

## TOWN OF EAST FISHKILL PLANNING BOARD

**Please take notice that an application submitted to the Planning Board must include the following items:**

- \_\_\_\_\_ Application fee and escrow (see attached schedule of fees), in 2 separate checks, made payable to the "Town of East Fishkill".
- \_\_\_\_\_ 15 - Copies of the attached application form and submission checklist.
- \_\_\_\_\_ 15 - Copies of the appropriate Environmental Assessment Form (EAF).  
Long Form EAF is required for all Site Plans and Subdivisions greater than 3 lots.  
Short Form EAF can be used for all others (Planning Board can request the Long Forms).
- \_\_\_\_\_ 15 - Copies of Proposed Subdivision Plan.
- \_\_\_\_\_ 15 - Copies of Proposed Site Plan.
- \_\_\_\_\_ 15 - Copies of a color map showing Wetlands, Steep Slopes and Lot Count Formula pursuant to Local Laws # 6, 7 and 8 of 2007.
- \_\_\_\_\_ 5 - Copies of a Survey, less than 2 years old, signed and sealed by a NYS licensed land surveyor.
- \_\_\_\_\_ 5 - Copies of architectural elevations (front, side, rear) and floor plans prepared by a Design Professional
- \_\_\_\_\_ 4 - Copies of correspondence from the Wetland Inspector (if applicable).
- \_\_\_\_\_ 3 - Copies of previously granted variances (if applicable).
- \_\_\_\_\_ 2 - Copies of the deed/contract of sale.
- \_\_\_\_\_ 2 - Copy of authorization by owner(s) if applicant is represented by and agent or other representative.
- \_\_\_\_\_ 1 - Copy of Plans on CD
- \_\_\_\_\_ Electronic Submission to Pam Baier ( [baierp@eastfishkillny.org](mailto:baierp@eastfishkillny.org) )
- \_\_\_\_\_ 1- Confirmation of Well Test from Town Building Department
- \_\_\_\_\_ Confirmation that all taxes have been paid: \_\_\_\_\_ Date: \_\_\_\_\_

Receiver of Taxes: \_\_\_\_\_

Please note that the Planning Board will provide copies of the Plans to the Town Engineer, Town Planner, Town Attorney, Town Wetlands Inspector, Conservation Advisory Commission, the Architectural Review Board, Fire Advisory Board, the Code Enforcement Officer, the East Fishkill Highway Department, and the Dutchess County Planning Department.

It is the applicant's responsibility to provide copies of the Plans to the Dutchess County Public Works Department, the Dutchess County Department of Health, the New York State Department of Environmental Conservation (NYSDEC) and any other outside agency (if required).

**TOWN OF EAST FISHKILL PLANNING BOARD**

**Section 1 – To be completed by Planning Department Staff**

_____ Site Plan	Date: _____	
_____ Subdivision	Date: _____	
_____ Lot Line Change	Date: _____	
_____ Special Use Permit	Date: _____	
_____ Variances	Date: _____	Appeal # _____

**Section 2 – To be completed by Applicant**

- 1. Tax Identification Number(s): \_\_\_\_\_
- 2. Name of Project: \_\_\_\_\_
- 3. Project Location: \_\_\_\_\_
- 4. Nearest Intersection: \_\_\_\_\_
- 5. Zoning District(s): \_\_\_\_\_
- 6. Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- 7. Name of Applicant (if different): \_\_\_\_\_
- 8. Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- 9. Name of Engineer/Architect: \_\_\_\_\_
- 10. Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- 11. Name of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Section 3 – To be Completed by Applicant**

1. Number of Lots Existing: \_\_\_\_\_
2. Number of Lots Proposed: \_\_\_\_\_
3. Is a Special Use Permit required? \_\_\_\_\_  
If so, What Type?: \_\_\_\_\_
  
4. Were any Variances Previously Granted? \_\_\_\_\_  
If so, please list: \_\_\_\_\_
  
5. Will the Project Require a Variance? \_\_\_\_\_  
If so, Explain: \_\_\_\_\_
  
6. Total Land Area: \_\_\_\_\_ Acres
7. Is the Site Currently Vacant? \_\_\_\_\_
8. Number of Structures Existing On-Site: \_\_\_\_\_  
List Structures: \_\_\_\_\_
  
9. Number of Structures Proposed: \_\_\_\_\_
10. Type of Structures Proposed: \_\_\_\_\_
11. Is this a commercial Site Plan?: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_
12. Number of Existing Parking Spaces: \_\_\_\_\_
13. Number of Required Parking Spaces: \_\_\_\_\_
14. Are there Wetlands, Watercourses, or Waterbodies On-Site? \_\_\_\_\_  
If so, Describe: \_\_\_\_\_
  
15. Are There Floodplains or Floodways On-Site? \_\_\_\_\_  
If so, Describe: \_\_\_\_\_

16. Are There Slopes On-Site That Exceed 33.3%? (1:3) \_\_\_\_\_  
If so, Describe:
17. What is the Total Area of Disturbance? \_\_\_\_\_ Acres
18. How Much Earth will be Removed from the Site? \_\_\_\_\_ Cubic Yards
19. How Much Earth will be Brought onto the Site? \_\_\_\_\_ Cubic Yards
20. Will Blasting be Necessary? \_\_\_\_\_
21. Has the applicant filed an application with the Dutchess County Department of Health?  
\_\_\_\_\_
22. Has the applicant received approval from the Dutchess County Department of Health?  
\_\_\_\_\_ Date: \_\_\_\_\_
23. What other approvals/permits are required? (ZBA, Town Highway, NYSDEC, ACOE, County Highway, NYSDOT, etc.)

**Section 4 – To be Completed by Applicant**

Provide a Brief Narrative Describing the Proposed Project:

Below, please find a list of Planning Board Members and their Advisors, and their employment, business, or professional affiliation. If the property owner (or applicant, if different from the owner) is a corporation, partnership, or other business entity, each owner of a one-third (or greater) interest in the business entity shall be considered an “applicant” for purposes of this information.

## **Planning Board Members**

<u>Name</u>	<u>Business/Profession</u>
Lori Gee	Commercial Banking, M&T Bank
Jason Paraskeva	Electrical Engineering
Michael O'Brien	IBM
John Cutler	IBM, Retired
Craig Smith	IBM
Steve Caswell	IBM
Teresa Golden	IBM, Retired

## **Planning Board Consultants**

<u>Name</u>	<u>Title/Affiliation</u>
Joe Dennis	Town Engineer/Morris Associates
Scott Bryant	Town Engineer
Thomas Wood, Esq.	Planning Board Counsel/Wood & Klarl
Michelle Robbins	Town Planner
Brendan Fitzgerald	Town Traffic Consultant/HV Engineering

Please indicate the name of the Board Member or Advisor with whom you have, or have had, a familial, business, or professional relationship, the nature of the relationship, and whether the relationship remains currently in effect:

**THE UNDERSIGNED HEREBY AGREES TO COMPLY WITH ALL THE RULES AND REGULATIONS OF THE TOWN OF EAST FISHKILL AND HEREBY AGREES THAT THE ABOVE INFORMATION IS TRUE.**

FURTHER, THE APPLICANT UNDERSTANDS THAT THE PLANNING BOARD EMPLOYS THE SERVICES OF OUTSIDE PLANNING, ENGINEERING, WETLAND, AND OTHER CONSULTANTS AS NEEDED, IN THE REVIEW OF PLANNING BOARD APPLICATIONS. PROJECT APPLICANTS ARE REQUIRED TO REIMBURSE THE TOWN FOR THE FEES OF SAID CONSULTANTS, AND AN ESCROW ACCOUNT WILL BE ESTABLISHED AND MAINTAINED FOR THE PAYMENT OF SUCH FEES UPON RECEIPT OF A PROJECT APPLICATION. THE ACCOUNT WILL BE MAINTAINED AND SUPPLEMENTED, AS NEEDED, THROUGHOUT THE REVIEW PROCESS AND, WHERE APPROPRIATE, DURING MONITORING AFTER PROJECT APPROVAL.

IN ADDITION, THE APPLICANT UNDERSTANDS THAT THE MEMBERS OF THE PLANNING BOARD AND THE TOWN'S CONSULTANTS NEED TO PERFORM SITE VISITS TO PROVIDE ACCURATE AND MEANINGFUL RECOMMENDATIONS, AND HEREBY PERMITS SAID INDIVIDUALS TO ENTER (ON REASONABLE NOTICE TO THE APPLICANT) THE INVOLVED PARCEL(S) DURING THE PLANNING BOARD REVIEW PROCESS AND PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

\_\_\_\_\_  
*Print Applicant's Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Print Owner's Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Notary Public*

## EAST FISHKILL PLANNING BOARD

### SUBMISSION CHECKLIST

(To be Completed by Applicant)

- \_\_\_\_\_ Name and address of applicant.
- \_\_\_\_\_ Name and address of owner.
- \_\_\_\_\_ Name and location of project.
- \_\_\_\_\_ Tax Map Data (Section-Block-Lot).
- \_\_\_\_\_ Total area of the project site (acres).
- \_\_\_\_\_ Location map, at a scale of one inch equals 2,000 feet showing the applicant's entire property.
- \_\_\_\_\_ Date of plan preparation and/or date of plan revision.
- \_\_\_\_\_ Scale of Plan and North Arrow.
- \_\_\_\_\_ All plans must be signed and sealed by a NYS licensed Engineer or Architect.
- \_\_\_\_\_ Applicable note pertaining to the owner's review and concurrence with the Plan together with the owner's signature.
- \_\_\_\_\_ Provide a 4" wide by 2" high box in the area of the title block for Planning Board Approval.
- \_\_\_\_\_ Provide a 6" wide by 4" high box for Dutchess County Department of Health Approval (subdivision only).
- \_\_\_\_\_ Provide a 4" wide by 2" high box for Real Property Tax Certification to be signed by the director of Real Property Taxes (subdivision only).
- \_\_\_\_\_ Provide a 4" wide by 2" high box for Commissioner of Finance Certification to be signed by the Commissioner of Finance (subdivision only).
- \_\_\_\_\_ Submission of a Survey signed and sealed by a NYS Licensed Land Surveyor.
- \_\_\_\_\_ Indicate any reference to Survey/topographic data used in the preparation of the Plan.
- \_\_\_\_\_ Bulk Regulation Table indicating what is required in the underlying zoning district and what the applicant is proposing (lot-by-lot analysis).
- \_\_\_\_\_ A note indicating the affected Town regulated Environmental Management Districts (if any) shall be provided on the Plan.
- \_\_\_\_\_ Illustration of zoning district boundaries.

- \_\_\_\_\_ Existing structures, drainage systems, wells, septic systems, waterlines, and sewer lines within 200 feet of the subject property.
- \_\_\_\_\_ A Vicinity Map (tax map) with names and addresses of adjoining owners within 500 feet of the subject property.
- \_\_\_\_\_ The location, size and use of all existing and proposed buildings and structures.
- \_\_\_\_\_ Existing topography and proposed grade elevations of the project area at a contour interval of 2 feet, unless otherwise specified by the Planning Board. The applicant shall provide the source of the contour data.
- \_\_\_\_\_ Soil types using data available from Dutchess County Soil Conservation Service.
- \_\_\_\_\_ The location, size and purpose of all existing easements, reservations, and areas to be dedicated.
- \_\_\_\_\_ Proposed lot lines with accurate metes and bounds.
- \_\_\_\_\_ Proposed limits of disturbance and clearing shall be illustrated on the Plan. The total area of disturbance is to be indicated on the plan.
- \_\_\_\_\_ A Tree Plan shall be prepared in conformance with the Zoning Code.
- \_\_\_\_\_ General site conditions, including, but not limited to, orchards, landscaping, wooded areas, and other conditions that may impact the site.
- \_\_\_\_\_ Flood elevations and boundaries of on-site floodplains and floodways.
- \_\_\_\_\_ Existing lakes, ponds, streams (include stream classification), watercourses, wetlands, vernal pools, wetland buffers, and wet areas.
- \_\_\_\_\_ Existing and proposed drainage ways and all drainage structures in and near the site and those which may be impacted shall be illustrated on the Plan.
- \_\_\_\_\_ Terrain with slopes that are equal to or greater than 33.3% shall be illustrated on the Plan.
- \_\_\_\_\_ The location of all existing and proposed site improvements, including pavements, walks, curbing, drains, culverts, retaining walls, fences, parks, open space and recreation facilities, stonewalls and other stone structures.
- \_\_\_\_\_ The size and location of all existing and proposed off-street parking stalls shall be illustrated on the Plan, including loading areas and handicap stalls and signage.
- \_\_\_\_\_ Traffic circulation patterns shall be illustrated on the Plan using arrows.
- \_\_\_\_\_ Proposed road/driveway profiles including existing and proposed grades, centerline grades, vertical curves, utilities, drainage structures, and other improvements.
- \_\_\_\_\_ Illustration and description of the method of sewage disposal and location of such facilities.



- \_\_\_\_\_ Proposed water supply, either individual well designs or connection with an existing water supply system to provide water for domestic consumption and fire protection.
- \_\_\_\_\_ Architectural elevations (front, rear, side) and floor plans shall be submitted to the Planning Board for review..
- \_\_\_\_\_ The location, height, design and size of all temporary and permanent signs.
- \_\_\_\_\_ Identification of proposed landscaping and buffer screening areas, including a landscaping plan, and species and quantities of existing and proposed vegetation.
- \_\_\_\_\_ The location and design of lighting and security features.
- \_\_\_\_\_ The location and character of all power distribution and transmission lines.
- \_\_\_\_\_ The location and description of all subsurface site improvements and facilities.
- \_\_\_\_\_ A grading plan showing before and after contours. The plan should also show the extent and amount of cut and fill for all disturbed areas.
- \_\_\_\_\_ An Erosion and Sediment Control Plan shall be prepared in conformance with state requirements and shall include temporary and permanent methods of stabilization.
- \_\_\_\_\_ All stormwater facilities will be illustrated on the plan. Adequate provisions for the handling of stormwater runoff should be made to include retention/detention and piping or channeling to existing drainage systems (during and after construction), in accordance with NYSDEC SPDES Permit GP-02-01 and local MS4 regulations.
- \_\_\_\_\_ Field testing for stormwater management facilities will be performed.
- \_\_\_\_\_ A drainage plan, including drainage calculations necessary to support the sizing of the proposed drainage structures and verifying that no adverse impacts to existing drainage will result. Watersheds and drainage structures, both upstream and downstream of the site must be considered. Proposed drainage structures shall be shown, including location, type, and size.

**This checklist is provided as a guide and is for the convenience of the applicant. The East Fishkill Planning Board may require additional notes or revisions prior to granting approval.**

**The undersigned agrees to the best of his or her knowledge, the submitted project plans have been prepared in accordance with this checklist.**

By: \_\_\_\_\_  
*(Applicant/Agent for Applicant)*

Date: \_\_\_\_\_