



**THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING PLANNING & ZONING
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4263**

NOTE: *The City of Poughkeepsie never requests and will not accept application fees via wire transfer, ACH, or credit/debit card over the phone or by email. Fees are accepted by check via mail or cash/ check in person at City Hall.*

APPLICATION FOR SITE PLAN, SPECIAL PERMIT APPROVAL & FAÇADE REVIEW

The Zoning Ordinance of the City of Poughkeepsie requires site plan approval by the Planning Board for the following:

- (a) The erection or enlargement of all buildings in all districts other than one and two-family residences, except as part of a subdivision and except as provided hereinafter or uses accessory thereto;
- (b) All uses of vacant land other than uses accessory to one or two-family houses;
- (c) Any change in use or intensity of use which will affect the characteristics of the site in terms of parking, loading, access, drainage or utilities;
- (d) Any plan to alter a building façade, as defined in Section 19-8.1(d);
- (e) Any application for a special use permit;
- (f) Any use or structure in a flood hazard area;
- (g) Any amendment of a previously approved plan;

Prior to any submission it is highly recommended that potential developers file a Zoning Review Request form and request a pre-submission conference by contacting the Building Planning and Zoning Department. For the Zoning Review Request form go to the Planning Board page on the City website (<http://cityofpoughkeepsie.com/planning-board/>), and look under *Applications*. The purpose of the form and pre-submission conference is to discuss the proposal so that necessary subsequent steps may be undertaken with a clear understanding of the city's requirements in matters relating to site development.

If Planning Board review is required, TWO (2) COPIES of the application form, TWO (2) FULL-SIZE SITE PLAN COPIES and one (1) electronic copy of the entire proposed site plan, application, EAF and supporting documentation must be submitted to the Development Department with the appropriate fees, in order to allow review and certification of completeness.

Once an application is deemed complete, six (6) sets with full-size site plans, will be requested by the Planning Department.

The site plan must be at a minimum scale of one (1) inch equals thirty (30) feet, prepared by an architect, landscape architect, civil engineer, surveyor, land planner or other competent person. The following information, in total, shall constitute the site plan:

(a) Legal data:

1. Name and address of the owner of record.
2. Name and address of person, firm or organization preparing the map.
3. Date, North arrow and written and graphic scale.
4. Names of owners of adjoining properties.
5. A statement indicating the financial capability of the applicant to carry out this proposed development.

(b) Natural features:

1. Existing contours with intervals of five (5) feet or less.
2. Approximate boundaries of any areas subject to flooding or storm water overflows.
3. Location of existing watercourses, marshes, wooded areas, rock outcrops, isolated trees with a diameter of eight (8) inches or more, measured three (3) feet above the base of the trunk, and any other significant existing natural features.
4. Indication of direction of scenic views.

(c) Existing structures and utilities:

1. Outlines of all structures and location of all uses not requiring structures.
2. Paved areas, walkways and vehicular access between the site and public streets.
3. Locations, dimensions, grades and flow direction of any existing sewers, culverts, water lines, as well as other underground and aboveground utilities within and adjacent to the property.
4. Other existing development, including fences, landscaping and screening.
5. Sufficient description or information to define precisely the boundaries of the property. All distances shall be in feet and tenths of a foot. All angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one (1) in ten thousand (10,000).
6. The locations and owners of all adjoining lands as shown on the latest tax records.
7. The locations, names and existing widths of adjacent streets and curblines.
8. The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public use within or adjacent to the property.
9. A complete outline of existing deed restrictions or covenants applying to the property.
10. Existing zoning.

(d) Proposed development:

1. The location of proposed buildings or structural improvements
2. The location and design of all uses not requiring structures (such as off-street parking and loading).
3. The location, direction, power and time of use for any outdoor lighting or public address systems.
4. The location and plans for any outdoor signs.

5. The location, arrangement and materials of proposed means of access and egress, including walkways, driveways or other paved areas. Profiles indicating grading and cross sections showing location and width of roadway and walkways. Any proposed direct pedestrian connection to public parking lots or structures will also be shown.
6. Proposed screening and other landscaping, in accordance with Section 19-4.11.
7. The location, size, direction of flow and connection to city facilities of all proposed water lines, valves and hydrants and of all sewer lines or alternate means of water supply and sewage disposal and treatment facilities.
8. Location of any fire alarm boxes and/or connections to the city fire alarm system.
9. An outline of any proposed easements, deed restrictions or covenants and a notation of any areas to be dedicated to a public agency.
10. Any contemplated public improvements on or adjoining the property.
11. Any proposed new grades, indicating clearly how such grades will meet existing grades of adjacent properties or the street.
12. Elevations of all proposed principal or accessory structures (such elevations should be detailed, noting all materials and colors).
13. Indication of how the site plan has considered energy consumption in the siting and layout of buildings and in proposed building services (heat, lighting, air conditioning, etc.).
14. If the site plan indicates a first stage, a supplementary plan shall indicate ultimate development.
15. Any other information deemed by the Planning Board necessary to determine conformity of the plan with the spirit and intent of this Chapter (including plans for storm water drainage and disposal).
16. The following note must be added on all site plans where existing trees are to be retained: "Prior to the start of construction or excavation, trees to be retained shall be protected by silt fence, snow fence, construction fence, or equal, which will be placed at the drip line or several feet beyond. However, the fencing shall not cross public sidewalks. No storage or stockpiling of construction materials, debris or equipment shall occur within the fenced area." In addition to the note, the location of the fencing must be shown on the site or landscape plan. Where proximity to a building, driveway, parking area, or construction roadway prevents installation of fencing at the drip line, modification of the fence position shall be shown on the plan and shall be subject to the approval of the Planning Board. Field modification of the fence position may be granted by the Building Inspector/Zoning Administrator or Deputy Building Inspector.

The applicant may make a written request for a waiver of any of the site plan elements listed above. Such a request must be addressed to the Planning Board and to the Building Inspector, must describe specifically the item(s) and fully explain the reason(s) why the applicant feels a waiver is justified. Further, unless waived by Building Inspector, plans for all required improvements must be signed by a professional engineer or registered architect or, if appropriate, a registered landscape architect.

Please note that all applications for new construction must be accompanied by a properly prepared Full Environmental Assessment Form (EAF). Other plans will require either a Full EAF or a Short EAF, depending on project's specifics. Please note that one, two and three family dwellings do not require a Full EAF.

SPECIAL PERMIT REQUEST

In all applications containing a request for special permit, the applicant must submit written and/or visual documentation addressing the following considerations:

- a) That all proposed structures, equipment or material shall be readily accessible for fire and police protection.
- b) That the proposed use is of such location, size and character that, in general, it will be in harmony with the appropriate and orderly development of the district in which it is proposed to be situated and will not be detrimental to the orderly development of adjacent properties in accordance with the zoning classification of such properties.
- c) That, in addition to the above, in the case of any use located in or directly adjacent to, a residential district:
 - The location and size of such use, the nature and intensity of operations involved in or conducted in connection therewith, its site layout and its relation to access streets shall 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 or incongruous with said residential district or conflict with the normal traffic of the neighborhood; and
 - The location and height of buildings, the location, nature and height of walls and fences and the nature and extent of screening and 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 diminish the value thereof.

APPLICATION FEES

Upon submission of a site plan application, the applicant must pay a base fee \$500, plus \$35 per required off-street parking space and \$200 per 1000 square feet of development. If the applicant is also requesting special permit review, an additional \$500 must be paid at the time of application submission. In instances where an applicant is only requesting façade review for an existing building, a fee of \$350 must be paid at the time of application submission. Note, if façade review is pertaining to a proposed site plan, the façade review fee is not required in addition to the site plan review fee.

	FEES
Site Plan Review	\$500.00 and \$35.00 per required off-street parking space and \$200.00 per 1000 square feet
Special Permit Review	\$500.00
Façade Review (Only)	\$350.00
Full EAF Review	\$500.00

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TIMING OF APPLICATION

Please remember that the Building Planning & Zoning Department must review all applications for site plan review to insure conformity with the requirements of the Zoning Ordinance, as well as to certify completeness of the submission. Since applications must be received by the Planning Department at least three Tuesday's prior to the Planning Board's Meeting, it is advisable that submissions be made to the Building Planning & Zoning Department no later than the second Tuesday of the month prior to Planning Board agenda on which the applicant plans to be considered. Once an application is conforming and complete, it will be forwarded to the Planning Board. Applicants filing incomplete applications will be informed of all deficiencies noted to exist in the submission in writing.

Only complete applications will be forwarded.

All applications for site plan, special permit and façade approval are required to be reviewed for comment by the Fire Chief, Police Chief, City Engineer, Superintendent of Public Works and Building Inspector. Copies of the application and accompanying information are forwarded to these officials by the Building Department simultaneously with transmission to the Planning Board. The complete application will be circulated, where required, to the Dutchess County Planning Department and to other appropriate agencies.

The Planning Board meets the third Tuesday of each month. Attendance by the applicant or the applicant's agent is required at these meetings. Should the applicant or representative fail to attend, the application will be removed from the agenda.

The Planning Board may hold a public hearing on site plan applications if the Board determines that such hearing would serve the public interest. The Board is required to hold a public hearing on all applications for Special Permit.

Upon completion of the review, the Planning Board will: approve, approve with conditions, or disapprove the site plan, special permit or façade application.

RESPONSIBILITY OF THE APPLICANT FOLLOWING APPROVAL

Approval by the Planning Board does not end the approval process, nor does it convey the right to build a project. Prior to commencement of the actual work, a Building Permit must be obtained. Prior to the actual occupancy of any building or land, a Certificate of Occupancy must be issued and all conditions of approval satisfied. Following approval by the Board, the applicant may either:

- 1) Circulate the original mylar or other acceptable original format of the approved site plan to the Fire Chief, Police Chief, Superintendent of Public Works/City Engineer and Building Inspector for their signatures;
- 2) Bring the mylar or other original to the Building, Planning & Zoning Department so that arrangements for these signatures can be made. The original, so signed, will then be sealed with the Planning Board's stamp of approval, provided that all conditions of the Board's approval have been met.

Seven (7) copies of the signed and stamped plan must be submitted to the Building Planning & Zoning Department prior to the issuance of any building permit for the proposed work.

CONTACT NUMBERS

BUILDING DEPARTMENT: (845) 451-4007
PLANNING DEPARTMENT: (845) 451-4047
FIRE CHIEF: (845) 451-4079
POLICE CHIEF: (845) 451-4132
CITY ENGINEER (CPL): (845) 451-4021

APPLICATION TO THE PLANNING BOARD
CITY OF POUGHKEEPSIE, NEW YORK

Application for Site Plan, Special Permit & Facade Approval

I. PROPERTY ADDRESS: _____

II. PROPERTY OWNER: _____
ADDRESS: _____

PHONE NUMBER: _____ (include area code)

III. NAME OF APPLICANT: _____

ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

EMAIL ADDRESS: _____

(If applicant is NOT the owner, proof of owner's consent to the application MUST be provided.)

IV. CONSULTANT: _____

ADDRESS: _____

_____ (state and zip code)

PHONE NUMBER: _____ (include area code)

EMAIL ADDRESS: _____

V. PROPOSED USE or FAÇADE CHANGE (Summarize proposed use or uses): _____

VI. ZONING DISTRICT: _____

OFFICE USE ONLY

CODE: PLSF

ID # _____

FEE: _____

Total, from:
\$500, plus
\$ _____
(\$200 per 1000
square feet of floor
area), plus
\$ _____
(\$35 per number of
required parking
spaces), plus
\$ _____
(\$500 for special
permit, if applicable)

(Proceed to XVII for special permit & façade approval only)

PROJECT INFORMATION

New construction: _____(yes)_____(no)

Change of use: _____(yes)_____(no)

Expansion/addition: _____(yes)_____(no)

Alteration: _____(yes)_____(no)

Cost of Construction: \$ _____

LOT AND BULK INFORMATION:

Lot area: _____(acres) _____(square feet)

Building Footprint: _____(proposed square feet for new construction)

_____ (existing square feet for change of
use/expansion)

_____ (additional proposed square feet for expansion)

_____ (total building footprint, square feet)

Lot Coverage: _____(percentage, building coverage only)

Gross Floor Area: _____(proposed square feet for new construction)

_____ (existing square feet for change of
use/expansion)

_____ (additional proposed square feet for expansion)

_____ (total gross floor area, square feet)

Building Height: _____(stories)_____(feet)

Floor Area Ratio: _____(ratio of gross floor area divided by lot area)

VIII. PROJECT PARKING INFORMATION

A) Number of Off-Street Parking Spaces required: _____

B) Number of Off-Street Parking Spaces provided: _____

C) Waiver Requested: _____(Yes) _____(No)

Is municipal parking available within 600 feet? _____(Yes) _____(No)

If yes, name all such municipal facilities: _____

(If a waiver is requested based on proximity to municipal facilities, a written request for such waiver, addressed to the City Planning Staff and the Chairman of the Planning Board, must be submitted with the application.)

If a private parking facility is to be utilized, is such facility within 600 feet?

_____ (Yes) (No)

If yes, provide the address of the facility, name of the property owner, number of spaces in the lot, number of spaces available for lease, and length of lease. Attach copy of lease. Additional information may be required by the Planning Board):

IX. RESIDENTIAL PROPOSALS

A) Type of Development: _____
(Townhouse, condominium, multiple residence rental, etc.)

B) Unit Breakdown:

Number of efficiency or "studio" units: _____

Number of one (1) bedroom units: _____

Number of two (2) bedroom unit's _____

Number with three or more bedrooms: _____

Total number of units: _____

C) Is funding public? ____ Yes ____ No

If yes, describe funding source: _____

X. OFFICE PROPOSALS (____ Medical/Dental ____ Professional ____ Business)

A) Number of Employees: _____

B) Number of doctors/dentists/medical practitioners: _____

C) Days/Hours of Operation: _____

XI. SERVICE BUSINESS PROPOSALS

- A) Specify Business: _____
(e.g., laundromat, drycleaner, beauty parlor, travel agency, banks)
- B) Number of Employees: _____
- C) Number of Washing Machines (for laundromat): _____
- D) Days/Hours of Operation: _____

XII. MERCANTILE PROPOSALS (Retail _____ Wholesale _____)

- A) Type of Mercantile (specify): _____
- B) Number of Employees: _____
- C) Days/Hours of Operation: _____

XIII. STANDARD RESTAURANT/FAST FOOD RESTAURANT/COFFEE SHOP/DONUT SHOP/NIGHTCLUB/DISCOTHEQUE/BAR PROPOSALS

- A) Specify Use: _____
- B) Number of seats (excluding bar stools and outdoor seating): _____
- C) Meals served (i.e., breakfast, lunch, dinner): _____
- D) Type of Menu: _____
- E) Days/Hours of Operation: _____
- F) Entertainment (live and/or recorded): _____
- G) Will the restaurant contain a bar/lounge?: _____ Yes _____ No
- H) If yes, how many seats at the bar? _____
- I) Is a drive-through window proposed? _____
- J) Is a walk-up window proposed? _____
- K) Is an outdoor seating area proposed? _____
- L) If yes, how many seats are proposed? _____
- M) If yes, is outdoor cooking proposed? _____

XIV. INDUSTRIAL/COMMERCIAL PROPOSALS (Automobile repair, taxi, motor vehicle sales, warehouse, manufacturing, animal hospital, research facilities, etc.)

- A) Specify Use: _____
- B) Number of shifts (if any): _____
- C) Number of employees: _____
(If shifts are proposed, list number of employees per shift)
- E) Number of work bays (if automobile repair): _____
- F) Days/Hours of operation: _____

XV. EDUCATIONAL/INSTITUTIONAL/RECREATIONAL PROPOSALS (e.g., Museums, Theatres, Conference Centers, Hotels, Motels, Hospitals, Nursing Homes, Assisted Living Facilities, Nursery Schools, Private Schools, Day Care Centers, Places of Worship, Marinas, Membership Clubs, etc.)

A) Specify: _____

B) Number of shifts (if any): _____

C) Number of employees: _____
(If shifts are proposed, list number of employees per shift)

D) Number of beds (hospitals, nursing homes, etc): _____

E) Number of seats in largest assembly space: _____

F) Number of classrooms (schools): _____

G) Number of rental units (hotels, motels, etc.) _____

H) Number of boat slips/courts (e.g., tennis, handball, etc.), alleys: _____

I) Days/Hours of Operation: _____

XVI. PROPOSALS NOT MENTIONED ABOVE (Please be specific):

XVII. APPLICANT CERTIFICATION

I, _____, certify that the this application has addressed the objectives outlined in the Zoning Ordinance with consideration given to the public health, safety and welfare; the comfort and convenience of the public in general or the residents or users of the proposed development and of the immediate neighborhood.

The applicant certifies that all information contained herein is accurate and complete as of the date of this application.

Signature of Applicant

Date