

Planning Board Site Plan Checklist

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Town of Kinderhook Planning Board

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Nataly Dee, Secretary (518) 821-5822

Andrew Howard, Planning Board Attorney (518) 828-2021

SITE PLAN CHECKLIST:

**** Your site plan must be prepared by a licensed engineer, architect, landscape architect, or surveyor and certified by their seal and signature. The CEO must submit your application, ten (10) copies of the plan, the fee (check or money order only), and EAF no less than fourteen days prior to the Planning Board's regular meeting, which is held on the third Thursday of each month. Each submission must be deemed complete by the CEO before he can submit it to the Planning Board for consideration. ****

- _____ Tax map number of parcel
- _____ Location/area map
- _____ North arrow
- _____ Delineation of adjacent properties within 500' of the property
- _____ Size of lot and all dimensions
- _____ Show all building set back lines
- _____ Percentage of lot coverage including all accessory buildings and pavement (pavement area (sq. ft.) and material)
- _____ Building elevations and floor plan showing materials and dimensions
- _____ Building dimensions and area
- _____ Parking – including dimensions and calculations to determine required number, showing handicap parking; surface material
- _____ Arrows showing ingress and egress
- _____ Dept. of Transportation (DOT) and/or County/Town Highway Dept. approvals
- _____ Exterior lighting on building and parking areas; style and intensity
- _____ Location of any existing well and septic or public utilities on this property and adjoining properties within 150' of the proposed site plan
- _____ Columbia Co. Health Dept. approval for well and septic
- _____ Drainage plan (show size of lines, profiles, etc.)
- _____ Landscape plan including schedule of plantings
- _____ Topographic map with 10' intervals and shall include property 200' around site
- _____ Delineation of all required wetlands (NYSDEC and ACOE)
- _____ Type of screening around dumpster enclosure
- _____ Show existing trees measuring over 8" in diameter, measured 3' above the trunk
- _____ Zoning boundaries/lines (if any) shown
- _____ List existing restrictions or easements

_____ Any other data required by Chapter 81 of the Town Code and/or determined by the
_____ Planning Board as necessary for the Board to make an informed decision
_____ Sign location(s)

PLANNING BOARD FEES:

Sketch Plan Review	\$ 50
Review of Site Plan drawings	\$350
Review of project to determine compliance	\$10 per 100 gross SF of bldg. (\$250 minimum)
Reapproval of previously approved site plan which elapsed	\$ 25
Engineering Review	Maintain escrow account as needed

Note: The above checklist is supplied as a guide and is not meant to be all-inclusive. Failure to provide any of the above, however, may be grounds for disapproval of the site plan application.