



**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.

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, 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. Please visit the Town's website at 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, 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.



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FOR OFFICE USE ONLY

Application No.: -
Application Fee:
Escrow Deposit:
Escrow Account No.

SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION

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: _____

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SITE DEVELOPMENT PLAN AND SPECIAL USE PERMIT APPLICATION

PROPERTY INFORMATION (ENTIRE SECTION MUST BE COMPLETED)

Tax Grid Number: _____ - _____ - _____ Acres: _____

Tax Grid Number: _____ - _____ - _____ Acres: _____

Location of property: _____

Location of property: _____

Property Street Address: _____

Property Street Address: _____

Property is located in _____ Zoning District(s). Property

is located in _____ Fire District Property is

located in _____ Ambulance District

Property is located in _____ Water District Property is

located in _____ Sewer District

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

Brief Description of the requested action:

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 phased or to be developed in one (1) phase? Yes No

If no, please describe phasing plan

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STATEMENT OF CONFORMANCE (ENTIRE SECTION MUST BE COMPLETED)

I/We, the undersigned, agree that the information herein and attached is true. I/We, the undersigned, do hereby permit officials and/or consultants of the Town of Fishkill to enter the property described herein to complete a thorough review of this application.

Applicant's Signature

Date

Property Owner's Signature

Date

Representative's Signature

Date

I/We, the undersigned, in making an application to the Town of Fishkill for approval for the activity stated and described in this application, have reviewed the laws and regulations of the Town of Fishkill to the extent that they are applicable to this proposal and understand that:

- **NO** building construction or alteration may be started **prior to issuance of a Building Permit.**
- **NO** Building Permit may be issued, **NO** site development work may be started and **NO** use may be established, except for one-family dwelling and their accessory uses, **until Final Site Development Plan and/or Special Use Permit Approval has been granted and Final Site Development Plan drawings have been endorsed by the Planning Board Chair.**
- **NO** building or premises or part thereof may be used or occupied **until a Certificate of Occupancy has been issued by the Town Building Inspector;** and
- **ALL** building construction and all site development **must conform to the plans and specifications approved by the Town of Fishkill. No deviation from or revision to an approved plan may take place without the prior approval of the Town of Fishkill.**

Applicant's Signature

Date

NOTE: It is the responsibility of the Applicant to notify the Town Building Inspector, for the purpose of inspection, at each stage of work. Please check with the Town Building Department at (845) 831-7800 ext. 3322 for specific instructions concerning your project,

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CHECKLIST (AS MAY BE APPLICABLE)

Site Development Plan and/or Special Use Permit Title: _____

Items

- | | |
|--|--|
| Site Plan | Storm Drainage |
| Applicant's Name(s) | Refuse Storage |
| Applicant's Address | Other Outdoor Storage |
| Site Plan Preparer's Name | Water Supply |
| Site Plan Preparer's Address | Sanitary Disposal System |
| Drawing Date | Fire Hydrants |
| Revision Date(s) | Building Locations |
| Area Map Inset | Building Setbacks |
| Site Designation | Building Elevations |
| Plot Plan | Divisions of occupancy |
| Scale | Sign details (colors & samples) |
| Metes and Bounds | Data Table Inset |
| Zoning District Regulations | Property Area (nearest 100') |
| North Arrow | Building Coverage (square feet) |
| Abutting property owners & addresses within 500' of project site | Building Coverage (percentage of total area) |
| Existing Building Locations | Pavement Coverage (percentage of total area) |
| Existing Paved Area | Open Space (square feet) |
| Existing Vegetation | Open Space (percentage of total area) |
| Existing Access and Egress | Number of Parking Spaces Required Per Code |

Proposed Improvements

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

Other Items (must be submitted at time of Application)

- Environmental Assessment Form
- Application Fee in accordance with current Fee Schedule
- Escrow Deposit in accordance with current Fee Schedule

*One (1) CD - ****NOTE: A copy of the entire submission must be provided on a CD in PDF format. Drawing sets are to be one (1) file - each set of drawings are to be made into a separate file. Drawing sets will not be accepted if each drawing is being provided as a separate file on the CD. (i.e. If a drawing set contains 12 drawings the PDF file must contain all 12 drawings and cannot be submitted as separate PDF files.***