



TOWN OF RED HOOK

7340 SOUTH BROADWAY ~ RED HOOK, NY 12571

- **Planning Department**

Office: 845.758.4613 ~ Fax: 845.758.0492

Email: planning@redhook.org ~ Web: www.redhook.org

SITE PLAN REVIEW AND APPROVAL CHECKLIST

PROJECT: _____

APPLICANT: _____

Application for Site Plan Review and Approval is made in accordance with Article VII of the Town of Red Hook Zoning Code. Applicants or their representatives should review Article VII and any other sections of the Zoning Code and other Town planning documents pertinent to their application.

In accordance with Code Section 143-114, a sketch plan conference shall be held to review the basic site plan design concept and to determine the extent of site plan review necessary for the proposed project.

Within six months after the sketch plan conference; the applicant shall submit a proposed site plan, complete with the information outlined in Section 143-115, as applicable, unless the Planning Board has expressly waived any requirement. The applicant shall also submit an Environmental Assessment Form (short or full) and any other information requested by the Planning Board. The Board encourages pre-submission conceptual discussions, where appropriate.

Pursuant to the Zoning Code, the Planning Board must conduct a public hearing on the site plan application within 45 days after its formal acceptance of the application. The Planning Board may refer the application to its consultants, and any expenses incurred in connection with such reviews may be charged to the applicant. The Planning Board may also be required to refer the application to other town departments or committees, other municipalities, the Dutchess County Department of Planning and/or various state agencies. A resolution setting forth the Board's decision will be mailed to the applicant at the conclusion of the process.

Sketch plan conferences are usually conducted during regular work session meetings of the Planning Board. In order to be considered for the next available meeting agenda, the items set forth on the sketch plan submission checklist must be submitted to the Planning Board Clerk at least ten calendar days prior to such meeting. **Incomplete submissions will not be processed.**



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SITE PLAN APPLICATION CHECKLIST

Applicant's Initials

Sketch Plan Submission Checklist

Completed Application Form (signed original and 10 copies).

Owner Consent Form, if required (original, signed and dated by property owner).

Written statement and/or sketch plan describing what is proposed, including indication of all existing structures and uses, if any, on the site, and an area map keyed to the real property tax maps showing the parcel under consideration for site plan review and all properties, subdivisions, streets and easements within two hundred feet of the boundaries thereof. (original and 10 copies).

Copy of property deed

Copy of any recorded easements, restrictions, etc.

Copy of prior Filed Subdivision Map

Copy of any existing permits, approvals or compliance notifications

Data available from Planning Board office and/or other public agencies with respect to soils, topography and water resources

Application fee in accordance with published fee schedule.

Initial escrow deposit in accordance with published Fee Schedule. (Depending on the complexity of the project, additional escrow deposits may be required to cover consultants' fees.)



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SITE PLAN APPLICATION CHECKLIST

Final Site Plan Submission Checklist

Please submit the following items after receiving sketch plan endorsement from the Planning Board at a workshop meeting.

_____ Site Plan as required by Section 143-115 (A) and any other information requested by the Planning Board, certified by an appropriate licensed design professional (i.e. engineer or architect)(original and 10 copies). The plan should include the following items (unless waived at the sketch conference):

- o Title of drawing, including the name and address of the applicant and the preparer of the drawing and signature blocks for the Planning Board and the Dutchess County Health Department
- o North arrow, scale and date, with the scale to be not less than one inch equals fifty feet
- o An area map keyed to the real property Tax Maps, showing the parcel under consideration for site plan review and all properties, subdivisions, street and easements within 200 feet of the boundaries thereof
- o Accurate boundaries of the property plotted to scale, including reference to the specific data source
- o The names of all owners of record of lands adjacent to or directly opposite the applicant's property
- o The location of structures, uses and facilities on adjacent properties within 100 feet of the subject property line
- o Existing watercourses, wetlands and floodplains, including reference to the specific data source
- o The location and boundaries of pertinent natural features that may influence the design of the proposed use
- o Grading and drainage plan
- o The location, dimensions, proposed use and height of all buildings, both existing and proposed
- o The location, design and construction materials of all parking and truck loading areas
- o Provision for pedestrian access
- o The location of outdoor storage for equipment and materials, if any, and the location, type and design of all solid waste-related facilities, including dumpsters and recycling bins
- o The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences
- o A description of the method of sewage disposal and the location, design and construction materials of such facilities
- o A description of the method of securing water supply and the location, design and construction materials of such facilities
- o The location of fire and other emergency zones, including the location of fire hydrants or of the nearest alternative water supply for fire emergencies
- o The location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy
- o The location, size and design and construction materials of all proposed signage, including associated lighting, if any
- o The location and proposed development of all buffer areas, including indication of both existing vegetative cover and that portion that will be preserved
- o The location and design of outdoor lighting facilities
- o Designation of the amount of building area proposed for retail sales, office use or similar commercial activity
- o A detailed landscaping plan and planting schedule, including the number, size, caliper, type and location of all canopy trees or understory trees, shrubs and ground covers to be planted
- o Building elevations and sections at a scale sufficient to delineate clearly the massing and the exterior materials, textures and colors of all the buildings and other structures shown on the site plan
- o Other elements integral to the proposed development as considered necessary by the Planning Board and as may be reasonably related to the requirements of the Zoning Code and other pertinent provisions

(The foregoing is a summary of the site plan submission requirements; applicants and their representatives are responsible for reviewing and complying with Section 143-115 and any other provisions of the Zoning Code and other Town planning documents pertinent to their application.)

_____ Environmental Assessment Form (short or full as required by Planning Board)

_____ Other information required by Planning Board (specify _____) rev 3/05



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SITE PLAN APPLICATION CHECKLIST

Applicants may contact the Planning Board office at (845) 758-4613 or via e-mail at planning@redhook.org regarding procedural questions or scheduling.

CERTIFICATION

I, the undersigned, do of my own personal knowledge certify that the above information has been provided in support of the referenced application.

(Print Name)

(Signature)

(Date)