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Building Inspector

**THE CITY OF POUGHKEEPSIE
NEW YORK**

BUILDING PLANNING & ZONING
62 CIVIC CENTER PLAZA, 2ND FLOOR
POUGHKEEPSIE, NY 12601

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**ZONING INFORMATION PACKET #1
APPLICATIONS FOR SITE PLAN AND SPECIAL PERMIT APPROVAL**

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, two- or three-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, two- or three-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 or improve a building facade in any area designated by the Common Council as a landmark or a special historical, architectural or design improvement district;
- (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;
- (h) Any modular construction, pursuant to Section 19-4.20 of the Zoning Ordinance.

Prior to any submission, however, it is highly recommended that potential developers request a pre-submission conference by contacting the Building Planning and Zoning Department. The purpose of the 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, the proper application forms must be submitted to Building Department with the appropriate fees and eight (8) full-size sets of the site plan. Simultaneously, two (2) full-size sets and (10) ten 11"x17" copies of the site plan must be provided directly to 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 curb lines.
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 Director of Development, must describe specifically the item(s) and fully explain the reason(s) why the applicant feels a waiver is justified. Further, unless waived by both the DPD and Director of Public Works, 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.

TIMING OF APPLICATION

Please remember that the Building 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 Tuesdays prior to the Planning Board's Work Session, it is advisable that submissions be made to the Building Department no later than the second Tuesday of the month prior to Planning Board agenda on which the applicant plans to be considered. If 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. Please note that filing incomplete applications will not procure a spot on a Planning Board agenda. Only complete applications will be forwarded.

All applications for site plan and special permit approval are required to be reviewed for comment by the Fire Chief, Police Chief, City Engineer, Superintendent of Public Works and Plumbing 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 in Working Session of the third Tuesday of each month and in Regular Session on the fourth Tuesday. 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 or special permit 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 Plumbing Inspector for their signatures;
- 2) Bring the mylar or other original to the Planning 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 Department prior to the issuance of any building permit for the proposed work. The Building Department provides detailed packages explaining the requirements and process for the filing, review and approval of building permit applications. Pre-submission conferences may be scheduled on request.

PLANNING BOARD FEE SCHEDULE FOR SITE PLAN AND SPECIAL PERMIT REVIEW

Site plan review	\$500.00, plus \$150.00 for every 1000 square feet of floor area (new or change of use/conversion) and \$35.00 per required off-street parking space
Special permit review	\$500.00
Full EAF review	\$200.00

CONTACT NUMBERS

BUILDING DEPARTMENT:	(845) 451-4007
PLANNING DEPARTMENT:	(845) 451-4055
FIRE CHIEF:	(845) 451-4079
FIRE INSPECTOR:	(845) 451-4081
POLICE CHIEF:	(845) 451-4132
CITY ENGINEER:	(845) 451-4074