

Gary E. Beck, Jr. Building Inspector

## THE CITY OF POUGHKEEPSIE NEW YORK

### BUILDING PLANNING & ZONING

62 CIVIC CENTER PLAZA, 2<sup>ND</sup> FLOOR POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

### Application for Subdivision Approval

Pursuant to Section 16-7 of the Code of Ordinances, applicants for subdivision approval may submit a preliminary subdivision plat to the Zoning Administrator for a determination as to whether said plat complies with the Zoning Ordinance. Relative to large subdivisions which include construction of new streets or involve street improvements or increased demand on services such as water, sewer, drainage, and fire protection, it is recommended that the applicant request a preliminary meeting with the City Planning Staff, the City Engineer and the City Superintendent of Public Works. Both the preliminary subdivision plat and the plat submitted to the Planning Board for formal consideration should include:

- 1) Proposed subdivision name, date, North point, written and graphic scale, name and address of record owner, developer, and engineer or surveyor.
- 2) The names of all owners of record of all adjacent properties.
- 3) Location of existing property lines, streets, easements, buildings, watercourses, marshes and other essential existing features.
- 4) Location of any existing sewers and water mains, culverts and drains on the property with pipe sizes and grades.
- 5) Topography. Contour intervals shall not be more than five (5) feet and must be based on United States Geological Survey datum. In certain cases, specific topographical information may be required on adjacent properties.
- 6) All proposed streets, lots, easements and public areas with approximate dimensions.
- 7) The approximate location of all proposed water lines and sanitary sewer lines, together with plans for connecting to existing mains.
- 8) Preliminary plans for storm water drainage, including the approximate location of storm sewer lines, catch basins, manholes and fire hydrants or fire protection systems;
- 9) Zoning District and any district boundary lines;
- 10) A plan indicating the manner in which the streets of the proposed subdivision are proposed to be connected to or relate to existing streets.

The Engineering Department requires that the subdivision map show monuments on all corners along roadway frontage. A note must appear on the plan stating that the monument shall be a 2' long piece of #6 rebar driven vertically to grade with a standard survey cap on top (with license number printed on cap).

In the case of lot line adjustments or subdivisions that will not result in development or any change in property conditions, some of the above information may not be applicable. Attached is a checklist of the improvements required for subdivisions. If any requirements are not relevant, a waiver may be requested, in writing, explaining why the requirement is not relevant. In some cases, pursuant to Section 19-6.1(a) of the Zoning Ordinance, site plan approval for the subdivision may also be required.

The application fee for simple lot line adjustments is \$250.00. For all other subdivision applications, the fee is \$500.00, plus \$100.00 per new lot. Five or more lots: \$1000.00 plus \$150.00 per lot. This fee, with FIVE (5) full copies and ten (10) eleven inch by seventeen inch (11"x17") copies of the subdivision plat and any other plans, must accompany the application form. If a full environmental assessment form (FEAF) is submitted, an additional fee of \$200.00 will be required. Section 16-7(h) of the subdivision

regulations authorizes the Planning Board to assess a recreation fee. This fee is not paid upon application, but will be assessed by the Planning Board during the review process.

Any questions relative to the subdivision application process may be directed to the Building Planning and Zoning Department at (845) 451-4007.

# CITY OF POUGHKEEPSIE, NY REQUEST FOR SUBDIVISION APPROVAL

(Please type or print legibly)

Office Use Only	
PLSD	
ID#:	
FEE:	

I)	PROPERTY ADDRI	ESS:				
II)	PROPERTY OWNERSHIP:					
	Name of Owner: Address:					
	Telephone:	(zip code)				
III)		RMATION (If different from above. If the apper of authorization from the owner must be su				
	Name of Applicant: Address:					
	Telephone:	(zip code)				
IV)	CONSULTANT INF Name : Address:	FORMATION (If different from above)				
	Telephone:	(zip code)				
V)	ZONING DISTRICT:					
VI)	I) SUBDIVISION DESCRIPTION					
	a) Type of Subdivision (Choose One):  Lot Line Adjustment: Subdivision (new lots created):					
	b) For Subdivisions	only, please note the number of lots created:				
	c) Description of pr	oject:				
VII)	VII) The applicant hereby affirms that all information contained herein is accurately complete as of the date of application.					
	Signature of applicar Print name:	nt .	Date			

The applicant understands that any changes requested in the requirements of the subdivision regulations, or any request for waivers of those requirements, must be placed in writing with an itemized explanation to substantiate the request.

#### IMPROVEMENTS REQUIRED

(Check each item indicating whether compliance is proposed or a waiver requested)

Item		Compliance	Waiver Requested	Explanation of Waiver
1	Permanent monuments on ROW	Compilation	arver resquested	Emplanation of marror
2	Sanitary Sewers			
	<b>,</b>			
3	Water Mains			
3	water mains			
4	Gas Mains			
	Gas Wains			
5	Electric Lines			
3	Electric Lines			
	Ct C			
6	Storm Sewers			
	G II DI			
7	Grading Plans			
8	Streets (grading and paving)			
9	Curbs or Curbs and Gutters			
10	Sidewalks			
11	Street Lights			
12	Street Trees			
13	Street Signs			
14	Fire Protection Systems			
15	Public Open Spaces			
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**FIVE** FULL SIZE COPIES OF SUBDIVISION PLAN MUST ACCOMPANY THE APPLICATION FORM, ALONG WITH **TEN** 11"X 17" COPIES OF THE SUBDIVISION PLAN.