

Town of Wappinger
SITE PLAN & (REGULAR) SPECIAL PERMIT CHECKLIST

THE FOLLOWING ITEMS MUST BE PRESENTED TO THE ZONING ADMINISTRATOR ON THE SUBMISSION DATE:

- Applications: Site Plan Application & Special Use Permit Application (If applicable)
Must state if the applicant is the owner or contract vendee.
Applications must be typed. Name of Owner and Applicant must be accurate.
- Signatures: Must be original signatures. Name of Corporation or LLC, etc must be typed above signature and name and authorization must be typed below signature.
- Phone Numbers: Include contact phone number and fax number.
- Letter of Consent: If contract vendee, a letter of consent from the owner is required
- EAF: Short Form
Long Form
- Application Fee: Application fee may be paid in cash, or if paying by check, it must be a certified check, bank check, or money order written out to the 'Town of Wappinger' (Separate checks are required for application fees and escrow)
- Escrow: Escrow may be paid in cash, or if paying by check, it must be a certified check, bank check, or money order written out to the 'Town of Wappinger' (Separate checks are required for application fees and escrow)
- 18 Plans: Plans to be submitted with application to the Planning Board
Secretary -Add 19th plan set if on a County or State Road.

If any item on this list is not applicable to the site plan, please make a written notification on the site plan to that effect:

- The name and address of the owner of record of the property.
- The name, address and professional seal of the individual preparing the site plan.
- The names of all owners of record of adjacent properties.
- The accurate location of the boundaries of the applicant's property, any existing lot lines, streets, and easements or other reservations located within it.

Town of Wappinger
Site Plan & Regular Special Permit Checklist

- The location of all existing buildings, structures, and other man-made features of the site, as well as those on adjacent properties within one hundred (100) feet of the property boundary including existing utility lines.
- The proposed location, use, design of all buildings and structures.
- A tabular analysis of the proposed use of all floor space clearly indicating the proposed type of use by building, floor level, and the proposed division of buildings into units of separate occupancy.
- The location and design of all driveways, parking, and loading areas including improvements to adjoining streets designed to facilitate the safe and convenient flow of traffic to and from the site.
- The location and design of the proposed water supply, sewage disposal, stormwater drainage systems, including the relationship of these to related off site facilities, services, and systems along with an analysis of the impact of the proposed site's development upon them.
- The location and design of all other proposed improvements including signs, exterior lighting, recreational facilities, fences, walls, refuse enclosures, buffer screening, and landscaping.
- The proposed nature and location of any uses which will not be located within buildings or structures including outdoor storage and display areas, if any.
- Existing and proposed contours with vertical intervals of not more than two (2) feet unless waived by the Planning Board, extending at least fifty (50) feet beyond the site boundaries and referenced to USGS or other proved bench mark.
- The nature and location of all other existing site features, including water bodies, water courses, wooded areas, rock outcrops, and single trees with a diameter at breast height (dbh) of twelve (12) or more inches. The plan shall clearly indicate which site features are to be retained and which will be removed.
- Appropriate plans for the protection of the site's environment during the course of construction, including erosion control, protection of existing vegetation, noise control, limits of hours of operation, access route for construction vehicles and other similar measures as may be appropriate in each individual case.
- Any other pertinent information as may be determined necessary or appropriate by the Planning Board or the Zoning Administrator to provide for the proper enforcement of this Ordinance.

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In addition, the following items of information shall also accompany any site development plan application:

- The proposed wording of any covenants, deed restriction or association agreement which are intended to apply to all or any part of the subject property.
- Plans and elevations of all proposed buildings, structures, and accessory structures, including proposed signs.
- Where the applicant proposed to develop the project in stages, a staging plan shall be submitted for approval along with the ultimate development plan for the entire parcel.

18 Application shall consist of (number of plans to be determined by the Zoning Administrator) copies of the applicant's proposed site development plan, drawn at as large a scale as is convenient practical and reasonably possible showing the proceeding items of information.

Also including on the plan (or a separate sheet) an area map, at a scale convenient for Planning Board use, showing the applicant's entire property as well as all adjacent properties, existing and proposed roads, railroads, streams, right-of-way, and easements in all directions from the subject parcel, all community facility and utility trunk lines in the neighboring area, and all existing school, zoning and special district boundaries within five-hundred (500) feet of the applicants property.

Application fees: Please refer to current fee schedule.

EAP: Long or Short must be signed

Maps: MUST BE FOLDED or will be rejected.

TOWN OF WAPPINGER PLANNING BOARD

Application No. _____

Date Received: _____

Fee Received: _____

Escrow Received: _____

APPLICATION FOR SITE PLAN APPROVAL

TITLE OF PROJECT: _____

Location of Property: _____

NAME & ADDRESS OF APPLICANT (Corporation or Individual):

Street _____ Town _____ State _____ Zip _____

Contact Person _____ Phone Number _____ Email _____

NAME & ADDRESS OF OWNER (Corporation or Individual):

Street _____ Town _____ State _____ Zip _____

Contact Person _____ Phone Number _____ Email _____

Grid No. _____

Please specify use or uses of building and amount of floor area devoted to each:

Existing Use: _____

_____Proposed Use: _____

_____Existing Sq. Footage: _____ Use: _____

_____Proposed Sq. footage: _____ Use: _____

_____Location of Property: _____

Zoning District: _____ Acreage: _____

Anticipated No. of Employees: _____

Existing No. of Parking Spaces: _____ Proposed No. of Parking Spaces: _____

Type Name (Corporation, LLC, Individual, etc.)

Date

Owner or representative's signature

Owner's Telephone No.

Type Name and Title ***

Owner's Address

*****If this is a Corporation or LLC please provide documentation of authority to sign.**

Note: *The applicant is responsible for the cost involved in publishing the required legal notice in the local newspaper;

* If Special Use Permit for the above use has been applied for, please check .

* Application Fees are non-refundable.

TOWN OF WAPPINGER



PLANNING BOARD & ZONING BOARD OF APPEALS

20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590
PH: 845-297-6256
Fax: 845-297-0579

Owner Consent Form

Project No: _____

Date: _____

Grid No.: _____

Zoning District: _____

Location of Project: _____

Name of Applicant: _____

Print name and phone number

**Description of
Project:** _____

I _____, owner of the above land/site/building
hereby give permission for the Town of Wappinger to approve or deny the above application in
accordance with local and state codes and ordinances.

Date _____

Owner's Signature _____

Owner's Telephone Number _____

Print Name and Title *** _____

*** If this is a Corporation or LLC, please provide documentation of authority to sign.

If this is a subdivision application, please provide a copy of the deed.

**TOWN OF WAPPINGER PLANNING BOARD
SPECIAL USE PERMIT**

Application No. _____
Date Received: _____
Fee Received: _____
Escrow Received: _____

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 240-53 OF THE TOWN OF WAPPINGER ZONING LAW, I HEREBY MAKE APPLICATION TO THE PLANNING BOARD OR TOWN BOARD FOR THE ISSUANCE OF A SPECIAL PERMIT FOR THE USE OF;

PROJECT NAME _____

GRID NO. _____ ZONING DISTRICT _____

PROPERTY LOCATION _____

NAME & ADDRESS OF APPLICANT (Corporation or Individual):

Street _____ Town _____ State _____ Zip _____

Contact Person _____ Phone Number _____ Email _____

NAME & ADDRESS OF OWNER (Corporation or Individual):

Street _____ Town _____ State _____ Zip _____

Contact Person _____ Phone Number _____ Email _____

Pursuant to section(s): _____

II. CONCURRENTLY WITH THE ABOVE APPLICATION, AND IN ACCORDANCE WITH THE PROVISIONS OF SECTION 450 OF SAID ORDINANCE, I HEREBY MAKE APPLICATION FOR SITE PLAN APPROVAL OF THE FOLLOWING PLANS TO CONDUCT SUCH USE ON THE AFORESAID PARCEL.

III.

MAP TITLED: _____

PREPARED BY: _____

DATED: _____

III. I HAVE, AS PART OF THESE CONCURRENT APPLICATIONS, SUBMITTED A "STATEMENT OF USE" WHICH FULLY DESCRIBES THE OPERATION AND MAINTENANCE OF SAID USE LISTED IN THE APPLICATION: (Use EXTRA SHEET IF NECESSARY)

Continued page 2 for Special Use Permit

Type Name (Corporation, LLC, Individual, etc.)

Date

Owner or representative's signature

Owner's Telephone No.

Type Name and Tit

Owner's Address

*****If this is a Corporation or LLC please provide documentation of authority to sign.**

- THE REQUIRED FEES (NON-REFUNDABLE) AND PLANS MUST ACCOMPANY THE APPLICATION.
- APPLICANT IS RESPONSIBLE FOR THE COSTS INVOLVED IN PUBLISHING THE REQUIRED LEGAL NOTICE IN THE LOCAL NEWSPAPER.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information		
Name of Action or Project:		
Project Location (describe, and attach a location map):		
Brief Description of Proposed Action:		
Name of Applicant or Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:		State: Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO <input type="checkbox"/> YES <input type="checkbox"/>
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/> <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO <input type="checkbox"/> YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres		
4. Check all land uses that occur on, are adjoining or near the proposed action: <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland		

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies:	<hr/> <hr/> <hr/>		
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

- Shoreline Forest Agricultural/grasslands Early mid-successional
 Wetland Urban Suburban

15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

16. Is the project site located in the 100-year flood plan?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

17. Will the proposed action create storm water discharge, either from point or non-point sources?
If Yes,

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

a. Will storm water discharges flow to adjacent properties?

b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?

If Yes, briefly describe:

18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?

If Yes, explain the purpose and size of the impoundment:

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?

If Yes, describe:

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?

If Yes, describe:

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: _____ Date: _____

Signature: _____ Title: _____

**ADMINISTRATIVE REGULATION
OF THE TOWN OF WAPPINGER
PLANNING BOARD / ZONING BOARD
REQUIREMENT FOR ESCROW FUNDS**

SECTION 1. ESCROW FUNDS ESTABLISHED

By the authority granted by Section 240-110 of the Town of Wappinger Zoning Law and in order to ensure that the cost of any Engineering, SEQR Experts, Planning, Legal or other consultation fees incurred by the Town of Wappinger with respect to matters before the Planning Board / Zoning Board are borne by the applicants, there is hereby established an Escrow Fund. Upon filing an application for either subdivision or site plan, special permit approval, or for a building permit or certificate of occupancy, the applicant shall deposit with the Town Controller, via certified check, sum of money in accordance with the table below. The Controller shall pay from these funds the fees charged by any professionals employed by the Planning Board with respect to the applicants project. Said fees shall be submitted by voucher and paid as approved by the Zoning Administrator. The applicant shall deposit additional funds into such account to bring its balance up to 100% of the amount of the full escrow deposit by the last day of each month. If such account is not fully replenished by the last day of the month, the approving agency shall suspend its review of the application. In the case of post-approval inspections and reviews involving construction, the Town may issue a stop work order. No subdivision plat or site development plan shall be endorsed or filed until all professional review fees charged in connection with the review of the project have been reimbursed to the Town. No building permit shall be issued unless all professional review fees charged in connection with the review of the applicant's project have been reimbursed to the town and a new escrow account has been established to cover all post-approval review costs, including but not limited to inspection of construction of roads and driveways. No Certificate of Occupancy shall be issued unless all professional review fees charged in connection with the post-approval inspection and review of the project have been reimbursed to the Town. No refunds of any funds remaining on deposit in escrow shall be issued until all pertinent professional review charges have been paid and the final certificate of occupancy has been issued to the project, or where applicable, the road has been accepted by the Town and the one-year maintenance period has expired.

SECTION 2. CALCULATION OF ESCROW FUND

For **SUBDIVISIONS**, the applicant shall deposit a sum calculated as follows:

A) Number of lots	Amount
0 - 2	\$ 5,000.00
3 - 10	\$10,000.00
11-35	\$22,500.00
> 35	\$52,500.00

For **SITE PLANS & REGULAR SPECIAL USE PERMITS**, the applicant shall deposit a sum calculated as follows:

B) Square Footage	Amount
Up to 3,000	\$ 5,000.00
3,001 to 20,000	\$10,000.00
20,001 to 50,000	\$ 22,500.00
> 50,000	\$ 52,500.00

For **MINOR APPLICATIONS**, the applicant shall deposit and maintain a sum calculated as follows:

C) \$2,500.00

For **VARIANCES**, the applicant shall deposit a sum determined by the Zoning Board of Appeals.

For **ROAD INSPECTIONS**, the applicant shall deposit and maintain a sum equal to 3% of the construction costs as estimated by the Town Engineer.

240-112.A.(2) **Application /Petition Fee for Rezoning.**

\$1000.00

**Administrative Regulation
of the Town of Wappinger
Planning Board
Requirement for Escrow Funds
Page 2**

For Post Planning Escrow, the applicant shall deposit a sum calculated as follows prior to the Resolution and Maps being signed by the Chairman of the Planning Board

Subdivisions:

<u>A) Number of lots</u>	<u>Amount</u>
0 - 2	\$ 5,000.00
3 - 10	\$ 10,000.00
11-35	\$16,875.00
> 35	\$26,250.00

Site Plans:

B) <u>Square Footage</u>	Amount
Up to 3,000	\$ 5,000.00
3,001 to 20,000	\$10,000.00
20,001 to 50,000	\$16,875.00
> 50,000	\$ 26,250.00

SECTION 3. REVISIONS

This regulation may be revised by the Planning Board of the Town of Wappinger following a public hearing and approval by the Town Board.

Signed: Bruce Flower, Chairman
Town of Wappinger Planning Board

Dated: August 21, 2023

Town of Wappinger
Planning Board and Zoning Board of Appeals
CURRENT FEE SCHEDULE
2023

PLANNING DEPT. FEES

Subdivision Fees:

Subdivision Application Fee: \$1500, plus \$250 per lot.

Recreation Fee: For 1 - 9 lots, \$5,000.00 per lot;
For 10 or more lots, the Planning
Board shall determine whether to require
the reservation of land or payment of
\$5,000.00 per lot.

Lot Line Realignment: \$500 plus escrow

Lot Consolidation: \$500 plus escrow

Site Plans:

Site Plan Application Fee: \$1500, plus \$250 per 1000 sq. ft. of gross
floor area of the building, plus \$20.00 per
parking space.

Amended Site Plan

Application Fee: \$750, plus \$250 per 1000 ft of floor area, plus
\$20.00 per parking space

Conceptual Fees: \$250.00 No escrow

Architectural Fee: \$250 Minor – no escrow (Determined by ZA)

Architectural Fee: \$250 Major - \$2,000 escrow

Special Use Permit Fees:

Residential Fee: \$1,000.00 per application.

Commercial Fee: \$1,500.00 per application.

Amended Special Use Permit:

Residential Fee: \$500.00 per application.

Commercial Fee: \$750.00 per application

Accessory Apartment Fee: \$750.00 per application.

ZONING DEPT. FEES

Variance Fee: (Resident) Area/Use Variance Fee: \$375.00 per application.
(Commercial) Area/Use Variance Fee: \$1,000.00 per appl.

Interpretation Fee:

Residential	\$150.00 per application.
Commercial	\$500.00 plus escrow

All application fees are non-refundable.

Copy work: \$.25 per page

Please note that all applicants will be billed by the local newspaper for their legal notice.

Escrow Funds: See attached schedule

Effective date: August 2023

ALL MAPS MUST BE FOLDED PRIOR TO SUBMISSION

**Planning Board
Town of Wappinger
2026**
Meeting & Submission Dates

BUSINESS MEETINGS – Begin at 7:00pm

WORKSHOP – Commences at 6:00pm

(Workshop time may change. Please check website)

Meeting Dates

Monday, January 5, 2026
***Wednesday, January 21, 2026**
Monday, February 2, 2026
Monday, March 2, 2026
Monday, March 16, 2026
Monday, April 6, 2026
Monday, April 20, 2026
Monday May 4, 2026
Monday, May 18, 2026
Monday, June 1, 2026
Monday, June 15, 2026
Monday, July 20, 2026
Monday, August 17, 2026
***Wednesday, September 2, 2026**
Monday, September 14, 2026
Monday, October 5, 2026
Monday, October 19, 2026
Monday, November 2, 2026
Monday, November 16, 2026
Monday, December 7, 2026

Submission Dates

December 1, 2025
***Wednesday, December 17, 2025**
Monday, January 5, 2026
Monday, February 2, 2026
Monday, February 16, 2026
Monday, March 2, 2026
Monday, March 16, 2026
Monday, April 6, 2026
Monday, April 20, 2026
Monday, May 4, 2026
Monday, May 18, 2026
Monday, June 15, 2026
Monday, July 13, 2026
***Wednesday, August 5, 2026**
Monday, August 10, 2026
Monday, September 7, 2026
Monday, September 14, 2026
Monday, October 5, 2026
Monday, October 19, 2026
Monday, November 2, 2026

- *** Due to Holiday or Town Board Meeting**
- **PLEASE BE AWARE**, Submissions are due by noon on the submission date.
- **Planning Board** meetings are held on the **1st and 3rd Monday** of each month unless there is a holiday on that Monday, and then it will move to **Wednesday** of the same week.
(Revised 11/03/25)