TOWN OF BEEKMAN
4 MAIN STREET
POUGHQUAG, NEW YORK 12570-9601
TEL: 724-5300 • FAX: 724-3245

Office of-
PLANNING BOARD

Application for Site Plan Approval

Name of proposed Site Plan _____

Applicant:

Name: _____

Address: _____

_____

Phone: _____

Email: _____

Plans Prepared by:

Name: _____

Address: _____

_____

Phone: _____

Email: _____

Relationship of applicant to owner _____
(same, engineer, contract, vendee, etc.)

Ownership intentions, i.e. purchase options _____

_____

_____

Location of site _____

_____

Current zoning classification _____

County, State, and Federal permits needed (list type and appropriate department):

_____

_____

Proposed use(s) of site _____

_____

Total site area (square feet or acres): _____

Anticipated construction time _____

Will development be staged? _____

Current land use of site (Agriculture, commercial, undeveloped, etc.): _____

_____

Current condition of site (buildings, brush, etc.) _____

_____

Character of surrounding lands (suburban, agriculture, wetlands, etc.) _____

_____

Estimated cost of proposed improvement $ _____

Anticipated increase in number of residents, shoppers, employees, etc.
(as applicable)

_____

_____

_____

Describe proposed use, including primary and secondary uses; Ground floor area; Height; and number of stories for each building:

For residential buildings include number of dwellings units by size (efficiency, one bedroom, two bedroom, three or more bedrooms) and number of parking spaces to be provided.

For nonresidential buildings, include total floor area and total sales area; Number of automobile and truck parking spaces.
(use separate sheet if needed)

_____

_____

_____

_____

_____

PROCEDURES AND REQUIREMENTS – TOWN OF BEEKMAN PLANNING BOARD

The following procedures and requirements MUST BE FULLY MET in order to be placed on the Agenda for the Town of Beekman Planning Board.

GENERAL:

The Planning Board meetings are held on the THIRD Thursday of each month at 7:00 PM.

There are five general steps in the approval process:
Discussion, Sketch Plan Approval, Public Hearing, Preliminary Approval, and Final Approval

SUBMISSION REQUIREMENTS AND PROCEDURES:

ALL submissions MUST be made no later than seventeen (17) days prior to the date of the Planning Board Meeting.

Initial review of submitted material will be reviewed for completeness and conformance to Town Code. If ALL of the required material is not submitted or there are significant issues with conformance to Town Code the project WILL NOT be placed on the Agenda.

Prior to being placed on the agenda for Sketch Plan Approval, the Planning Board may require a fact finding site visit to review the proposal in reference to the actual property.

To facilitate visits to the site by the Planning Board or its consultants, the property under review should be clearly labeled along the road frontage. The corners of the property should be staked and flagged as well as any other feature such as driveways or new roadways. Additional flagging may be required as the review process progresses.

All required plans, reports, applications and forms MUST be submitted directly to the Town Planning Board Office. The applicant is to submit a total of five (5) copies of the Plat, SEQRA documentation and application. One (1) copy will be routed to the Fire District CAC and Highway Department respectively. Two (2) copies of supporting reports such as the Storm Water Management report are to be submitted.

In addition to the other document and plat requirements, the plat should include an aerial view of the subject and immediate surrounding properties, a topographical layout of the property with an indication of the environmentally sensitive areas of the property plainly labeled.

The application fee must be submitted directly to the Town Planning Board Office at Town Hall along with the application material (plans, application, EAF, etc.) for the Sketch Plan, Preliminary, or Final processing. Checks are to be made payable to the Town of Beekman.

*Subsequent submittals shall include Three (3) copies. All submittals shall include electronic copies of all documents submitted. This can be done via CD, flash drive, email or any other accepted means.

If the Planning Board refers a plan to the Dutchess County Soil & Water Conservation District for review, the application will be required to fund an escrow account to cover the costs of such review.

PLANNING BOARD MEETING PROCEDURES:

The following schedule is normally followed at the Planning Board Meeting:

Meeting opens at 7:00 PM with the comments and acceptance of the Minutes from the previous meeting(s).

Public Hearings

The balance of the Agenda will be determined by the date that the applications, plans, reports, etc. for Sketch, Preliminary, or Final are received by the Planning Board Office or requests for a discussion received by the Planning Board Office.

Correspondence, referrals and other matters.

NOTE: The Planning Board tries to leave by 11 PM, so all items on an Agenda may not be addressed at the meeting. If that occurs, the Board may schedule a special meeting or carry the balance of the Agenda over to the next month's meeting.

It is suggested that the Applicant and their professional engineer and / or land surveyor attend the meeting, bringing additional copies of the plans.

DISCUSSION:

This is an OPTIONAL step at the Applicant's request. In order to be placed on the Agenda of Discussion, make a request in writing to the Planning Board Office.

The purpose of Discussion is to present an idea or a concept to the Planning Board to determine the feasibility of what you desire and / or to obtain general guidance or direction from the Planning Board.

There are no guidelines or requirements for material presented to the Planning Board, as this is an OPTIONAL step, and there are no formal decisions made by the Planning Board.

SKETCH PLAN REQUIREMENTS – LOT LINE REALIGNMENTS

Please refer to the Town of Beekman Land Subdivision Regulations specifically Article III.

All adjoining and adjacent property owners must be listed on the Sketch Plan and a list of their legal address should also be submitted for initial review.

The Planning Board must formally grant Sketch Plan Approval for a subdivision or a Lot Line Realignment before preliminary review can begin.

PRELIMINARY PLAN REQUIREMENTS–SUBDIVISION & LOT LINE REALIGNMENTS

Please refer to the Town of Beekman Land Subdivision Regulations specifically Article IV. ALL construction, grading, soil erosion control, landscaping, etc., plans must be prepared at a scale of 1" = 50' or larger to provide plans that are easily read and capable of being followed by contractors.

All items shown on the plan that received Sketch Plan approval.

The Planning Board must receive a complete preliminary application before a Public Hearing can be advertised, adjoining and adjacent property owners notified, and the Public Hearing scheduled and held for projects that do not include new roads. Notification to adjoining and adjacent property owners and the newspaper **MUST BE MADE A MINIMUM OF 10 DAYS AND A MAXIMUM OF 12 DAYS PRIOR TO THE MEETING DATE.**

It is the APPLICANT'S responsibility to arrange for the publishing and distribution of the Notices of Public Hearings. Please review enclosed sample notification letters.

Proof of Publication and notification (submit to the Town Planning Office by the day before the meeting),

It is the APPLICANT'S responsibility to contact the Town Highway Superintendent, NYS DOT or DC DPW, Beekman CAC, Beekman Fire Department and request the written comments for submission to the Planning Board.

FINAL PLAN REQUIREMENTS – SUBDIVISION & LOT LINE REALIGNMENTS

Please refer to the Town of Beekman Land Subdivision Regulations, specifically Article V.

The following Planning Board Approval Note shall be put on the file plan.

PLANNING BOARD
Town of Beekman, NY

The subdivision, _____
is in compliance with the provisions of the Land Subdivision Regulations. The Planning Board, after due notice and a public hearing on _____, as prescribed by Section 276 of the Town Law of the State of New York, approves the final plat as submitted.

_____
Chairman

Date _____

INFORMATION

The references listed below are chapters within the town code which, where applicable, shall be adhered to by the Planning Board during the review process:

A.	Chapter 7	(Conservation Advisory Council)
B.	Chapter 71	(Erosion and Sediment Control)
C.	Chapter 75	(Fees)
D.	Chapter 83	(Flood Damage Protection)
E.	Chapter 93	(Historic Preservation)
F.	Chapter 155	(Zoning)
G.	Chapter 130	(Subdivision of Land)

ADDITIONAL REFERENCE:

NYCRR Part 617: Implementing Regulations of the State Environmental Quality Review Act.

Sample Letter- Site Plan and/or Special Use Permit

Date:

Poughkeepsie Journal*
PO Box 1231
Poughkeepsie, NY 12601
ATTN: LEGAL NOTICE**

Adjoining & Adjacent Owners***
Street Address
Town or City, State, Zip

To Whom It May Concern:

Please run the following advertisement in the _____ edition of the Poughkeepsie Journal:

NOTICE OF PUBLIC HEARING

Pursuant to the provisions of New York State Town Law, a Public Hearing will be held by the Town of Beekman Planning Board on **DATE OF MEETING** at 7:00 p.m. at the Beekman Town Hall, 4 Main Street, Poughquag, NY for the purpose of the hearing all persons interested in either for or against the granting of _____ approval by the Town Planning Board of a proposed map entitled _____, Town of Beekman, Dutchess County, New York, located on _____

By order of: Sean Johnston, Chairman
Town of Beekman Planning Board

Send proof of publication to: Chairman, Planning Board, Town of Beekman

Send bill for publication to (Owner): NAME, ADDRESS, PHONE NUMBER

* Legal Notices must be published by the owner, minimum of 10 (ten) days prior to the meeting date. Publish one day only, specific dates by using day and date (i.e, Wednesday, December 13, 2007). Meetings state 7:00 p.m. with all Public Hearings being heard first on agenda.

** The Poughkeepsie Journal publishes daily.

*** All adjoining and adjacent properties must be notified by certified, return receipt mail.