



**TOWN OF KINGSTON  
PLANNING BOARD**

906 Sawkill Road  
Kingston, NY 12401

Phone: (845) 336-8853  
Fax: (845) 336-5660  
www.tokny.us

**APPLICATION: SITE PLAN, SPECIAL USE PERMIT, SUBDIVISION**

*NOTE: Before any application submitted to the Town of Kingston Planning Board, potential applicants must first contact the Chairperson of the Planning Board to request a time slot at the Planning Board's next meeting. At which time you may present a brief pre-application narrative. This allows all members of the Planning Board to interact in the planning process and to help applicants get important information.*

Please check the appropriate box(es) for your application:

- Site Plan
- Special Use Permit
- Subdivision (Land Division, Lot Line Revision and Lot Line Deletion)

*Please complete the form below and include all required items with your application submission.*

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Please sign the authorization form attached to this application, if you plan on representing the lot owners.*

Owner's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Lot Address:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **SBL #:** \_\_\_\_\_

**Parcel Acreage:** \_\_\_\_\_ **# of Lots to Create:** *(subdivision only)* \_\_\_\_\_

*As owners of property, I hereby grant permission to the Town of Kingston Planning Board members and representatives to enter the property in question for purposes of inspection for planning review. If an inspection is requested a scheduled meeting time will need to be established within 10 days of the request.*

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please answer Yes or No:** Is the proposed site within 500 feet of a municipal boundary, a recreation area or state forest, a state or county highway, a county drainage channel or a state or county building? \_\_\_\_\_

*(This determines if the Ulster County Planning Board will review your application)*

**Submit the following documents with the application:**

**Site Plan:**

- Written Narrative (Brief overview of the application)
- Site Plan: per Chapter 425-13C(1) Town of Kingston Code
- Signed SEQRA Environmental Assessment Form (EAF), Part 1
- Filing Fee and Escrow (see attached fee schedule)
- Additional items may be required during the application process

**Special Use Permit:**

- Written Narrative (Brief overview of the application)
- Signed SEQRA Environmental Assessment Form (EAF), Part 1
- Filing Fee and Escrow (see attached fee schedule)
- Note Chapter 425-20 of the Town of Kingston Code for items to include in your project Narrative
- Additional items, including a Site Plan, may be required

**Subdivision:**

- Written Narrative (Brief overview of the application)
- Submit a Sketch Plan showing a basic proposed layout and other information required in Section 350-17 of the Town of Kingston Code
- Signed SEQRA Environmental Assessment Form (EAF), Part 1
- Filing Fee and Escrow (see attached fee schedule)
- Additional items may be required during the application process

**ALL DOCUMENTS MUST BE SUBMITTED 2 WEEKS PRIOR TO THE NEXT PLANNING BOARD MEETING SEE [www.tokny.us](http://www.tokny.us) FOR MEETING DATES. Eight paper copies delivered to the Town Secretary or other authorized officials of the Planning Board and a digital copy sent to, [clerk@tokny.us](mailto:clerk@tokny.us)**

*Based on documentation available from the New York State Department of Environmental Conservation (NYSDEC), lands throughout the Town of Kingston are known to be, or have the potential to be, habitat for two (2) protected wildlife species: the Bald Eagle, and the Northern Long-eared Bat. Applicants should be aware of this protection and the standards that limit land development or land use changes on, or in proximity to, the habitat of these species.*

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**OFFICE USE ONLY:**

Date application received: \_\_\_\_\_

Date application fee received: \_\_\_\_\_ Escrow received: \_\_\_\_\_

Date of public hearing notice in publication: \_\_\_\_\_

Date of public hearing: \_\_\_\_\_

Final Resolution: \_\_\_\_\_, Date: \_\_\_\_\_ Signed Date: \_\_\_\_\_

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To the Town of Kingston Planning Board,

I, \_\_\_\_\_, give my permission for  
\_\_\_\_\_ to act as my agent in all aspects of my

application that has been submitted to the Town of Kingston Planning Board. I

understand that my agent will attend all meetings on my behalf and act as a liaison  
between myself and the Planning Board.

\_\_\_\_\_

Owner's Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Agent's Signature:

\_\_\_\_\_

Date:

**TOWN OF KINGSTON - PLANNING BOARD  
FEE SCHEDULE**

<b>APPLICATION:</b>	<b>FEE:</b>	<b>ESCROW AMOUNT:</b>
<b>SITE PLAN</b>	<b>\$225</b>	<b>New Structure or Use: \$5000 per Acre and \$.50 per sq ft of Proposed Structure</b>  <b>Existing Structure or Use: \$3500 per Acre and \$.50 per sq ft of Structure</b>
<b>SPECIAL USE PERMIT</b>	<b>\$100</b>	
<b>SUBDIVISION</b>	<b>\$250</b>	<b>\$3000 for Residential (per Lot)</b> <b>\$5000 for Commercial (per Lot)</b>  <b>\$2500 for Residential Lot Line Change</b> <b>\$5000 for Commercial Lot Line Change</b>

## **GENERAL CHECK LIST:**

### ***ITEMS TO INCLUDE ON SUBDIVISION MAPS AND SITE PLANS***

- The names of all owners of the property in question and of all adjacent property with S.B.L. numbers
- Boundaries of the property, required setbacks and existing streets and driveways with dimensions
- Reservations, easements and areas dedicated to public use shall be shown
- Existing buildings on the site and on adjacent property if within 100ft of the property line
- Title of development, date, north point, scale, name and address of record owner, and name of preparer
- The proposed use or uses of land and buildings and proposed height and location of buildings.
- The location and design of off-street parking areas or loading areas
- The location of all proposed water lines, valves and hydrants and of all sewer lines or alternative means of water supply and sewage disposal and treatment with separation dimensions
- The proposed location, direction, lumens and hours of operation of proposed outdoor lighting
- The proposed screening and landscaping plan (show area to be cleared for infrastructure and structures)
- Show proposed utilities placement from the source to the site
- Proposed storm water drainage systems and erosion control plans
- The location, height, size and design of any signs
- Pedestrian circulation systems
- Existing contours with intervals of five feet or less
- Proposed grading with a contour interval of two feet.

*Additional Items may be required for your application to be deemed complete.*