

**Town of Kinderhook  
Planning Board Application**

Jonathan Cavagnaro, Chairman  
Patrick Prendergast, Engineer  
Andrew Howard, Attorney

Building Department (518) 784-2508  
Nataly Dee, Secretary (518) 784-2233  
Town Hall - Fax (518) 784-2203

**CHECK APPROVAL(S) REQUESTED**

_____ Minor Subdivision	_____ Special Use Permit	PB No.: _____
_____ Major Subdivision	_____ Accessory Apartment	Date Received: _____
_____ Site Plan Review	_____ Home Occupation	Paid: _____
_____ Site Plan Amendment		
_____ Subdivision Amendment		

1. Tax Map Designation: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

2. Physical Address \_\_\_\_\_  
(Street No. & Name) (Town) (State) (Zip)

3. Site Location: On the \_\_\_\_\_ side of \_\_\_\_\_  
(direction) (street)  
\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(street)

4. Total Land Area \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

5. Name of Proposed Development/Establishment: \_\_\_\_\_

6. Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & Name) (Town) (State) (Zip)

7. Owner of Record \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & Name) (Town) (State) (Zip)

8. Engineer/Architect/Surveyor \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & Name) (Town) (State) (Zip)

9. Attorney \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
(Street No. & Name) (Town) (State) (Zip)

10. PROPOSAL : Use \_\_\_\_\_ No. of Lots \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_  
No. of Buildings \_\_\_\_\_ No. of Sq Ft of All Buildings \_\_\_\_\_

Other \_\_\_\_\_

PLEASE CHECK APPROPRIATE SPACE: I consent to the extension of the 62-day Public Hearing and review period. See instructions item #4.

Yes \_\_\_\_\_ No \_\_\_\_\_

**BY SIGNING THIS APPLICATION, THE UNDERSIGNED DOES HEREBY GRANT PERMISSION TO MEMBERS OF THE TOWN OF KINDERHOOK PLANNING BOARD TO ENTER UPON MY PROPERTY FOR THE PURPOSE OF EXAMINING SAME BY REASON OF AN APPLICATION NOW PENDING BEFORE SAID BOARD.**

STATE OF NEW YORK )  
COUNTY OF COLUMBIA ) SS  
TOWN OF KINDERHOOK )

I, \_\_\_\_\_ hereby depose and say that all the above statements contained in the papers submitted herewith are true.

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_  
NOTARY PUBLIC \_\_\_\_\_

Revised10/06, 4/2011, 3/2021.

**GENERAL INSTRUCTIONS**

**P L E A S E R E A D**

1. Attach hereto a copy of the duly filed DEED indicating the current ownership of the subject property. If the owner is a corporation, attach a list of all directors, officers and major stockholders. If applicant is a contract vendee, then attach a copy of the duly executed contract of sale.
2. If the applicant is a tenant, submit a copy of the lease agreement and have the owner of the property sign and have notarized the statement below.
3. The applicant shall submit a list of the names and addresses of all adjoining property owners and of those property owners directly across all road frontages adjoining the proposed development. The list shall also contain the Town of Kinderhook current tax map Section, Block and Lot designation for each parcel.
4. NYS Town Law and/or the Town of Kinderhook Town Code obligate the Planning Board to conduct a Public Hearing with respect to a preliminary or final subdivision plat, conforming to local requirements, within 62 days following receipt of same by the Planning Board Secretary. Likewise, NYS Town Law and/or the Town of Kinderhook Town Code require the Planning Board to approve, disapprove or approve with modifications, a proposed site plan within 62 days after same has been filed with the Planning Board or, if a Public Hearing was held on the site plan within 62 days after such hearing. Due to the complexity of many proposals and the numerous technical and procedural requirements of all the applicable laws and regulations, many applications may be found to be incomplete or deficient and, therefore, not ready for Public Hearing nor Planning Board approval. Thus, a determination based upon all pertinent facts and circumstances cannot always be rendered by the Planning Board within the 62 days. To do so might result in a disapproval when, with further information or changes, and SEQR compliance, approval or approval with modifications might otherwise occur. In such cases, Planning Board staff will notify the applicant of missing or incomplete items as soon as possible.

In light of the above, you are asked to indicate, by checking the appropriate space on the application form, whether you consent to the extension of the 62-day public hearing period or review period, for so long as may reasonably be necessary to generate a submission which is complete and in conformity with all pertinent requirements. You may revoke your consent at any time by communicating that fact in writing to the Secretary of the Planning Board whereupon your plat, site plan or special permit proposal will be scheduled for the next regularly scheduled meeting

of the Planning Board.

5. For procedures, design standards, specifications for drawings and other information, see the following chapters in the Town of Kinderhook Code listed below. A staff-generated checklist is also available as a guide only.

- (1) Subdivisions – Chapter 63
- (2) Site Plans – Chapter 81 (Zoning Ordinance)
  - Section 81-31 Design Standards
  - Section 81-47 Site Plan Approval

6. Please be advised that the site plan, subdivision or special permit process often involves engineering, legal and other professional skills. While Planning Board staff will provide guidance and assistance within reasonable limits, the responsibility for the proper presentation of the proposal lies with the applicant and the applicant's professional advisors, and not upon the Planning Board or its staff.

7. REQUIRED ATTACHMENTS

- Copy of Deed (See number 1 above)
- List of names and addresses of nearby property owners (See number 3 above)
- Two (2) copies of a recent survey (Signed & sealed by a Licensed Land Surveyor)
- Ten (10) copies of proposed Subdivision or Site Plan drawings (Signed & sealed by a licensed Professional Engineer or Registered Architect)
- Copy of a Short or Long Environmental Assessment Form (EAF)
- Check payable to the Town of Kinderhook Planning Board for the application fee.

8. FEE SCHEDULE

Minor Subdivision (4 or fewer lots) -----	\$200.00 per building lot
Major Subdivision (5 or more lots) -----	\$300.00 per building lot
Site Plan (Review of drawings) -----	\$350
Site Plan (Review of project for compliance) -----	\$10 per 100 gross SF of bldg. (\$250 minimum)
Special Use Permit -----	\$250.00 for the first acre, plus \$25.00 for each additional acre
Accessory Apartment or Home Occupation -----	\$50.00
Engineering Review -----	Maintain escrow account as needed

NOTE: Additional fees may be required in an amount necessary to defray additional costs of special consultants engaged by the Town to assist in the review of an application.

STATE OF NEW YORK        )  
 COUNTY OF COLUMBIA    ) SS  
 TOWN OF KINDERHOOK    )

I \_\_\_\_\_ understand that as the owner of the subject property I authorize the tenant to make this application. I also understand that I as well as the tenant will be bound with the Planning Resolution of approval; including all conditions of such approval.

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_  
\_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_