

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 face 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 t 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.

____ 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: Mid-Hudson Islamic Association Solar Array

Location of Property: 125 All Angels Hill Rd, Wappingers Falls NY 12590

NAME & ADDRESS OF APPLICANT (Corporation or Individual):

SunCommon

1155 Flatbush RD Kingston NY 12401

Street	Town	State	Zip
<u>Sam Wilo</u>	<u>845-309-8330</u>	<u>sam.wilo@suncommon.com</u>	
Contact Person	Phone Number	Email	

NAME & ADDRESS OF OWNER (Corporation or Individual):

Mid-Hudson Islamic Association Inc

<u>PO Box 515</u>	<u>Wappingers Falls</u>	<u>NY</u>	<u>12590</u>
Street	Town	State	Zip
<u>Ahmad Shah</u>	<u>(914) 474-5176</u>		
Contact Person	Phone Number	Email	

Grid No. 135689-6258-02-628535-0000

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

Existing Use: Community Services: Religious

Proposed Use: Community Services: Religious

Existing Sq. Footage: 13284 Use: Mosque

Proposed Sq. footage: 13284 Use: Mosque

Location of Property: 125 All Angels Hill Rd, Wappingers Falls NY 12590

Zoning District: R-40 Acreage: 4.6

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
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 Mid-Hudson Islamic Association Solar Array

GRID NO. 135689-6258-02-628535-0000 ZONING DISTRICT R-40

PROPERTY LOCATION 125 All Angels Hill Rd, Wappingers Falls NY 12590

NAME & ADDRESS OF APPLICANT (Corporation or Individual):

SunCommon

1155 Flatbush RD Kingston NY 12401

Street	Town	State	Zip
<u>Sam Wilo</u>		<u>845-309-8330</u>	<u>sam.wilo@suncommon.com</u>
Contact Person		Phone Number	Email

NAME & ADDRESS OF OWNER (Corporation or Individual):

Mid-Hudson Islamic Association Inc

<u>PO Box 515</u>	<u>Wappingers Falls</u>	<u>NY</u>	<u>12590</u>
Street	Town	State	Zip
<u>Ahmad Shah</u>		<u>(914) 474-5176</u>	
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.**



Town of Wappinger
20 Middlebush Road
Wappingers Falls, NY 12590

Planning Department
Office: 845.297.1373 ~ Fax: 845.297-0579
www.broberty@townofwappinger.us

Owner Consent Form

To be filed when the applicant is not the building or property owner

Project # _____

Date: _____

Grid # _____

Zoning District: _____

Location of project: **125 All Angels Hill Rd, Wappingers Falls NY 12590**

Name of Applicant: **Sam Wilo, SunCommon**

Print name (Corporation, LLC, Individual, etc.)

Description of project: **Installation of a 30kWp Roof mounted solar array.**

Will consists of (82) panels, and (3) inverters

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.

Print name (Corporation, LLC, Individual, etc.)

Date

Owner or representative's signature

Owner's Telephone No.

Print Name and Title ***

Owner's Address

***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
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

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

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.

Zoning Administrator
Barbara Roberti X 128

TOWN OF WAPPINGER

Planning Board Secretary
Bea Ogunti X 122



PLANNING BOARD
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590-0324
(845) 297-6256
FAX: (845) 297-0579
www.townofwappinger.us

PLANNING BOARD FEE SCHEDULE
CURRENT FEE SCHEDULE
2019

ALL APPLICATIONS FEES ARE NON-REFUNDABLE

Subdivision Application Fee:	\$1,500.00, Plus \$250 Per Lot
Lot Line / Consolidation Fee:	\$500.00
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.
Site Plan Application Fee:	\$1,500.00, Plus \$250 per 1,000 sq. ft. of gross floor area of the building, plus \$20.00 per parking space.
Recreation Fee:	\$5,000.00 per original site plan
Amended Site Plan Application Fee:	\$750.00, plus \$250.00 per 1000 feet of floor area, plus \$20.00 per parking space. \$1,500.00 escrow
Architectural Review Fee:	\$150.00
Conceptual Fees:	\$250.00
Special Use Permit Fee:	\$1,000.00 per application
Amended Special Use Permit Fee:	\$500.00
Accessory Apartment Fee:	\$750.00 per application

ALL MAPS MUST BE FOLDED PRIOR TO SUBMISSION

*****APPLICATIONS ARE SUBJECT TO AN ESCROW ACCOUNT AND ASSOICATED FEES *****

ESCOW FUNDS SCHEDULE:

See attached Schedule

**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 Wappinger Zoning Ordinance 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 approval, the applicant shall deposit with the Town Controller, a 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 fees charged in connection with the post-approval inspection and review of the project has 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 a one year maintenance period has expired.

Section 2. Calculation of Escrow Fund

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

A) <u>Number of Lots</u>	<u>Amount</u>
0-2	\$3,750.00
3-10	\$7,500.00
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) <u>Square footage</u>	<u>Amount</u>
Up to 3,000	\$3,750.00
3,001 to 20,000	\$7,500.00
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) \$1,500.00

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.

\$1,000.00

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:

A) <u>Number of lots</u>	<u>Amount</u>
0-2	\$3,750.00
3-10	\$7,500.00
11-35	\$16,875.00
> 35	\$26,250.00

Site Plan:

B) <u>Square Footage</u>	<u>Amount</u>
Up to 3,000	\$3,750.00
3,001 to 20,000	\$7,500.00
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: Robert Valdati, Chairman
Town of Wappinger Planning Board
Updated: January 4, 2016

**Planning Board
Town of Wappinger
2019
Meeting & Submission Dates**

**BUSINESS MEETINGS – Begin at 7:30pm
WORKSHOP – Commences at 5:30pm
(Workshop time may change. Please check website)**

Meeting Dates

***Wednesday, January 9, 2019
*Wednesday, January 23, 2019
Monday, February 4, 2019
Monday, March 4, 2019
Monday, March 18, 2019
Monday, April 1, 2019
Monday, April 15, 2019
Monday May 6, 2019
Monday, May 20, 2019
Monday, June 3, 2019
Monday, June 17, 2019
Monday, July 1, 2019
Monday, July 15, 2019
Monday, August 5, 2019
*Wednesday, September 4, 2019
Monday, September 16, 2019
Monday, October 7, 2019
Monday, October 21, 2019
Monday, November 4, 2019
Monday, November 18, 2019
Monday, December 2, 2019**

Submission Dates

**December 3, 2018
*Wednesday, December 26, 2018
Monday, January 7, 2019
Monday, February 4, 2019
Monday, February 18, 2019
Monday, March 4, 2019
Monday, March 18, 2019
Monday, April 8, 2019
Monday, April 22, 2019
Monday, May 6, 2019
Monday, May 20, 2019
Monday, June 3, 2019
Monday, June 17, 2019
Monday, July 8, 2019
Wednesday, August 7, 2019
Monday, August 19, 2019
Monday, September 9, 2019
Monday, September 23, 2019
Monday, October 7, 2019
Monday, October 21, 2019
Monday, November 4, 2019**

- *** 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 12/13/18)