\_ block: \_\_\_\_\_ lot(s): \_\_\_\_\_

Said premises have been in my/its possession since \_\_\_\_\_. Said premises are also known and designated on the Town of Fishkill Tax Map as:

Section \_\_\_\_\_ Block: \_\_\_\_\_ lot(s): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Sworn before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Stamp

\* If owner is a corporation, fill in the office held by the deponent and name of corporation, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock.



*Town of Fishkill  
Planning Department*

**SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION**

**OWNER/APPLICANT'S CONSENT FORM TO VISIT PROPERTY**

I, \_\_\_\_\_, Owner/Applicant of the property described in the application submitted to the Town of Fishkill Planning Board and its supporting staff, do hereby give permission to Planning Board members of the Town of Fishkill and/or supporting staff to visit the property in question at a reasonable time during the day including Saturday and Sunday.

Owner/Applicant Signature: \_\_\_\_\_

Sworn before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Stamp



SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION

AFFIDAVIT PURSUANT TO SECTION 809 OF THE GENERAL MUNICIPAL LAW

State of New York )
County of ) SS:
Town/Village of )

I, being duly sworn, hereby depose and say that all of the following statements and the 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 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)

- Site Development Plan Approval
Special Use Permit Approval

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

Section: Block: Lot(s):
Section: Block: Lot(s):
Section: Block: Lot(s):

4. There is no state officer, Dutchess County officer or employee or town/village 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 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 a partnership; nor that such town/village 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 other 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 your applicant, and to the owner of the subject premises there 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/village 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, 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



**SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION**

**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 such Board shall deem reasonably necessary to enable it to review such application as required by law. The changed 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.

Permits will not be issued and Site Development Plan and/or Special Use Permit drawings will not be signed by the Planning Board Chairman until all bills are paid in full.

\_\_\_\_\_  
Applicant's Signature

Sworn before this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Stamp



**SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION**

**CHECKLIST (AS MAY BE APPLICABLE)**

Site Development Plan and/or Special Use Permit Title: \_\_\_\_\_

**Items**

- Site Plan
- Applicant's Name(s)
- Applicant's Address
- Site Plan Preparer's Name
- Site Plan Preparer's Address
- Drawing Date
- Revision Date(s)
- Area Map Inset
- Site Designation
- Plot Plan
- Scale
- Metes and Bounds
- Zoning District Regulations
- North Arrow
- Abutting property owners & addresses within 500' of project site
- Existing Building Locations
- Existing Paved Area
- Existing Vegetation
- Existing Access and Egress
- 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 (percentage of total area)
- Pavement Coverage (percentage of total area)
- Open Space (square feet)
- Open Space (percentage of total area)
- Number of Parking Spaces Required Per Code
- Number of Parking Spaces Proposed

**Proposed Improvements**

- Landscaping
- Exterior Lighting
- Screening
- Existing Access and Egress
- Parking Areas
- Loading Areas
- Paving Details
- Curbing Locations Curbing through section
- Catch Basin Locations
- Catch Basin through section

**Other Items to Be Submitted with Application**

- Environmental Assessment Form
- Application Fee
- Escrow Deposit
- \*One (1) CD or USB Drive that contains copies of the entire submission including all drawings in PDF format.

**\*Please note that drawing sets must be submitted as one (1) PDF file not separate files for each drawing.**