



Town of Poughkeepsie

Planning Department

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3657 Phone

Town of Poughkeepsie Planning Board Combined Application Form

REQUEST FOR: (Check all that apply)

Date of Application: _____

Administrative Review ☐

Lot Line Revision Approval ☐

Aquatic Resources Permit Approval ☐

Pre-Application Discussion ☐

Architectural Approval ☐

Preliminary Subdivision Approval ☐

Final Subdivision Approval ☐

Site Plan Approval ☐

Land Contour Permit Approval ☐

Special Use Permit ☐

Name of Project: _____

Tax Map Number of all parcels: _____

Street Address of all parcels: _____

Attach a copy of the current deed(s) and any easement(s) affecting the property.

Description of Proposed Activity: _____

Name of Applicant(s): _____

(Complete Part B Affidavit Attached)

Name of Record Property Owner(s): _____

(Complete Part A Affidavit Attached)

Contact Information: *(For internal use only)*

Applicant(s) Name: _____

Address: _____

Telephone: _____ Email: _____

Record Owner(s) Name: _____

Address: _____

Telephone: _____ Email: _____

Name of Professional Engineer: _____

Address: _____

Telephone: _____ Email: _____

Name of Licensed Land Surveyor _____

Address: _____

Telephone: _____ Email: _____

Name of Attorney: _____

Address: _____

Telephone: _____ Email: _____

Name of Biology/Wetland Consultant: _____

Address: _____

Telephone: _____ Email: _____

A) For All Applications

1) Total acreage involved in application: _____

2) Total contiguous acreage controlled by applicant/owner¹: _____

3) Total number of existing structures: _____

4) Type of existing structures: _____

5) Total square footage of all new construction: _____

6) Estimated value of new construction or addition: _____

7) Type of construction or activity proposed: (Check all that apply)

New Construction: Residential _____ Commercial _____ Institutional _____

Expansion/Renovation: Residential _____ Commercial _____ Institutional _____

Home Occupation: _____ Change in use: _____ Other: _____

8) Zoning District(s): _____

9) Does applicant intend to request any information waivers?

No _____ Yes _____. If yes, please list all waivers (attach separate pages if necessary):

10) Are there agricultural and/or forestry exemptions affecting the property?

No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

11) Have any area or use variances affecting the property been granted?

No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):

1. Shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability companies, or other entities or partnerships in which the applicant has an interest.

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- 12) Have any permits affecting the property been issued by any other governmental agency?
No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):
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- 13) Has any application(s) for any other permit(s) for any activity affecting the property been submitted to any other governmental agency?
No _____ Yes _____. If yes, please list in detail (attach separate pages if necessary):
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Name of Professional Engineer: _____

Name of Licensed Land Surveyor: _____

Name of Attorney: _____

Name Biology/Wetland Consultant: _____

B) For Special Use Permit Applications (except accessory apartment):

Provide a description of the proposed activity with regard to the following standards. (Attach additional pages as necessary):

- 1) That there would not be any detrimental effect by the establishment of such use on other uses within the district.

- 2) That such use will be in harmony with the orderly development of the district and the location, nature and height of buildings, walls, fences and parking areas will not discourage the appropriate development and use of adjacent lands.

- 3) That all structures, equipment and materials shall be reasonably accessible for fire and police protection.

- 4) That the use meets the prescribed requirements for the district in which located, including minimum yard requirements for the district in which located or as further specified in this section and including maximum height, required off-street parking and sign regulations.

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- 5) Noise. The maximum noise level at the property line applicable to the use involved shall not exceed the maximum established under Chapter 139 of the Town Code.
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- 6) Discharge of water. No polluting or objectionable waste shall be discharged into any stream or other natural drainage channel or upon the land that will in any way interfere with the quality, operation or continuation of these natural systems or contribute to their despoliation.
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- 7) Traffic access. All proposed traffic access ways shall be adequate but not excessive in number; adequate in width, grade and alignment and visibility; shall be sufficiently separated from street intersections and other places of public assembly; and shall meet other similar safety considerations.
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- 8) Parking. Adequate off-street parking and loading spaces shall be provided in accordance with the off-street parking and loading requirements of this Chapter. Shared parking is encouraged where the peak parking demands of different uses occur at various times of the day. Use of a widely accepted means of projecting demand for shared use, such as the Urban Land Institute's Shared Parking report may be employed to demonstrate shared parking effects.
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- 9) Circulation. The interior circulation system shall be adequate to provide safe accessibility to all required off-street parking, and to provide for the convenience and safety of vehicular, pedestrian, and bicycle movement within the site and in relation to adjacent areas or roads.
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- 10) Landscaping and screening. All parking and service areas shall be reasonably screened during all seasons of the year from the view of adjacent residential lots and streets and the general landscaping of the site should be in character with that generally prevailing in the neighborhood. Existing trees twelve (12) inches or more in diameter at breast height (dbh) should be preserved to the maximum extent practical.
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- 11) Character and appearance. The character and appearance of the proposed use, buildings, structures, outdoor signs, and lighting shall be in general harmony with the character and appearance of the surrounding neighborhood, and shall not

adversely affect the general welfare of the inhabitants of the Town.

- 12) Historic and natural resources. The proposed use shall be designed and should be carried out in a manner that minimizes impacts to protect historic and natural environmental features on the site under review and in adjacent areas.

- 13) Sewage Treatment and Water Supply. The adequacy of available sewage disposal and water supply services supporting the proposed activity or use shall be sufficient to meet the needs of the proposed activity or use. This consideration should be given to both including, but not be limited to, the suitability of water supply and sanitary sewage facilities to accommodate the intended use, and the adequacy of measures to protect surface and groundwater from pollution.

- 14) Size and scale. The location and size of the proposed use, the nature and intensity of operations involved in or conducted in connection therewith, and the size of the site in relation to the use, its site layout and its relation to existing and future access streets should be such that both pedestrian and vehicular traffic to and from the use and the assembly of persons in connection therewith will not be hazardous or inconvenient to, or incongruous with, or conflict with the normal traffic of the neighborhood.

- 15) The location and height of buildings; the location, nature and height of walls and fences; and the nature and extent of landscaping on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof.

C) For Subdivision and Lot Line Change Applications Only:

1) Total number of lots proposed: _____

2) What is the size of the smallest lot proposed? _____

3) What is the size of the largest lot proposed? _____

4) Number of private driveways proposed: _____

5) Number of common driveways proposed: _____

- 6) Maximum number of lots serviced by a common driveway: _____
- 7) Number of private roads proposed: _____
- 8) Number of lots serviced by a private road: _____
- 9) Preliminary Plat includes _____ acres and tentatively includes _____ future lots. The amount of area shown on this Preliminary Plat proposed to be dedicated for future public use, (exclusive of roads) is _____ (define measure: acres/square feet).
- 10) Does subdivider intend to submit a single subdivision plat for filing with County Clerk for all property in the Preliminary Plat? Yes _____ No _____. If no, state the number of sections to be filed _____.

D) For Land Contour Permit; Erosion & Sediment Control; Aquatic Resources Applications:

- 1) Does the plan involve removal or the addition of more than two (2) feet of soil anywhere on the property? Yes _____ No _____. If yes, provide details and a map showing the proposed grading.
- 2) How many cubic yards of material will be moved? _____
- 3) Describe how was the amount of material to be moved calculated? Attach additional sheets as necessary.
- _____
- 4) Will the activity involve the clearing, grading or disturbance to one acre or more of land? Yes _____ No _____. If yes, provide details and a map showing the proposed grading.
- 5) Describe how the amount of land to be cleared, graded or disturbed was determined? Attach additional sheets as necessary.
- _____
- _____

E) For Aquatic Resource Permit Applications:

- 1) The date the wetland delineation was performed is: _____
- 2) The delineation was performed by: _____
- 3) The site contains a federal jurisdictional wetland: Yes _____ No _____. If yes, provide a copy of any applications and correspondence with the USACOE.
- 4) The site contains a state protected freshwater wetland: Yes _____ No _____. If yes, provide a copy of any applications and correspondence with the NYSDEC.
- 5) The areal extent of proposed disturbance to the wetland is: _____
- 6) The areal extent of proposed disturbance to the wetland buffer area is: _____

Parts Included With This Application:

1. Part "A" – Owner Affidavit: _____
2. Part "B" – Applicant / Agent Affidavit: _____
3. Part "C" – Licensed Professional Affidavit: _____
4. Part "D" – Disclosure of Business Interest: _____
5. Part "E" – Agricultural Data Statement: _____
6. Part "F" – Site Plan Application Checklist: _____
7. Part "G" - Subdivision Pre-Application Submission Checklist: _____
8. Part "H" – Minor Subdivision Application Checklist: _____
9. Part "I" – Major Preliminary Subdivision Application Checklist: _____
10. Part "J" – Major Final Subdivision Application Checklist: _____
11. Part "K" - Land Contour Permit Application Checklist: _____
12. Part "L" - Aquatic Resource Protection Permit Application Checklist: _____
13. Part "M" – Erosion and Sediment Control Permit Checklist _____
14. Part "N" – Floodplain Development Permit Checklist _____
15. Part "O" - Acknowledgment of Required Certifications _____
16. Part "P" – Coastal Assessment Form _____

By His/Her signature the Applicant avows that: 1) He/She has read this application and is familiar with its content; and 2) He/She has read, is familiar with, and understands the requirements of the Town Poughkeepsie Code provision(s) affecting or regulating the project for which this application is made; and 3) He/She agrees to comply with the requirements of the Town Poughkeepsie Code provision(s) affecting or regulating the project for which this application is made including any general or special conditions of any permits or approvals granted by any board, agency, or department of the Town of Poughkeepsie; and 4) He/She has read this statement and understands its meaning and its terms.

Applicant Signature: _____

Print Name: _____

Date: _____

PART "A"
OWNER AFFIDAVIT

_____ being duly sworn, deposes and says:
(Name of Legally Authorized Individual)

1. That I/we are the Owner(s) of the within property as described in the foregoing application for Subdivision / Lot Line Change / Site Plan / Land Contour / Aquatic Resource approval(s) and that the statements contained therein are true to the best of my/our knowledge and belief.
2. That I/we hereby authorize _____, to act as my/our representative in all matters regarding said application(s), and that I/we have the legal right to make or authorize the making of said application.
3. That I/we understand that by submitting this application for Planning Board approval that I/we expressly grant permission to the Planning Board and its authorized representatives to enter upon the property, at all reasonable times, for the purpose of conducting inspections and becoming familiar with site conditions. I/we acknowledge that this grant of permission may only be revoked by the full withdrawal of said application from further Planning Board action.
4. That I/we understand that by submitting this application that I/we shall be responsible for the payment of all application fees, review fees, and inspection fees incurred by the Town related to this application.
5. That I/we understand that I/we, and any of our contractors and representatives shall be jointly and severally liable for all costs incurred, including environmental restoration costs, resulting from non-compliance with the approved application, and with non-compliance with any provision of the Town Code. I/we acknowledge that approval of the plan and commencement of any work related to the approved application shall constitute express permission to the Planning Board, the Building Inspector, the Planning Department, the Zoning Administrator, and any duly authorized representative of the Town of Poughkeepsie, to enter the property for the purposes of inspection for compliance with the approved application and any provision of the Town Code, whether or not any other permits have been applied for or issued for the project. I/we acknowledge that by submitting this application, and by approval of said application, including the commencement of any work related to the approved plan is an express waiver of any objection to authorized Town official(s) entering the property for the purpose of conducting inspections.
6. That I/we understand that the Town of Poughkeepsie Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury I/we declare that I/we have examined this affidavit and that it is true and correct.

Applicant/Owner

Applicant/Owner

Sworn to before me this _____ day of

_____, 20_____.

Notary Public

PART "B"
APPLICANT / AGENT AFFIDAVIT

_____ being duly sworn, deposes and says:
(Name of Legally Authorized Individual)

1. That I/we are the **Applicant/Legal Agent/Licensed Professional/Other** named in the foregoing application for Planning Board for Subdivision / Lot Line Change / Site Plan / Land Contour / Aquatic Resource approval(s) and that the statements contained therein are true to the best of my/our knowledge and belief.
2. That he/she resides at or conducts business at _____ in the County of _____ and the State of _____.
3. That I/we understand that by submitting this application for Planning Board approval that I/we expressly grant permission to the Planning Board and its authorized representatives to enter upon the property, at all reasonable times, for the purpose of conducting inspections and becoming familiar with site conditions. I/we acknowledge that this grant of permission may only be revoked by the full withdrawal of said application from further Planning Board action. That I/we understand that by submitting this application that I/we shall be responsible for the payment of all application fees, review fees, and inspection fees incurred by the Town related to this application.
4. That I/we understand that I/we, and any of our contractors and representatives shall be jointly and severally liable for all costs incurred, including environmental restoration costs, resulting from non-compliance with the approved application, and with non-compliance with any provision of the Town Code. I/we acknowledge that approval of the plan and commencement of any work related to the approved application shall constitute express permission to the Planning Board, the Building Inspector, the Planning Department, the Zoning Administrator, and any duly authorized representative of the Town of Poughkeepsie, to enter the property for the purposes of inspection for compliance with the approved application and any provision of the Town Code, whether or not any other permits have been applied for or issued for the project. I/we acknowledge that by submitting this application, and by approval of said application, including the commencement of any work related to the approved plan is an express waiver of any objection to authorized Town official(s) entering the property for the purpose of conducting inspections.
5. That I/we understand that the Town of Poughkeepsie Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury I/we declare that I/we has examined this affidavit and that it is true and correct.

Applicant/Agent

Organization/Entity

Applicant/Agent

Organization/Entity

Sworn to before me this _____ day of _____, 20____.

Notary Public

PART "C"
LICENSED PROFESSIONAL AFFIDAVIT
(To Be Completed By Each Licensed Professional)

_____ being duly sworn, deposes and says:

1. That I/we are the _____ named in the foregoing application for Subdivision / Lot Line Change / Site Plan / Land Contour / Aquatic Resource approval(s) and that I/we have been duly authorized by the owner in fee and the applicant to make such application and that the foregoing statements contained therein are true to the best of my/our knowledge and belief.
2. That I/we understand that the Town of Poughkeepsie Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury I/we declare that I/we have examined this affidavit and that it is true and correct.

Licensed Professional

Licensed Professional

Licensed Professional

Licensed Professional

Sworn to before me this _____ day of
_____, 20_____.

Notary Public

PART "D"
DISCLOSURE OF BUSINESS INTEREST
As Required By General Municipal Law §803

_____ being duly sworn, deposes and says:

1. Pursuant to §803 of the General Municipal Law the following municipal officer(s) or employee(s), and any of their family members, outside employers, business associates, clients, or campaign contributors, have, or will later acquire, an ownership position, employment position, or other contractual interest in the proposed project: (Insert name, home address and municipal position held. Attach additional pages as necessary.)

2. That the interest of said municipal officer(s) or employee(s) is: (Detail the nature and extent of the interest. Attach additional pages as necessary.)

3. That he/she understands that the Town of Poughkeepsie Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Agent/Owner

Agent/Owner

Sworn to before me this _____ day of
_____, 20_____.

Notary Public