



HYDE PARK

The Heart of the Hudson Valley

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"Working with you for a better Hyde Park"

SITE PLAN APPLICATION TO THE PLANNING BOARD

Project Name: _____ Date Stamp: _____

Property Tax Grid Information: _____

Property Address: _____

Zoning District: _____

Section of Code under which application is made: _____

Use Proposed: _____

Individual Requesting Conference: _____

Phone # _____ Email: _____

Received by: _____ Review Date: _____

Sq. Ft. of Development: _____ Fees: _____

Part I – Information

I. APPLICANT INFORMATION:

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ Email address: _____

II. PROPERTY ADDRESS: _____

TAX GRID NO(s): _____

ZONING DISTRICT: _____

III. PROPERTY OWNERSHIP:

NAME OF OWNER: _____

ADDRESS: _____

NAME OF CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

Part II – Request

The Applicant requests Site Plan Approval for the use of the above described property as provided under Section 108-_____ of the Code of the Town of Hyde Park for the following purposes:

Provide a brief explanation describing how the proposed use will serve to implement the intent and purposes of the Zoning Code.

PART III – DOCUMENTATION

If the use also requires a SPECIAL PERMIT, the applications must be submitted at the same time.

The Applicant is to submit the following supporting pre-submission documentation:

An existing conditions map including Tax map information, zoning information and sufficient topographical information, based on USGS maps to adequately describe the current environmental conditions on and around the site.

Site Development

Number of parking spaces, impervious surface area, and circulation.

Access: locations, interior vehicle circulation, street or highway name of fronting road, pedestrian circulation

Screening: location, height, material and purpose

Architectural features: location and dimensions of buildings, length, width, height, number of stories and total floor area

Physical features required to protect adjacent lands

Infrastructure proposed

Adjacent land uses: Environmental elements in 108-4.5I
Historic districts, areas, places or assets as identified in 108-4.6
Scenic districts or roads as identified in 108-4.7

Application contents:

Attachment "B" Escrow Procedures.

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: _____

108-9.3A refers to: Article 30

Review Checklist: (30.7D(2))

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. Copy of any documents issued by PB as a result of the pre-submission conference
4. Copy of each response received from referrals
5. One complete set of development documents, signed and sealed by NYS licensed professional for review by Zoning Administrator for completeness.
 - Drawings and specs to construction document quality
 - Project title
 - Street location and words ‘Town of Hyde Park, Dutchess County, New York’
 - Names and addresses of property owner, applicant, developer and licensed professional.
 - Tax section map lot number for each lot contained in the application.
 - A unique alpha numeric designation for each page section or sheet of the documents
 - The scale of each drawing
 - North arrow for each plan view.
 - Date of document preparation and identification of each subsequent revision thereto
 - The seal and signature of each licensed professional involved in the preparation of said document.
6. Submittal in electronic format in addition to paper format.

Zoning Administrator’s signature: _____ Date: _____

Applicant delivers seven (7) more copies of the complete application to the Planning Board Office for the Board members use during the review.

Applicant is requested to deliver four (4) additional copies for the consultants use during the review. Note: After appearance and typing the action, the Planning Board will require additional complete sets of application materials for referrals and circulations.

Delivery date must be at least fifteen (15) days prior to the workshop date for which they intend to appear.

CHECKLIST

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

Pre-submission 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 pre-submission conference shall be arranged.

Conditional approval expires if all conditions are not met and the site plan signed within the timeframe established in Chapter 108.

Approved, signed site plans expire per the timeframe established in Chapter 108.

NOTE: For all applications that are deemed withdrawn/closed/expired, payment of new fees are required if the applications are resubmitted.

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

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
- ___ 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

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 DEVELOPMENT STANDARDS:

108-4.5 B

Common number of off street spaces from the chart (page 108:42) for the use: _____

___ All off street pkg shall be located to the rear of the front bldg line of the building it serves.

___ No parking improvement closer than 5 ft to property line.

___ No off street parking shall be located within any required open space.

___ Parking shall not dominate the view from fronting street.

___ Parking to be developed in network of 12,000 sq ft clusters, surrounded by landscaping, interconnected by driveways and walkways

___ Total impervious for all parking stalls and aisles not exceed 350 sq ft x number of stalls

___ No parking space or stall less than 9 ft wide

___ All parking stalls provided with backup and maneuvering aisle.

___ 90 deg angle pkg two sides = 60 ft

___ 90 deg angle pkg one side = 35 ft

___ parking graded and maintained avoid dust, stormwater flow onto or across walkways streets or adjacent lands.

___ All off street parking for more than five vehicles shall be marked for each space, maneuvering aisles, pedestrian crossings, handicap spaces, entrances, exits, vehicle movement and fire lanes.

___ off street for 17 + vehicles shall provide curbed planting islands or beds within the parking area equal in total area to 15% of the total sq ft of all stalls and aisles.

108-4.5 C Access Standards

108-4.5 C 1 Vehicle access and circulation

___ Curb cuts consolidated, clearly defined entrances, reduce conflicting vehicular movement

___ Utilize existing streets

___ New streets consistent with official map or justify and in compliance with roads in A111.

___ Alleys located w/I guidelines for district, comply with driveways in A111.

___ Min distance center of street intersections and center drive no less than 60 ft.

___ Construct in compliance with applicable regulations based on the jurisdiction

___ Special paving accents for walkways crossing driveway or alley in Core or Business districts

___ Line of sight at intersections per ITE (see pg 108:44)

___ Existing tree branches within 6 ft of ground within sight triangle

___ No structure or planting more than 3 ft high measured from street within sight triangle

___ Streets 50 ft distance from centerline intersections

___ Alleys and drives 30 ft distant from centerlines

___ All streets physically separated from walkways by curb, veg strip or other separation

___ Fire lanes established, identified and maintained free of obstruction

___ Minimize entrances and exits on Rt 9 and 9G, develop inter-lot connections

108-4.5 C 2 Bicycle Paths

___ If on official map, develop along lot separated from walkways & streets, minimize crossings

108-4.5 C 3 Pedestrian access and circulation

**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.

**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 any time, you may request copies of the bills processed against your escrow directly from project Consultants. Please contact the ZBA or Planning Board Secretaries for the email address for the project consultant.**

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 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: _____