

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 19<sup>th</sup> 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 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.

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.

\_\_\_\_\_ EAF: 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: Wappinger Subaru Building Expansion

Location of Property: 1162 US Highway 9, Wappingers Falls, NY 12590

NAME & ADDRESS OF APPLICANT (Corporation or Individual):

VIP Subaru Wappinger, LLC

31954 Hempstead Tpke, Levittown, NY 11756

Street	Town	State	Zip
<u>Joel Sporn</u>	<u>631-478-8595</u>	<u>jsporn@westburyjeep.com</u>	
Contact Person	Phone Number	Email	

NAME & ADDRESS OF OWNER (Corporation or Individual):

VIP Subaru Wappinger, LLC

31954 Hempstead Tpke, Levittown, NY 11756

Street	Town	State	Zip
<u>Joel Sporn</u>	<u>631-478-8595</u>	<u>jsporn@westburyjeep.com</u>	
Contact Person	Phone Number	Email	

Grid No. 6157-04-659168

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

Existing Use: Motor Vehicle Dealership

Proposed Use: Motor Vehicle Dealership

Existing Sq. Footage: <sup>18,659.7 SF (23,008.5 SF GFA existing)</sup> footprint Use: Motor Vehicle Dealership

Proposed Sq. Footage: <sup>36,641.7 SF (40,991 SF GFA proposed)</sup> footprint Use: Motor Vehicle Dealership

Location of Property: 1162 US Highway 9, Wappingers Falls, NY 12590

Zoning District: HB - Highway Business Acreage: 6.31 ac

Anticipated No. of Employees: 40

Existing No. of Parking Spaces: 442 Proposed No. of Parking Spaces: 424

VIP Subaru Wappinger, LLC

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

March 16, 2026

Date

631-478-8595

Owner's Telephone No.

Owner or representative's signature

Joel Sporn, Managing Member

Type Name and Title \*\*\*

31954 Hempstead Tpke, Levittown, NY 11756

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  
**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 Wappinger Subaru Building Expansion  
GRID NO. 6157-04-659168 ZONING DISTRICT HB - Highway Business  
PROPERTY LOCATION 1162 US Highway 9, Wappingers Falls, NY 12590  
NAME & ADDRESS OF APPLICANT (Corporation or Individual):  
VIP Subaru Wappinger, LLC

31954 Hempstead Tpke, Levittown, NY 11756  
Street Town State Zip  
Joel Sporn 631-478-8595 jsporn@westburyjeep.com  
Contact Person Phone Number Email

NAME & ADDRESS OF OWNER (Corporation or Individual):  
VIP Subaru Wappinger, LLC  
31954 Hempstead Tpke, Levittown, NY 11756  
Street Town State Zip  
Joel Sporn 631-478-8595 jsporn@westburyjeep.com  
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: Wappinger Subaru Building Expansion  
PREPARED BY: LaBella Associates  
DATED: 12/17/25

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)

refer to "Special Use Narrative"

**Continued page 2 for Special Use Permit**

VIP Subaru Wappinger, LLC

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

\_\_\_\_\_  
March 16, 2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
631-478-8595

\_\_\_\_\_  
Owner's Telephone No.

\_\_\_\_\_  
Owner or representative's signature

\_\_\_\_\_  
Joel Sporn, Managing Member

\_\_\_\_\_  
Type Name and Tit

\_\_\_\_\_  
31954 Hempstead Tpke, Levittown, NY 11756

\_\_\_\_\_  
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.**
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TOWN OF WAPPINGER  
P.O. Box 324 ~ 20 MIDDLEBUSH ROAD  
WAPPINGERS FALLS, NY 12590

Planning Board  
Engineer to the Town  
Office: 845.297.1373 ~ Fax: 845.297.4553  
[www.townofwappinger.us](http://www.townofwappinger.us)

## Checklist for Plot Plan Approval

Checklist for your convenience

### MAKE CERTAIN ALL REQUESTED INFORMATION IS GIVEN

- \_\_\_\_\_ Existing contours and final proposed contours.
- \_\_\_\_\_ Surface drainage flow indicated & provisions for protection of adjacent properties against increased water flow as the result of construction of the dwelling (or associated permission letter, if required). Engineer certification and proper handling of subsurface water.
- \_\_\_\_\_ Ground floor (lowest slab elevation) and first floor elevations and garage floor (if no garage so state).
- \_\_\_\_\_ Sanitary sewer (with inverts) (if applicable) and cleanout as required.
- \_\_\_\_\_ Roof, curtain, foundation and footing drains (with inverts) (as required).
- \_\_\_\_\_ Water lines shown with water shut-off (if applicable).
- \_\_\_\_\_ Placement of septic system with invert elevation and well (if applicable).
- \_\_\_\_\_ All applicable notes from the approved subdivision plat and/or resolution.
- \_\_\_\_\_ Parcel bearings, distances and acreage.
- \_\_\_\_\_ Both edges of payment and driveway (spot elevations as required).
- \_\_\_\_\_ Utility poles and ID numbers; underground utility junction boxes (if applicable).
- \_\_\_\_\_ All easements or right-of-way shown with bearings and distances.
- \_\_\_\_\_ Street trees (if applicable).
- \_\_\_\_\_ Reference to Filed Map (if none, provide liber-page).
- \_\_\_\_\_ Engineer/LS/Arch. Certification (stamp/sign).
- \_\_\_\_\_ Certified engineering design or calculations where required.
- \_\_\_\_\_ Erosion controls as may be necessary to protect downstream.

### INTERIM PLOT PLAN

- \_\_\_\_\_ Setbacks
- \_\_\_\_\_ As-builts for foundations
- \_\_\_\_\_ Elevations
- \_\_\_\_\_ Driveway Slopes
- \_\_\_\_\_ Grading against house
- \_\_\_\_\_ SDS Shown

### FINAL "AS BUILT"

- \_\_\_\_\_ Certified finalization of ALL above items (required).
- \_\_\_\_\_ Permission letters, as required (must be notarized letters).
- \_\_\_\_\_ Deed descriptions or right-of-way agreements as may be required (satisfactory to Town Attorney).



**TOWN OF WAPPINGER**  
P.O. Box 324 ~ 20 MIDDLEBUSH ROAD  
WAPPINGERS FALLS, NY 12590

Planning Board and Zoning Board of Appeals  
Office: 845.297.1373 ~ Fax: 845.297.4555  
[www.townofwappinger.us](http://www.townofwappinger.us)

## Procedure for a Public Hearing for Site Plans, Subdivisions, Special Use Permits and Variances

In order to prepare for a Public Hearing before the Town of Wappinger Planning Board/Zoning Board, the Board must first set the date of such hearing at a regular Board meeting. After the date has been set, the Zoning Administrator will prepare a Notice of Public Hearing (Legal Notice). When the notice is ready, the Zoning Administrator will provide the applicant with a copy of the notice and the Zoning Administrator will transmit a copy to Southern Dutchess News, at least five (5) days prior to the Public Hearing date. The cost of such publication is at the applicant's expense. The applicant, upon paying for the published notice, will receive an "Affidavit of Publication" from Southern Dutchess News. The Applicant is responsible to send the notice of public hearing, certified mail, to all abutting/adjacent (across the street or road) property owners at least five (5) days prior to the scheduled public hearing. A list of abutting/adjacent property owners may be obtained from the Zoning Administrator at a fee of \$5.00 per parcel or the applicant can prepare the list themselves and present a copy of the list to the Zoning Administrator at the time they pick up the Notice of Public Hearing.

### Return all paperwork promptly to:

Zoning Administrator  
20 Middlebush Road  
Wappingers Falls, NY 12590

### Applicant's Checklist:

1. List of abutting/adjacent property owners to be given to the Zoning Administrator at the time the Zoning Administrator gives the applicant the Notice of Public Hearing.
2. White Cards (Receipts for Certified Mail) and Green Cards (Return Receipts) to be given to the Zoning Administrator the Friday prior to the Public Hearing.
3. Affidavit of Publication, from Southern Dutchess News for publication of the Notice of Public Hearing, to be given to the Zoning Administrator the Friday prior to the public hearing.

\*Note: The Town of Wappinger Planning Board meets the first and third Monday of each month. The Town of Wappinger Zoning Board of Appeals meets the second and fourth Tuesday of each month.