

# SITE PLAN PRE-SUBMISSION REQUEST

Prior to filing any application for site plan approval, the applicant shall request in writing that the zoning administrator schedule a pre-submission conference.

## APPLICATION TO THE PLANNING BOARD TOWN OF HYDE PARK, NEW YORK

4383 Albany Post Road  
Hyde Park, N.Y. 12538  
Phone (845) 229-5111 X 2  
Fax (845) 229-0349

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Project Name. \_\_\_\_\_ Date Stamp: \_\_\_\_\_

Individual Requesting Conference: \_\_\_\_\_

Phone # \_\_\_\_\_

Received by: \_\_\_\_\_ Review Date: \_\_\_\_\_

Requested meeting date within 30 days of application: \_\_\_\_\_

Incomplete and additional information required, check list sent: \_\_\_\_\_

Complete and workshop meeting scheduled for date of: \_\_\_\_\_

### 108-30.7 D.1 Request must include:

1. A cover letter addressed to the Zoning Administrator requesting a pre-submission conference that includes a list of attachments.
2. One copy of a completed Part I of the Full Environmental Assessment Form providing all project information of the proposed land use;
3. Three copies of the site plan to scale including

#### **Existing Conditions**

Tax map information

Zoning information

Topography (adequate to describe current environmental conditions prevailing on and around the lot.

#### **Site Development pre-submission 108-30.7.D.1.c.ii**

##### **Parking:**

Number vehicles =: \_\_\_\_\_, Impervious Surfaces; \_\_\_\_\_, Circulation \_\_\_\_\_

##### **Access:**

Fronting St. \_\_\_\_\_, Interior Vehicle Circulation \_\_\_\_\_, Pedestrian Circulation \_\_\_\_\_.

##### **Screening:**

Location \_\_\_\_\_, Height \_\_\_\_\_, Material \_\_\_\_\_, Purpose \_\_\_\_\_.

##### **Signs:**

Location \_\_\_\_\_, Size \_\_\_\_\_, Purpose \_\_\_\_\_.

##### **Landscaping:**

Location \_\_\_\_\_, Height \_\_\_\_\_, Extent \_\_\_\_\_, Purpose \_\_\_\_\_.

##### **Architectural Features:**

Location of buildings \_\_\_\_\_, Total floor area \_\_\_\_\_

Dimensions of buildings: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ #Stories \_\_\_\_\_.

**Physical features required for protection of adjacent lands:** \_\_\_\_\_

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**Infrastructure proposed:**

Water \_\_, Sewer \_\_, Elec \_\_, Gas \_\_, Storm Water \_\_, Roads \_\_.

**Identify land uses on project site and on adjacent lots thereto: 108-30.7.D.1.c.iii**

State Wetlands \_\_, Streams show DEC Classification \_\_, Flood Haz. \_\_,

Roosevelt Cove & Wetland \_\_, Vandenburg Cove \_\_, Ag Dist 20 \_\_,

Disposal of Liquid Waste \_\_, Disposal of Solid Waste \_\_.

Historic Overlay: HudsonRiverNHLD \_\_, Listed State or Natl \_\_,

Estates DSASS \_\_, HP Hist. Dist. \_\_, Stone Wall \_\_.

Scenic Overlay: NYS Scenic Rd. \_\_ (see 108-4.7)

**Area variance required:** \_\_, Application for Area Variance Attached \_\_.

**ZONING ADMINISTRATOR REVIEW: CONSISTENCY OF THE PROPOSED USE.**

Section of code under which applying: \_\_\_\_\_

Use proposed: \_\_\_\_\_

Use classification article 5 \_\_\_\_\_

See attached Checklist for conformance with Article 4 Use Regulations:

Scale allowed: \_\_\_\_\_ Scale shown: \_\_\_\_\_

Density allowed: \_\_\_\_\_ Density shown: \_\_\_\_\_

Intensity allowed: \_\_\_\_\_ Intensity shown: \_\_\_\_\_

Advised of Discrepancies or conflicts: \_\_\_\_\_

Applicant requests opportunity to amend prior to conference: \_\_\_\_\_

Applicant wishes to withdraw the written request. \_\_\_\_\_

Planning Board Workshop or alternate

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**Site plan approval procedures Pre-submission conference (108-9.3(D))**

Fully identify the physical and dimensional requirements of the proposed use.

Complete Part II for any Type I action

Establish those elements of 108-10.4 – (does not exist)

Review at Workshop is for purpose of establishing the extent and degree of documentation necessary for the planning Board to consider the application complete. (108-9.2(E)).

Note: Large Project Determination of Consistency that is conditioned on site plan approval, Pre submission conference within 30 days of such Determination of Consistency.

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**ARTICLE 4 USE REGULATION CHECK LIST**

Use: \_\_\_\_\_

**SCALE**

Scale Definition: Proposed Gross Square Feet of Development:

Scale set forth in 108-5.26: \_\_\_\_\_

Square footage of all parking stalls: \_\_\_\_\_

Any requirement of this chapter expressed as a % of the lot, shall utilize the total area of such lot in establishing said %.

% Coverage allowed: \_\_\_\_\_ %Coverage shown: \_\_\_\_\_

Other section and % reference allowed: \_\_\_\_\_ % shown: \_\_\_\_\_

Scale of signs all include only that area occupied by the structure of such sign. Sign area shall be regulated under Article 24.

Scale limits do not apply to one and two family residential use, animal husbandry, or agriculture use.

**DENSITY**

Density set forth in 108-5.26: \_\_\_\_\_

DU shown: \_\_\_\_\_

Guest Rooms shown: \_\_\_\_\_

Density met: \_\_\_\_\_

Minimum floor area per DU = 400 sq ft. Min. floor area met: \_\_\_\_\_

**INTENSITY**

Estimate of total daily vehicle trips by all uses on the lot: \_\_\_\_\_.

Trip generate rate, per ITE.

Use: \_\_\_\_\_ Trips: \_\_\_\_\_

Use: \_\_\_\_\_ Trips: \_\_\_\_\_

Use: \_\_\_\_\_ Trips: \_\_\_\_\_

Use: \_\_\_\_\_ Trips: \_\_\_\_\_

**ADAPTIVE REUSE INCREASE:** Applicant requesting \_\_\_\_\_Not requesting\_\_\_\_\_

Planning Board Determination:

Reuse of existing building that will enhance the architectural, scenic or historic character of the building and the district in which it is located shall be entitled to a 50% increase in scale and density.

Scale authorized: \_\_\_\_\_

Density authorized: \_\_\_\_\_

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### ACCESSORY APARTMENTS ATTACHMENT A

1. Scale drawing of the interior floor plan of the home and accessory apartment;
2. Bedrooms in each dwelling unit clearly labeled (accessory apartment can have no more than two.);
3. The square footage of floor area for each unit clearly identified. The floor area of the apartment shall be greater than 400 square feet. The floor area devoted to the apartment shall be less than 50% of the entire floor area of the one-family dwelling or 1,000 square feet, whichever is less;
4. Provisions for safe and proper means of entrance, and mail service must be clearly shown;
5. If water is from a private source, the applicant shall certify that the water supply is potable and of adequate flow;
6. The applicant shall certify that the sewage disposal system is adequate for the two units. Failure to correct promptly any sewage system problem shall result in revocation of the special permit;
7. No special permit shall be granted in any case where the county department of health has determined that the water or sewage system serving the dwelling or dwellings in question is for any reason not capable of handling the additional demand that would be imposed upon it in the event the special permit were issued there under;
8. Stairways leading to any floor or story above the first floor shall be located within the walls of the building wherever practicable. Stairways and fire escapes shall be located on the rear wall in preference to either side wall. In no instance shall a stairway or fire escape be located on any wall fronting on a street;
9. The owner(s) of the one-family lot upon which the accessory apartment is located shall occupy at least one of the dwelling units on the premises; and
10. Any apartment within a one-family dwelling that is in existence at the time of the adoption of this subsection shall be subject to the provisions outlined above.

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## ESCROW PROCEDURES ATTACHMENT B

Upon initial application to the Planning Board, an applicant or his/her agent is responsible to deposit with the Town an escrow or combination escrow amount as established by the Town Board or by the Chair or his/her designee in advance of the review of the application.

Upon receipt of your escrow, an account will be set up specifically for your project. The funds will be placed in a non-interest bearing account maintained by the Town of Hyde Park and will be used by the Planning Board for consultation with professional review services provided by engineers, lawyers, architects, landscape designers, surveyors, appraisers, planners and related professionals. Professional review expenses are billed at an hourly rate and you will be responsible for these bills as it pertains to your project. For instance, as the Town receives bills for work performed on your project from its consultants (i.e., Attorney, Engineer, Planner, etc.), your escrow will be used to pay these bills. The Chair or his/her designee prior to approval verifies bills by the Town Board for payment. At anytime, you may request, in writing, copies of the bills processed against your escrow.

Before receiving the final decision by the Planning Board regarding your application, any bills submitted by the consultants used by the Planning Board will be fully paid by your escrow.

If at anytime there are insufficient funds in your account to cover the bills, there will be a delay in your application being placed on the agenda, review of your project, and delay in your project being considered for final decision. In the event that you fail to deposit the requested review fees into an escrow account, any application review, approval, permit or certificates of occupancy shall be withheld or suspended by the reviewing board, officer or employee of the Town until such monies are deposited. In addition, no application to the Town Board, Planning Board or Zoning Board of Appeals shall be accepted, nor shall any building permit or Certificate of Occupancy be issued, if said applicant has outstanding any fees due the Town from any previous applications.

The Town may invoke any and all legal remedies provided to it under applicable laws including Article 36 of the Hyde Park Zoning Code, including charging such sums against the real property subject to the permit application and adding that charge to and making it a part of the next real property tax bill associated with the subject property.

After all bills are paid in full, the Board will authorize release of any escrow balances to your or your designee.

Please sign below as agreement to the terms of the escrow procedures.

\_\_\_\_\_  
Signature of Primary Applicant

\_\_\_\_\_  
Date

**SITE PLAN PRE-SUBMISSION REQUEST**

Kindly print the name of the person whom any refund check will be made payable to upon completion of your application. This person will receive any escrow balance remaining, if any, upon approval of the Town Board

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_