



# Town of Poughkeepsie

## Planning & Zoning

1 Overocker Road  
Poughkeepsie, NY 12603

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

### Town of Poughkeepsie Site Development Checklist and Certification Form

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By his/her signature on the “**Site Development Inspection and Certification Form**” the applicant understands that any changes requested in the construction of the site plan or any request for waivers of those requirements must be submitted in writing prior to implementation with an itemized explanation to substantiate the request. (Use attached sheets if necessary). This tracking sheet is also to be used to indicate items where an inspection by the Town is sought. This list is to be updated and filed each month during construction.

Item	Description	Town inspection this month? (Yes/No)	Waiver Requested? (Yes/No)	Explanation of Waiver
1	Grading Plan			
2	Sanitary Sewers (Gravity Line, Pump Station, Force Main Cleanouts, Grease Trap)			
3	Water Mains and Appurtenances (Meter Pit, Hydrants, etc.)			
4	Pavement/Hardscape			
5	Landscape/Plantings			
6	Storm Sewers (Pipe & Manholes)			
7	Stormwater Facility (Pond or other device)			

8	Parking & Loading			
9	Curbs or Curbs & Gutters			
10	Sidewalks			
11	Lights			
12	Street Trees			
13	Traffic Signs; Traffic Improvements			
14	Refuse Enclosure/Trash Containers			
15	Public Amenities (Benches, Bike Rack)			

Note: If an inspection by the Town is required for site work it must be with a minimum of 72 hours notice and in writing.

**Inspection Items included in Certification:**

**Hardscape:**

**Yes No N/A**

- Concrete/Asphalt Curbing (Dimensions, Subgrade, Compressive Strength)
- Sidewalk (Dimensions, Subgrade Preparation, Compressive Strength)
- Asphalt Pavement (Dimensions, Subgrade Preparation, Mix Design)
- Porous Pavement (Dimensions, Material Specs, Subgrade Preparation)
- Pavers (Dimensions, Material Specs, Subgrade Preparation)
- Stamped Asphalt or Concrete (Material Specifications, Surface Treatment)

**Landscape:**

**Yes No N/A**

- Tree Protection (Preservation (Conformance with Plans)
- Planting Bed Preparation (Material Composition, Thickness)
- Topsoil/Seed, Sod Installation (Material Composition, Thickness)
- General Placement/Layout and Numbers

- Trees/Street Trees (Verify Plant Types and Quantity)
- Shrubs, Bushes (Verify Plant Types and Quantity)
- Ornamental Plantings (Verify Plant Types and Quantity)

**Storm Drainage:**

**Yes No N/A**

- Trench Backfill & Compaction (Dimensions, Subgrade Preparation, Density Tests)
- Backfill Material & Gradation (Dimensions, Subgrade Preparation, Gradation Tests)
- Pipe Size, Type and Slope (Material Specifications, Dimensions)
- Structures - Catch Basin, Yard Drain, Manholes (Shop Drawings, Dimensions)
- Underground Vaults, Chambers, Storage Pipe (Shop Drawings, Dimensions)
- Pre-treatment Water Quality Device (Installed per Manufacturer's Literature)
- Basins/Pond (Dimensions, Permanent Pool, Aquatic Plantings)
- Inlet Pipe/Outlet Controls (Trash Rack, Orifice Size, Dimensions)
- Overflow Spillway (Dimensions, Riprap Stabilization Size/Thickness)
- Oil/Water Separator (Dimensions, Baffle Wall, Outlet Hood)

**Water Utility:**

**Yes No N/A**

- Pipe Bedding and Backfill Materials (Material Specifications, Dimensions)
- Witness Hydrostatic Pressure Test (Complete and Submit Forms)
- Witness Disinfection and Flushing (Complete and Submit Forms)
- Review Test Results (Hydrostatic Pressure, Bacteriological)
- Submit Certification Forms and Test Results

**Sewer:**

**Yes No N/A**

- Inspect Gravity and Force Main Piping (Witness Installation prior to backfill)
- Backfill and Compaction of Trenches (Dimensions, Material Spec and Testing)
- Pipe Type, Size and Slope (Dimensions, Material Specifications)
- Deflection (Mandrel) Testing (Witness and certify to test)
- Vacuum or Air Pressure Testing of Manholes (Witness and Certify)
- Hydrostatic or Air Pressure Testing of Pipes (Witness and Certify)
- Hydrostatic Testing of Vaults or Manholes (Witness and Certify)
- Witness Pump Station Start Up and Simulation (Witness and Certify)
- Confirm Emergency Power Operation (Witness and Certify)
- Review Alarm and Float Settings (Witness and Certify)

**General Site Work:**

**Yes   No   N/A**

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|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Grading - Cut/Fill (Conformance within Tolerance)                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction of Retaining Walls (If Any) – (Review and Certify to Construction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Installation of Subbase Materials (Dimensions, Material Spec., Compaction)      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pavement Striping and Signage (Dimensions, Color, Conformance to Plan)          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Amenities (Benches, Trash Containers) – Conformance to Plans               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refuse Enclosure (Dimensions, Materials, Color to Match Building)               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Lighting (Number, Type, Pole Height, Fixtures, Cutoff and Throw)           |