



INSTRUCTIONS FOR APPLICATION FOR SUBDIVISION CITY OF POUGHKEEPSIE, NEW YORK BUILDING DEPARTMENT

Pursuant to Section 16-7 of the Code of Ordinances, applicants for subdivision approval may submit a preliminary subdivision plat to the Zoning Administrator for a determination as to whether said plat complies with the Zoning Ordinance. Relative to large subdivisions which include construction of new streets or involve street improvements or increased demand on services such as water, sewer, drainage, and fire protection, it is recommended that the applicant request a preliminary meeting with the City Planning Staff, the City Engineer and the City Superintendent of Public Works. Both the preliminary subdivision plat and the plat submitted to the Planning Board for formal consideration should include:

- 1) Proposed subdivision name, date, North point, written and graphic scale, name and address of record owner, developer, and engineer or surveyor.
- 2) The names of all owners of record of all adjacent property.
- 3) Location of existing property lines, streets, easements, buildings, watercourses, marshes and other essential existing features.
- 4) Location of any existing sewers and water mains, culverts and drains on the property with pipe sizes and grades.
- 5) Topography. Contour intervals shall not be more than five (5) feet and must be based on United States Geological Survey datum. In certain cases, topographical information may be required on adjacent property.
- 6) All proposed streets, lots, easements and public areas with approximate dimensions.
- 7) The approximate location of all proposed water lines and sanitary sewer lines, together with plans for connecting to existing mains.
- 8) Preliminary plans for storm water drainage, including the approximate location of storm sewer lines, catch basins, manholes and fire hydrants or fire protection systems;
- 9) Zoning District and any district boundary lines;
- 10) A plan indicating the manner in which the streets of the proposed subdivision are proposed to connected or relate to existing streets.

The Engineering Department also requires that the subdivision map show monuments on all corners along roadway frontage. A note must appear on the plan stating that the monument shall be a 2' long piece of #6 rebar driven vertically to grade with a standard survey cap on top (with license number printed on cap).

In the case of lot line adjustments or subdivisions that will not result in development or any change in property conditions, some of the above information may not be applicable. Attached is a checklist of the improvements required for subdivisions. If any requirements are not relevant, a waiver may be requested, in writing, explaining why the requirement is not relevant. In some cases, pursuant to Section 19-6.1(a) of the Zoning Ordinance, site plan approval for the subdivision may also be required.

The application fee for simple lot line adjustments is \$150. For all other subdivision applications, the fee is \$200.00, plus \$100.00 per lot. This fee, with FIVE (5) copies of the subdivision plat, must accompany the application form. If a long environmental assessment form is required to supplement the subdivision application, an additional fee of \$200.00 will be required to accompany that form. Section 16-7(h) of the subdivision regulations also authorizes the Planning Board to assess a recreation fee. This fee is not paid upon application, but will be assessed by the Planning Board during the review process.

Any questions relative to the subdivision application process may be directed to the Building Department at (845) 451-4007 or the Planning Department at (845) 451-4055.

CITY OF POUGHKEEPSIE, NY
REQUEST FOR SUBDIVISION APPROVAL
(Please type or print legibly)

Office Use Only PLSD ID#: FEE:

I) PROPERTY ADDRESS: _____

II) PROPERTY OWNERSHIP:

Name of Owner: _____

Address: _____

_____ (zip code)

Telephone: (____) _____

III) APPLICANT INFORMATION (If different from above. If the applicant is not the owner of the property, a letter of authorization from the owner must be submitted):

Name of Applicant: _____

Address: _____

_____ (zip code)

Telephone: (____) _____

IV) CONSULTANT INFORMATION (If different from above)

Name of Applicant: _____

Address: _____

_____ (zip code)

Telephone: (____) _____

V) ZONING DISTRICT: _____

VI) SUBDIVISION DESCRIPTION

a) Type of Subdivision (Choose One):

Lot Line Adjustment: _____ Subdivision (new lots created): _____

b) For Subdivisions only, please note the number of lots created: _____

c) Description of project: _____

VII) The applicant hereby affirms that all information contained herein is accurate and complete as of the date of application.

Signature of applicant

Print name: _____

Date

The applicant understands that any changes requested in the requirements of the subdivision regulations, or any request for waivers of those requirements, must be placed in writing with an itemized explanation to substantiate the request.

IMPROVEMENTS REQUIRED

(Check each item indicating whether compliance is proposed or a waiver requested)

Item		Compliance	Waiver Requested	Explanation of Waiver
1	Permanent monuments on ROW			
2	Sanitary Sewers			
3	Water Mains			
4	Gas Mains			
5	Electric Lines			
6	Storm Sewers			
7	Grading Plans			
8	Streets (grading and paving)			
9	Curbs or Curbs and Gutters			
10	Sidewalks			
11	Street Lights			
12	Street Trees			
13	Street Signs			
14	Fire Protection Systems			
15	Public Open Spaces			

FIVE COPIES OF SUBDIVISION PLAN MUST ACCOMPANY THE APPLICATION FORM.