Gary E. Beck, Jr.
Building Inspector

THE CITY OF POUGHKEEPSIE
NEW YORK
BUILDING PLANNING & ZONING

62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601
Phone: (845) 451-4007 Fax: (845) 451-4006

OFFICE USE ONLY

CODE: PLSF
ID #_____
FEE: _____
Total, from:
$500, plus
$_____
($150 per 1000 square feet of floor area),
plus
$_____
($35 per number of required parking spaces)

Application for Site Plan Approval

I. **PROPERTY ADDRESS:** _____

II. **PROPERTY OWNER:** _____
ADDRESS: _____

_____

_____ (state and zip code)

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)

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

_____

VI. **ZONING DISTRICT**: _____

VII. PROJECT INFORMATION

Is this project: New construction: _____ (yes) _____ (no)

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

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

Alteration: _____ (yes) _____ (no)

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 Director of Development 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 units _____

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):_____

D) Meals served (i.e., breakfast, lunch, dinner): _____
E) Type of Menu: _____
F) Days/Hours of Operation: _____
G) Entertainment (live and/or recorded):_____
H) Will the restaurant contain a bar/lounge?: _____ Yes _____ No
I) If yes, how many seats at the bar?: _____
J) Is a drive-through window proposed?: _____
K) Is a walk-up window proposed?: _____
L) Is an outdoor seating area proposed?: _____
M) If yes, how many seats are proposed? _____
N) 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 plan has addressed the objectives outlined in Section 19-6.1(1) of the Zoning Ordinance for site plan development, 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 in particular, as follows:

(a) _____ The site plan is in conformance with relevant portions of the Comprehensive Plan.

(b) _____ The design of all structures is compatible with that of surrounding structures, as determined by a review of proposed use of materials, scale, mass, height, color, texture and location of the structure or structures on the site.

(c) _____ All proposed traffic accessways are adequate but not excessive in number; adequate in width, grade, alignment and visibility; not located too near street corners or other places of public assembly; and other similar safety considerations.

(d) _____ Adequate off-street parking and loading spaces are provided to prevent parking in public streets of vehicles of any persons connected with or visiting the use and that the interior circulation system is adequate to provide safe accessibility to all required off-street parking lots, loading bays and building services.

(e) _____ All playground, parking and service areas are reasonably screened at all seasons of the year from the view of adjacent residential lots and streets and that the general landscaping of the site

is such as to enhance the character of the city and is in character with that generally prevailing in the neighborhood.

(f) _____ All existing trees over eight (8) inches in diameter, measured three (3) feet above the base of the trunk, shall be retained to the maximum extent possible.

(g) _____ All plazas and other paved areas intended for use by pedestrians use decorative pavements and plant materials so as to prevent the creation of vast expanses of pavement.

(h) _____ All outdoor lighting is of such nature and so arranged as to preclude the diffusion of glare onto adjoining properties and streets.

(i) _____ The drainage system and the internal water and sewer systems are adequate and that all connection to city systems are in accordance with city standards.

(j) _____ The site plan and building design accommodate the needs of the handicapped and are in conformance with the state standards for construction concerning the handicapped.

(k) _____ The site plan and building design maximize the conservation of energy.

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

_____ _____

Signature of Applicant Date