



Town of Poughkeepsie

Planning & Zoning

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3657 Phone
845-486-7885/790-4772 Fax

Town of Poughkeepsie Planning Board Planning Department Notes

The following notes shall be placed on any subdivision plat and site plan map.

1. *It is the responsibility of the owner/applicant to submit to the Planning Board proof that the conditions of approval have been completed, and the signature of the Planning Board Chairman shall be withheld pending receipt of a written memorandum from the Planning Department verifying that the conditions of approval have been completed.*
2. *Prior to commencement of any site work the applicant's contractor and consulting engineer shall meet with the Building Department, the Town Engineer, and the Planning Department to discuss the phasing of the site work and the construction work, the placement of erosion control measures, requirements for certification from the applicant's professionals, implementation of required mitigation, approval of field changes, and periodic field inspections by the Building Department, the Town Engineer, and the Planning Department.*
3. *At the completion of construction, and prior to issuance of a temporary or a permanent Certificate of Occupancy for any structure, the applicant shall provide to the Planning Department, the Town Engineer, and the Building Inspector a certification in the form required by the Town, prepared by a New York State Licensed Professional Engineer, a NYS Licensed Land Surveyor and other New York State licensed professionals as the case may be, that all site work has been carried out and completed in compliance with the approved plans for the project. Additionally, the applicant shall provide to the Planning Department, the Town Engineer, and the Building Inspector an "as built" survey of the completed site work including associated storm water management facilities and any easements.*
4. *In the event the applicant seeks a temporary or final Certificate of Occupancy for any building or use prior to the completion of construction of all elements shown on the approved project, the applicant shall propose and obtain Department of Planning and Engineering Department approval of a phased implementation plan. The phased implementation plan shall address buildings, access, utilities, parking, landscaping, lighting, pedestrian amenities, public safety and separation from continuing construction activities and any other elements or issues as deemed appropriate by the Town. The applicant shall provide the previously referenced engineer's certification and "as built" survey upon completion of all construction.*