

**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

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

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

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

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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

Zoning District: \_\_\_\_\_ Use Proposed: \_\_\_\_\_

Section of Code under which application is made: \_\_\_\_\_

**Part I – Information**

I. APPLICANT INFORMATION:

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ Email address: \_\_\_\_\_

II. PROPERTY ADDRESS: \_\_\_\_\_

TAX GRID NO(s): \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

# SITE PLAN PRE-SUBMISSION REQUEST

## III. PROPERTY OWNERSHIP:

NAME OF OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Signature and Verification:

*Please be advised that no application can be deemed complete unless signed below.*

I hereby certify that the information enclosed herewith and on the application is accurate and factual:

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I the record owner do hereby authorize \_\_\_\_\_ to represent me before the Planning Board during the Site Plan Approval process:

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN PRE-SUBMISSION REQUEST**

108-9.3A refers to: **Article 30**

**Review Checklist: (30.7D(1))**

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: \_\_\_\_\_**

**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: Hudson River NHLD \_\_\_\_\_, 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: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Consistency with Article 3: \_\_\_\_\_

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

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

**SITE PLAN PRE-SUBMISSION REQUEST**

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 108-9.4 that are required

Presubmission conference at a workshop of the Board or outside the workshop meeting.

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

\_\_\_\_\_ Within 6 months application must be administratively complete for review

\_\_\_\_\_ Longer than six months, then an additional presubmission conference shall be arranged.

# SITE PLAN PRE-SUBMISSION REQUEST

**ADAPTIVE REUSE INCREASE:** Applicant requesting \_\_\_\_\_ Not requesting \_\_\_\_\_

108-4.3A3 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: \_\_\_\_\_

## ELEMENTS OF 108-9.4 THAT ARE REQUIRED

### 108-9.4 Site Plan Elements

A. Existing Conditions prepared by LLS, PE, LA or other qualified consultant.

- \_\_\_\_\_ Cert boundary, metes bounds referenced state system, HP reference points
- \_\_\_\_\_ Soils for residential use served by SDS
- \_\_\_\_\_ Significant natural area Roosevelt Cove & Wetlands or Vandenburg Cove
- \_\_\_\_\_ On Lot or adjacent to: HRiverNatHistLandDist, Places listed on Natl or State registers of historic places, Estates District SASS, HP Hist Dist, Historic roadside stone walls
- \_\_\_\_\_ On Lot or adjacent to: Any Scenic Dist or Rd

### Topo survey

- \_\_\_\_\_ Wetland or stream, woodland, rock outcrop, ridgeline, view shed, pond w/I 200' of construction
- \_\_\_\_\_ Isolated trees >18" dia at 12", w/I 50 ft of construction
- \_\_\_\_\_ any sig natural feature w/I construction and 50' thereof.
- \_\_\_\_\_ Flood hazard w/I construction area and 200' thereof.
- \_\_\_\_\_ Proposed grading 2' contours based on Nam vert. datum.
- \_\_\_\_\_ Impervious surfaces, w finish grade and direction of slope, area and use of such.
- \_\_\_\_\_ SDS, Stormwater drainage sys, / size and elev for flow characteristics of each
- \_\_\_\_\_ Structures on and w/I 50 ft of boundary, id location, grade elve and height of ea
- \_\_\_\_\_ Building w/I boundary, id First FE and total floor area of such buildings
- \_\_\_\_\_ All utility, well, culverts w/I boundary, location, size.

### Legal Info as filed and recorded

- \_\_\_\_\_ Name adjoining prop owners
- \_\_\_\_\_ Deed restrictions, covenants on such lot
- \_\_\_\_\_ Right-of-way, easement, takings, agreement not physically evident

### Real Estate Info

- \_\_\_\_\_ Tax section, map, lot bordering and w/I 500 ft
- \_\_\_\_\_ Street, highways, easements, other public ways w/I 500 ft by name & location
- \_\_\_\_\_ Districts, school, fire, special improvement, w/I 500 ft by name and location

### Land Use Info

- \_\_\_\_\_ Planned street, highway, park or public open space shown on official map
- \_\_\_\_\_ Zoning dist, use regulations and bulk requirements by notation
- \_\_\_\_\_ Existing use w/I boundary of lot

## SITE PLAN PRE-SUBMISSION REQUEST

### B. Site Plan prepared by LLS, PE, LA or other qualified consultant.

#### 1 General

- \_\_\_ Construction limit lines
- \_\_\_ location, extent, duration of temporary measures/structures include ESC
- \_\_\_ Proposed grading, elevations by location, dimension, material, details
- \_\_\_ Location, width & purpose of proposed easements, setbacks, reservations and areas dedicated to, or proposed to be dedicated to public use within const limit lines.
- \_\_\_ Location, perimeter and gradient of all impervious surfaces, street profiles, etc
- \_\_\_ Construction cross sections for curbs, walks, plantings, lighting and other site plan structures with vertical elevations and heights.
- \_\_\_ New or modified san sewer collection and disposal sys, water supply and distribution sys, stormwater collection and disposal sys.
- \_\_\_ Flood control devices or measures
- \_\_\_ Stormwater management measures
- \_\_\_ Solid waste storage or disposal measures
- \_\_\_ Fire protection system from the point of connection to each building including all piping, hydrants, stand pipes, storage and pumping devices
- \_\_\_ Gas service distribution from point of utility connection to each building
- \_\_\_ Electric service distribution from utility connection to each structure including
  - \_\_\_ Complete specs and details for site lighting sys, PA sys alarm sys
  - \_\_\_ Location of elec lighting fixtures, poles devices feeders and structures
  - \_\_\_ Lighting distribution and intensity characteristic and purpose
- \_\_\_ Any communication sys from the sys connect to each structure, on-site antennae

#### 2 Parking

- \_\_\_ Curbing location, dimensions, material & detail
- \_\_\_ Stormwater sys to scale, size, elevations and gradients of component parts
- \_\_\_ Parking spaces, aisle, driveway, vehic circulation location & dimensions
- \_\_\_ Parking guiderails, gates, fences, location to scale function, material, details
- \_\_\_ Elec poles, devices, by symbol, height material, installation.
- \_\_\_ Lighting devices, location, support, size light distribution, illumination levels, materials, finish
- \_\_\_ Details to scale, fully fix & describe construction and impact of
  - \_\_\_ imperv surface, materials thickness, markings, texture & slope
  - \_\_\_ Curb, ramp, wheel stop, edging- materials, size and attachment
  - \_\_\_ Drain struct, culvert, swale, pond w materials, size, grade, installation
  - \_\_\_ Lighting fixture, location, height, size, power, ill lev, ill dist, finish

#### 3 Access – vehicular and pedestrian

- \_\_\_ Vehic access circulation, location, dimension, materials, details
  - \_\_\_ interface with external circulation sys
  - \_\_\_ components of internal vehicular circulation sys
- \_\_\_ Pedestrian access to lot, interconnections with external ped circulation sys
- \_\_\_ Pedestrian internal circ, sidewalks, patios, terraces, other imperv surf for peds
- \_\_\_ Access to buildings or other structures for peds

#### Access Details

- \_\_\_ Imperv/pave surface, materials, thickness, markings, texture & slope
- \_\_\_ Ramps, stair, railing, wall, fence, edging – materials, height, texture & slope

## SITE PLAN PRE-SUBMISSION REQUEST

- \_\_\_ Drainage sys collect & discharge conduct, struct, culv, swale, ponds
- \_\_\_ Walkway – finish, markings, textures, gradient, cross slope
- \_\_\_ Light poles, establish support, height, size and finish

4 Screening – location, extent and type of physical improve necessary to provide screening to buffer impact on adjoining land uses, identifying:

- \_\_\_ walls, fences, structures: location to scale dimension, materials & details
- \_\_\_ Plantings: location, symbol, reference to landscape elements required 108-4.5E
- \_\_\_ Screening of refuse storage: location to scale, dimension, materials and detail
- \_\_\_ Screening shall identify its purpose

5 Signs – shall include documentation of location, extent & type physical improve sufficient to fix describe the construction and impact of:

- \_\_\_ sign, lighting device, site amenity, location dimension, material, details
- \_\_\_ sign area, height, support, content, illumination and finish
- \_\_\_ sign color pallet, setting and density

6 Landscaping (108-4.5E)

- \_\_\_ Location, extent and type of improvement to provide landscaping
- \_\_\_ Define and shape exterior spaces, assist in circulation, contribute aesthetics
- \_\_\_ Prepared by landscape design professional, arch, eng or nurseryman
- \_\_\_ Required for corridor walkways, parking islands and beds, and screening

108-4.5 E 1 a Off-street parking

- \_\_\_ Any planting bed shall contain at least one tree and other plants as recommended.
- \_\_\_ Plants in island establish vertical interruption & define vehicular movement
- \_\_\_ Req'd street separation plants minimize impervious, provide def for walkways

108-4.5 E 1 b Transportation corridors

- \_\_\_ new trees spaced per mature sizes
- \_\_\_ locate trees outside of ROW unless permission
- \_\_\_ W/I core or Bus Dist vegetated buffers shall be provided within walkway that is part of the street providing frontage for any lot developed
- \_\_\_ The development of any use that increases the area occupied by buildings and impervious surfaces by more than 1,500 sq ft shall provide trees along the entire frontage of the applicable lot. Existing healthy trees may be included
- \_\_\_ In no event shall trees be planted in the Town county or state road ROW w/o permission.

\_\_\_ Site furnishings such as benches, tables and chairs, fountains, sculpture, trash receptacles, planters shall be provided in defined public spaces.

108-4.5 E 2 Plant Materials

\_\_\_ shall be natural and maintained in vigorous growing condition as requirement of SP or SUP approval

\_\_\_ Plants must be replaced no later than the beginning on the next growing season

108-4.5 E 3 Protection

- \_\_\_ All shall be protected from potential damage by vehicles, raised curbs or other
- \_\_\_ base of new trees free of impervious materials
- \_\_\_ no new tree closer than 10 ft to any fire hydrant
- \_\_\_ no new tree closer than 3 ft to any curb from center of tree

## SITE PLAN PRE-SUBMISSION REQUEST

108-9.4 B 7 Architectural Features, location and dimensions of buildings

- All structures, location to scale, dimension, materials
- grade level perimeter of structures, vertical elevation of entrances and finished floor
- Elevation views of all structures with dimensioned height above grade, openings
- finish materials, detailing ornamentation, fenestration, size, texture
- Total floor area, GSF of use, occupancy, capacity in persons
- fire hazard classification, construction classification, function

108-9.4 B 8 Physical features to protect adjacent land uses, mitigate demonstrated impacts on adjacent land

- Open space location to scale, dimension (96.9E)
- Stormwater drainage

108-9.4 B 9 Infrastructure

- Location, extent and type of improvement related to any water or sewer sys
- Water source, storage, distribution system, materials and details
- Sewage collection, treatment, discharge, b, gradient dimension, material and detail

108-.94 B 10 Other elements

- as identified in SUP as being required
- has been identified in SUP as acceptable alternative, mitigation adverse impact

### EXCEPTIONS

- 1. Minor developments PB may waive provisions of items of info in this section
- 2. Use Conversion, no construction or site mod, minor changes require BP, PB waive procedures after recommendation by ZA
- 3. Additional pertinent info may be required to be provided.

108-9.5 Standards

When reviewing an application for site plan approval, the Planning Board shall consider the following standards: Bulk regulations and standards in Article 4  
Article 4.5 Site development standards (not included above)

## SITE PLAN PRE-SUBMISSION REQUEST

### ACCESSORY APARTMENTS ATTACHMENT A

1. 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
2. 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 no more than 35% of the gross square feet of the existing one-family dwelling unit prior to the creation of the accessory apartment;
3. Scale drawing of the interior floor plan of the home and accessory apartment;
4. Bedrooms in each dwelling unit clearly labeled (accessory apartment can have no more than two);
5. The apartment is considered in the density calculation;
6. Provisions for safe and proper means of entrance, and mail service must be clearly shown;
7. Provide evidence that all County Health Department regulations are met ;
8. 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;
9. Stairways leading to any floor or story above the first floor shall be located within the walls of the building wherever practicable. Any 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;
10. The requirement for site plan approval for special permits shall not apply to special permits under this subsection B unless the accessory apartment is proposed to be located in a detached structure; and
11. All accessory structures which contain dwelling units must comply with the Schedule of Bulk Regulations.
12. The certificate of occupancy for the accessory apartment shall clearly identify such dwelling unit and its floor area.
13. 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.

**TOWN OF HYDE PARK**

**ESCROW PROCEDURES FOR TOWN OF HYDE PARK  
ATTACHMENT B**

Upon initial application to the Planning Board, Zoning Board of Appeals or Town Board, an applicant or his/her agent is responsible to deposit with the Town an escrow or combination escrow amount as established by the Board, the Chair, the Supervisor, or his/her designee in advance of the review of the application in accordance with Article 36 of the Town Code.

Upon receipt of your escrow, an account will be set up with designation for your project. The funds will be placed in a noninterest-bearing account maintained by the Town of Hyde Park and will be used by the 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 invoices as it pertains to your project. For instance, as the Town receives invoices for work performed on your project from its consultants (i.e., Attorney, Engineer, Planner, etc.), your escrow will be used to pay these invoices. The Board, the Chair, the Supervisor, Zoning Administrator, or his/her designee prior to approval verifies and audits the invoices. **At any time, you may request copies of the bills processed against your escrow account from the Secretary of the Board the escrow was requested from. The Secretary will then coordinate with the applicant to obtain the necessary bills directly from the consultant.**

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

If at any time there are insufficient funds in your account to cover the invoices, there will be a delay in your application, i.e., said project being placed on an agenda, being reviewed as needed, or being delayed in consideration for final decision. In the event you fail to deposit the requested 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 shall be accepted by any of the Town's Boards, nor shall any building permit or Certificate of Occupancy be issued, if said application has any outstanding fees due to the Town from any previous applications.

The Town may invoke any and all legal remedies provided to it under applicable laws including, but not limited to, 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 invoices are paid in full, the reviewing Board will authorize the release of any escrow balances to you or your designee.

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

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

\_\_\_\_\_  
Date

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: \_\_\_\_\_